

# *Upton High School*

*“Home of the  
Bobcats”*



***STUDENT/PARENT/GUARDIAN  
HANDBOOK  
2016-2017***

***It's a great day to be a Bobcat!***

The staff and administration of Weston County School District #7 at Upton High School wish to welcome you to the 2016-2017 school year. We are looking forward to the continued excellence that is offered in student learning through this district including recent adoption of personalized learning. The support of the parents and community continue to make this a system to be proud of.

This handbook is designed for your use and easy reference to general information. It is in no way intended to be all-inclusive. When more information is needed, please contact the office where every effort will be made to get this information to you as soon as possible.

We are proud of our school and look forward to an exciting year of learning experiences. Your continued support and involvement are encouraged.

Sincerely,

Summer Stephens, Superintendent

Linda Crawford, High School Principal

#### **PLEASE NOTE**

This handbook does not serve as contract but as a guide. Administration reserves the right to make situational decisions that are in the best interest of students. The Weston County Board of Trustees reserves the right to make any necessary changes within this handbook.

## **OUR MISSION**

**As a community, we prepare all learners to achieve excellence through quality and relevant educational experiences.**

## **OUR VISION**

**A caring community inspiring all learners to be  
“The Best on Earth”**

# UPTON HIGH SCHOOL 2016-2017 SCHEDULE

## MON-WED SCHEDULE

Bobcat Time	8:00-8:27
Period 1	8:30-9:18
Period 2	9:21-10:09
Period 3	10:14-11:02
Period 4	11:05-11:53
Lunch	11:53-12:23
Period 5	12:26-1:14
Period 6	1:19-2:07
Period 7	2:10-2:58
Period 8	3:01-3:30 (Study Hall)

## TUES-THURS SCHEDULE

Period 1	8:00-8:49
Period 2	8:52-9:41
Period 3	9:46-10:35
Period 4	10:38-11:27
Period 5	11:30-12:19
Lunch	12:19-12:50
Period 6	12:53-1:42
Period 7	1:45-2:34
Period 8	2:37-3:30 (Study Hall)

## FRI SCHEDULE

Period 1	8:00-8:30
Period 2	8:33-9:03
Period 3	9:06-9:36
Period 4	9:39-10:09
Period 5	10:14-10:44
Period 6	10:47-11:17
Period 7	11:20-11:50
Lunch	11:50-12:25
Period 8	12:28-1:00

## 10:00 A.M. START SCHEDULE

Period 1	10:00-10:40
Period 2	10:44-11:24
Period 3	11:28-12:08
Lunch	12:08-12:38
Period 4	12:38-1:18
Period 5	1:22-2:02
Period 6	2:06-2:46
Period 7	2:50-3:30

## EARLY RELEASE SCHEDULE

Period 1	8:00-8:30
Period 2	8:33-9:03
Period 3	9:06-9:36
Period 4	9:39-10:09
Period 5	10:14-10:44
Period 6	10:47-11:17
Period 7	11:20-12:00

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**No student shall be in the school after 3:30 unless they are being supervised by an employee of Weston County School District #7.**

# WESTON COUNTY SCHOOL DISTRICT #7 CALENDAR 2016-2017

New Staff In-service	Mon	August 15
All Staff In-service	Tues-Fri, Mon	August 16-19, 22
First Day of School	Tuesday 8:00 Start	August 23
Back-to-School Night	Monday 5:00-8:00	August 29
<b>Labor Day (No School)</b>	Monday	September 5
In-Service (No Students)	Monday	September 12
Benchmark Reporting	Friday	September 23
PT-Conferences	Monday 4:00 – 8:00	October 10
PT-Conferences (No Students)	Friday 8:00 – 12:00	October 14
End of 1 <sup>st</sup> Quarter	Friday	October 21
In-Service (No Students)	Monday	October 24
<b>High Activity (No School)</b>	Friday	November 4
Benchmark Reporting	Friday	November 18
Thanksgiving – Noon Release	Wednesday	November 23
<b>Thanksgiving (No School)</b>	Thurs-Fri	November 24-25
Bobcat Basketball Tourney	Friday Noon Release	December 9
End of 2 <sup>nd</sup> Quarter	Friday Noon Release	December 21
<b>Christmas Vacation (No School)</b>	Thurs.- Fri, Mon-Fri, Mon	Dec. 22 – Jan. 2
In-Service (No Students)	Monday	January 3
Benchmark Reporting	Friday	February 3
PT-Conferences	Monday 4:00 – 8:00	February 6
PT-Conferences	Friday 8:00 – 12:00	February 10
<b>High Activity (No School)</b>	Friday	February 24
<b>High Activity (No School)</b>	Friday	March 3
End of 3 <sup>rd</sup> Quarter	Thursday	March 9
In-Service (No Students)	Friday	March 10
Benchmark Reporting	Friday	April 7
<b>Spring Break (No School)</b>	Thurs.-Fri., Mon.	April 13, 14, 17
Built in Snow Day	Thursday	April 13
<b>In-Service (No School)</b>	Friday	April 15, 2016
Graduation	Sunday 1:00	May 21
End of 4 <sup>th</sup> Quarter	Thursday Noon Release	May 25
Built in Snow Day	Friday	May 26

# CLUBS AND ORGANIZATIONS

Involvement in activities or clubs provides an enriched high school experience.

HS Athletic Director	Beau Garcia
MS Athletic Director	Rhonda Knapp
HS Football	Andy Garland, Clark Coberly
HS Volleyball	Tory Mobley, Jenna Medlen
HS Wrestling	Lee McCoy
HS Girls Basketball	Jackie Materi, Amber Louderback
HS Boys Basketball	Joe Samuelson, Nick Johnson
HS Track	Lee McCoy, Buffy Helwig, Tim Shay
HS Golf	Beau Garcia – Fall and Spring
Band/Choir	Dawn Rushton
Blue & White Club	Jessica Finn, Chermey Arthur
Close-Up	Nick Johnson
FBLA	Karla Ludemann
FCCLA	Deanne Gould
FFA	Shane Buchholz
National Honor Society	Deanne Gould
Prom Advisor	Jenna Medlen, Jenny McMichael
Senior Graduation	Jessica Finn
Spanish Club	Susan Sharkey
Student Council	Linda Crawford, Chermey Arthur

## CLASS SPONSORS

Freshman:	Karla Ludemann, Mick Tonkel
Sophomore:	Andy Garland, Shane Buchholz
Junior:	Nick Johnson, Ali Womack
Senior:	Deanne Gould, Kim Booth
Off Year:	Beau Garcia, Susan Sharkey

## CLASS MEETINGS

All class meetings will be held at the class president's request (through the office) during a specified time. All meetings will be conducted in a business-like manner. The president of the class and the class sponsor will be in charge of class meetings. No class meeting will be held without the presence of at least one class sponsor. The first class meeting will be scheduled the first day of school following the opening assembly.

# GRADUATION REQUIREMENTS

## CREDIT REQUIREMENTS

- 4 credits of Language Arts
- 3 credits of Math (including Algebra I [9] – Geometry [10])
- 3 credits of Social Science (US History [11] – Am. Government/Econ. [12])
- 3 credits of Science (including Integrated Science [9] – Biology [10])
- 1 credit of Physical Ed. (including PE/Health [9])
- 1 credit Fine Arts
- .5 credit Career and Technical Education

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- 15.5 required credits
  - 8.5 elective credits
- 24 TOTAL CREDITS

## REQUIRED CLASSES

### FRESHMAN

ENGLISH: English I

SCIENCE: Integrated Science

MATH: Algebra I or Geometry

PHYSICAL EDUCATION: PE/Health

### SOPHOMORES

ENGLISH: English II

SCIENCE: Biology

MATH: Geometry or Algebra II

SOCIAL SCIENCE: World Perspective

### JUNIORS

ENGLISH: English III

SOCIAL SCIENCE: US History or AP World History

MATH: Algebra II, Standards Math or Pre-calculus

SCIENCE: 11<sup>TH</sup> OR 12<sup>TH</sup> GRADE

### SENIORS

ENGLISH: English IV

SOCIAL SCIENCE: American Government

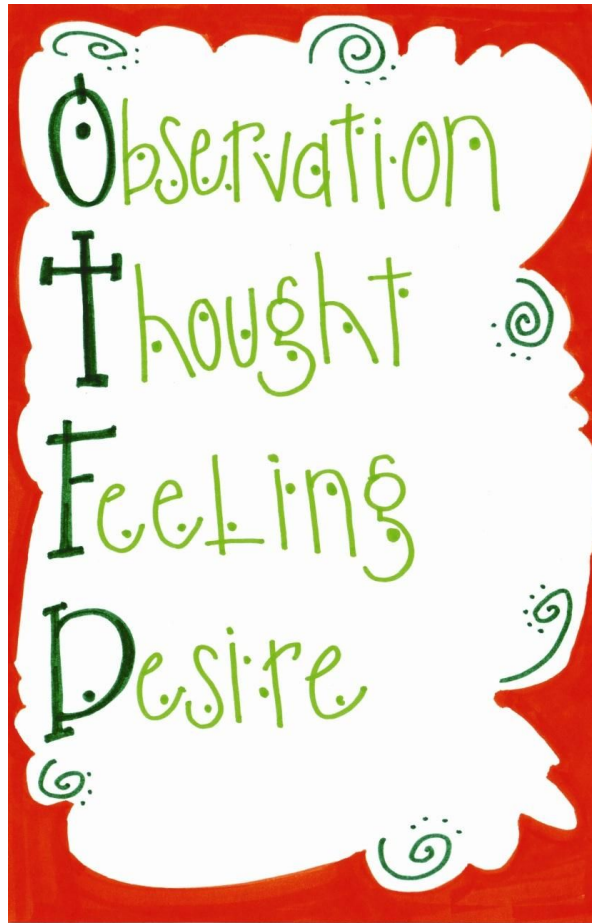
SCIENCE: 11<sup>TH</sup> OR 12<sup>TH</sup> GRADE

# HATHAWAY SCHOLARSHIP SUCCESS CURRICULUM

Scholarship Level and Amount	Honors \$1680 / Semester	Performance \$1260 / Semester	Opportunity \$840 / Semester	Provisional Opportunity \$840 / Semester
High School GPA	3.50	3.00	2.50	2.50
ACT Scores	25	21	19	17 or 12 on WorkKeys
Minimum College GPA	2.50	2.50	2.25	2.25
	<b>4 Years Lang. Arts</b>	<b>4 Years Lang. Arts</b>	<b>4 Years Lang. Arts</b>	<b>4 Years Lang. Arts</b>
	<b>4 Years Math</b> Must include: Algebra 1 & 2, Geometry and 1 additional math course	<b>4 Years Math</b> Must include: Algebra 1 & 2, Geometry and 1 additional math course	<b>4 Years Math</b> Must include: Algebra 1 & 2, Geometry and 1 additional math course	<b>3 Years Math</b> At least two years of the following courses: Algebra I Algebra II Geometry
	<b>4 Years Science</b> Must include 3 of these: Physical Science Chemistry Physics Biology Geology Computer Science I One additional approved science course	<b>4 Years Science</b> Must include 3 of these: Physical Science Chemistry Physics Biology Geology Computer Science I One additional approved science course	<b>4 Years Science</b> Must include 3 of these: Physical Science Chemistry Physics Biology Geology Computer Science I One additional approved science course	<b>3 Years Science</b> Including these: Integrated Science Biology
	<b>3 Years Social Studies</b> Any combination World History American History Geography Am. Government Economic Systems and Institutions	<b>3 Years Social Studies</b> Any combination World History American History Geography Am. Government Economic Systems and Institutions	<b>3 Years Social Studies</b> Any combination World History American History Geography Am. Government Economic Systems and Institutions	<b>3 Years Social Studies</b> Including these: US History Am. Government/Econs
	<b>2 Years Foreign Language</b> Two sequenced years of the same foreign language (does not need to be taken consecutively). At least one year taken during grades 9 – 12.	<b>2 Years Foreign Language</b> Two sequenced years of the same foreign language (does not need to be taken consecutively). At least one year taken during grades 9 – 12.	<b>Additionally</b> Two years of fine and performing arts or Two years of career-vocational education or Two years of Foreign Language	<b>Additionally</b> Two years of fine and performing arts or Two years of career-vocational education or Two years of Foreign Language
	<b>Additionally</b> Two years of fine and performing arts OR Two years of career-vocational education OR Two additional years of Foreign Language	<b>Additionally</b> Two years of fine and performing arts OR Two years of career-vocational education OR Two additional years of Foreign Language		

**In our school, we believe it is the responsibility of every staff member and every student to make our school the “Best on Earth”. The following pages explain some of the philosophies we believe to be important.**

## **OPEN THE FRONT DOOR**



**Observe** -- “O” is something you observed that anyone else can observe. It is the facts. Example: I saw that you threw your chair across the room. (Not, I saw you got angry)

**Think** -- “T” is a thought or opinion about what you observed. Example: I thought you didn’t care.

**Feeling** -- “F” is a feeling you had about what you observed Example: I felt sad (hurt, angry).

**Desire** -- “D” is what you want (your desire). Example: What I want is for us to be friends.



## 4-PART APOLOGY IN ACTION



**A – Acknowledge - I know that I ...**

**A – Apologize - I apologize for ...**

**M – Make it Right - What can I do to make it right?**

**R – Recommit - Next time I will ...**

In this time of easy access to social media, it is vital that our students understand the consequences of their choices related to posting online. The staff in our school is proactive in helping students make positive choices.

***Is what you are about to post  
Kind? Necessary? Helpful? Truthful?***

***Your Digital Footprint is FOREVER.***

***What you post paints a picture of who  
you are for everyone including future  
employers!***

# 8 KEYS OF EXCELLENCE

## **Integrity**

I have positive personal values.  
My words and actions reflect my values.  
I know myself and I am true to who I am.

## **Failure Leads to Success**

I view failures as feedback and opportunities for growth.  
I take time to learn from mistakes and do better next time.  
I am not fearful of making mistakes.

## **Speak With Good Purpose**

I am aware of the power of my words.  
I speak positively—no bullying, no insults, no gossip.  
I make sure my intention is good and my words are sincere.

## **This Is It!**

I focus my attention on what I'm doing right now.  
I know I have the power to choose my attitude—good or bad.  
I choose a positive attitude.

## **Commitment**

I have meaningful goals and believe in my ability to achieve them.  
I take positive action to move forward toward my goals.  
I persevere—giving up is not an option.

## **Ownership**

I think about the results of my choices.  
I am responsible for my words and actions.  
I don't blame others or make excuses for things I say or do.

## **Flexibility**

I recognize that things may not always work out as planned.  
I am open to suggestions and change—I am not rigid.  
I adapt to changing situations in order to move forward.

## **Balance**

I stay aware of what's meaningful and important in my life.  
I make positive choices about how I spend my time.  
I balance my activities to nurture my mind, body, and emotions.

# ACADEMIC INFORMATION

## GPA/CLASS RANK

At the end of each quarter an Honor Roll list will be made using the following criteria:

<b>Principal's Honor Roll</b>	4.00 - 3.75 GPA
<b>"A" Honor Roll</b>	3.74 - 3.50 GPA
<b>"B" Honor Roll</b>	3.49 - 3.00 GPA

All classes are used to calculate a student's grade point average. Any student who had a D, F, or I on his/her report card is not eligible for any honor roll that grading period. At the end of each semester, students who have made the honor roll will receive a certificate.

The following is the point system using in figuring GPA for honor roll, Hathaway and class rank. Class ranking is computed for the first time after the first semester of the junior year. Calculations take place at the end of each semester, until the end of the senior year.

Valedictorian and salutatorian are determined by computing the GPA of required classes for students at the end of the first semester of their senior year. In order to be considered for these honors, students must have attended at least the two previous semesters at Upton High School (second semester junior year and first semester their senior year).

A	100 – 90==	4.0	B	89 – 80==	3.0	C	79 – 70==	2.0
D	69 – 60==	1.0	F	59 – 0==	0.0			

Any student repeating a course will have the higher of the two grades used in figuring GPA. When repeating a course, the student will not be able to earn credit more than once. Any student doing credit recovery will have the grades averaged with the previous grade.

## PROGRESS REPORTS

Benchmarking progress reports will be made approximately half way through each quarter to help keep parents/guardians informed regarding the progress that students are making in each class. These reports do not preclude supplemental reporting to parents. Report cards are distributed in conjunction with the end of the quarters to the students or by mail.

## CLASS STATUS

Class status is determined by a student's cumulative credits earned, not by how many years they have attended high school. Students can only change status at the end of the semester. The following guidelines will determine the official grade level of each student:

Freshman	less than	5.5 credits
Sophomore	at least	5.5 credits
Junior	at least	12 credits
Senior	at least	18 credits

## **TRANSFER STUDENTS**

A transferring student into Upton High School will have his/her GPA calculated upon enrollment. As a student's transcript is entered the courses, final grades and credits will be listed as they appear on the incoming transcript. The incoming students' grades will be based on the previous school's grading scale. These grades will then be calculated into their GPA at Upton High School.

## **SCHEDULE CHANGES**

Students who wish to make a schedule change must complete a "Request for Course Change" form from the office including signatures from parents, both teachers, and principal or counselor. Students must follow their present schedule and attend all classes listed until a schedule change is made and the teachers are notified. All schedule changes should occur within the first 3 days of each semester.

## **DROPPING A COURSE**

Students must receive written permission from a parent/guardian and administrator to drop a course. Students who drop a course shall consult with the counselor or principal to select an appropriate replacement for that course. Students who drop a course after the first four weeks of a semester may receive an "F" grade, which will appear on their transcript and will be included in their grade point average. Exceptions may be made by the principal due to extenuating circumstances.

## **INCOMPLETE GRADES**

The deadline for students to clear up an incomplete is two weeks after the end of the previous grading period. If this is not done, the grades become an "F". If an incomplete becomes an F, there is still an opportunity for the student to get a passing grade if arrangements are made with the teacher to satisfy the course requirements. These arrangements need to be made within two weeks after the end of the grading period.

Consider Change: If this is not done the grades become an "F" unless arrangements are made with the teacher to satisfy the course requirements. These arrangements need to be made within two weeks after the end of the grading period.

## **ACADEMIC LETTER**

Students carrying a 3.55 or higher grade point average (GPA) for a semester and carry at least a five period class load, are eligible to receive an academic letter.

## **NATIONAL HONOR SOCIETY**

A candidate for membership must be a junior or senior who has attended UHS for at least one full semester, and who has a grade point average of at least a 3.40. They must maintain the grade point average until graduation to remain eligible for National Honor Society.

## **ACADEMIC DISHONESTY**

Academic dishonesty, also known as cheating, plagiarism, copying, transferring computer files, etc., is claiming ownership for work that is not your own.

**First violation**-zero on the assigned task, teachers notifies parent/guardian, 1 day ISS.

**Second violation**-zero on the assigned task, teacher notifies parent/guardian notification, 1 day OSS.

**Third violation**-zero on the assigned task, parent/guardian notification, referral to the Superintendent's office for suspension and possible removal from class.

1. Teachers explain to each class what could constitute academic dishonesty at the beginning of the year and repeat the information any time a new student joins the class.
2. Teachers take preventive action in the classroom, as well as assigning the following penalties:
  - a. A zero for that assignment.
  - b. A report filed in the office of the cheating incident.
  - c. A letter or phone call to the parents/guardians.

## **GENERAL STUDENT INFORMATION**

### **ARRIVING LATE TO SCHOOL**

Students arriving late to school must report to the office before reporting to class. If they are more than 15 minutes late, they will be counted absent from that class.

### **LEAVING SCHOOL**

When it is necessary to leave the school campus during the school day, the student must first check with the office. At that time the student will be required to present permission to leave from a parent, or legal guardian.

### **DRESS CODE**

The appearance and dress of any student is the primary responsibility of the student and the parent/guardian. Upton High School students are expected to maintain an appearance that is appropriate for school and conducive to the education atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest, or disruptive of the education environment, the student will be asked to make the necessary accommodations. The following are **examples** of clothing or items that are considered to be inappropriate:

- Clothing which reveals undergarments or the lack of undergarments
- Pants or shorts with holes may be deemed inappropriate
- "Sagging" pants or shorts worn more than two inches below the hips or naval
- Mesh shirts, strapless, **spaghetti strap**, **torn shirts**, or tank tops that are less than 3" wide at each shoulder, or **expose cleavage**
- Shorts, skirts and dresses not of an appropriate length. A good guide to use is the length of the fingers as the arms hang down at the side. The "Finger Tip Rule" requires shorts, skirts and dresses must extend beyond the fingertips when worn at the waistline.
- Clothing revealing bare midriffs. Shirts and tops must be "tuckable".
- Clothing or accessories displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, and references to drugs, alcoholic beverages, or tobacco products.
- Hats or hoods worn in the building during school hours.
- Sunglasses, unless prescribed by a physician.
- Sponsors of activities (i.e. athletics, music, graduation, dances, etc.) have the right to set and enforce reasonable dress standards for students wishing to participate in those activities.
- The final decision of dress is up to the administration.

Students who violate the dress code will be asked to change to meet the guidelines, and parents may be notified. Repeat violations may face disciplinary action. **The final decision of dress is up to the administration.**

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection such acts as hugging, kissing, and similar behavior are not allowed. Such displays are controversial, embarrassing to others, and tend to lead to ridicule by others. Such actions will result in **loss of privileges, detention, and/or possible suspension**, depending upon the frequency and nature of the behavior.

### **VISITORS**

Upton High School does not allow any student visitors during the school day unless they accompanied by their parent or guardian, and the visit has been approved by the principal.

### **OPEN CAMPUS**

Open campus is a privilege and may be taken away as a disciplinary consequence. Students who have earned open campus privileges for their noon break are expected not to cause problems for local businesses or residents. Students must be model students when outside the school including how they drive, how they interact with others, and what they do. **Freshmen have closed campus all year, Sophomore have open campus starting second semester** and Juniors and Seniors have open campus year around. Here are some general guidelines to keep open campus privilege:

- **Attendance:** Excessive tardiness and absences may revoke open campus privileges. Four lunch tardies will result in a week of lunch detentions. Eight lunch tardies will result in a loss of open campus privileges for the semester.
- **Discipline:** If a discipline referral form is filled out, you may lose your open campus privilege. The severity of the discipline issue determines the length of time for which the privilege is suspended.
- **Parents/guardians** may stop by the school and request their son's or daughter's open campus privileges be revoked.
- **Principal or staff** may cancel individual open campus privileges for any reason.
- **Principal** may cancel open campus privileges in cases of bad weather or for other safety reasons including reckless driving.

**Closed campus is a rule for students attending this school.** If parents/guardians of students who have a closed campus wish to **pick up their child for lunch**, they may do that simply by **notifying the office ahead of time**. If a parent/guardian wishes to **have their child walk home for lunch**, they may do that by making arrangements **with the principal ahead of time**. Students with closed campus should not be anywhere other than at home or at school during the lunch break. **Students who have closed campus and violate the rule by leaving will receive consequences.**

## CELL PHONES

Cell phones are to be turned off and put away during class periods (not on desks). This rule applies whether the student is in the hall, locker room, rest room, etc. At no time during class time should their phone be out. If students do not have pockets, phone must be kept in their lockers. They may use their cell phone during lunch and during passing period.

### Consequences for Cell Phones

1<sup>st</sup> Offense - Cell phone will be confiscated for the day. For the next 5 days of school, the student must turn the phone into the office during school hours except for lunch. Parents are contacted.

2<sup>nd</sup> Offense - Student will be held in school suspension for 1 day for insubordination. For the next 10 days of school, the student must turn the cell phone into the office during school hours.

3<sup>rd</sup> Offense - Student will be held in school suspension for 2 days for insubordination. For the next 20 days of school, the student must turn the cell phone into the office during school hours.

If more infractions occur, suspension amounts increase and possible out of school suspension will happen.

## PROPERTY USE AND CARE

Damages from willful or grossly negligent destruction or damage of property may be reported to law enforcement and must be paid for by the student before he/she may check out for the year.

## PERSONAL PROPERTY

Students assume sole responsibility for loss or damage to any personal property, such as garments, electronic equipment or musical instruments. Upton High School and the Weston County School District #7 are not responsible for any lost, stolen, or missing items. **Large sums of money or jewelry of either real or “keepsake” value should not be brought to school.** *Authorized school personnel may search personal property with reasonable suspicion. Students should not expect an assumption of privacy. School district officials only need “reasonable suspicion” in order to search lockers, cell phones or vehicles on school property. Lockers and parking lots are property of Weston County School District #7.*

## LOCKERS

Lockers are the property of the school and are provided for student use. All lockers are subject to inspection for cleanliness and may be entered by a principal or his/her representative any time the locker is suspected to contain stolen items, alcohol, drugs, explosives, firearms or any item considered potentially harmful to the building or persons in the building.

Locker combinations should not be given to peers nor should lockers be shared with others unless special arrangements are made through the office. Books and materials must be stored in lockers. Backpacks are NOT to be taken from class to class or to be left in halls. They must be put away in lockers at the beginning of the school day.

Students are expected to keep their lockers locked: this includes PE, athletic lockers, and hallway lockers. For PE and athletic lockers, locks will be provided from the office. Personal locks may not be put on lockers.



## **CAFETERIA BEHAVIOR**

Having lunch in the cafeteria is a privilege. Students must conduct themselves accordingly or lose the privilege to eat with others. The following regulations are to be observed:

1. Running down the hall for lunch is not appropriate.
2. Good table manners are expected of every student.
3. The tables should be left clean and all trays, bottles, etc..., should be put in the proper place.
4. No food or drinks are to be taken out of the cafeteria.

## **COMPUTER MISUSE**

Students are expected to act in a responsible, ethical, and legal manner in accordance with Weston County School District #7 policies and Federal and State law. The following uses of the Weston County School District #7 network are specifically prohibited:

1. use of the network to facilitate illegal activity.
2. use of the network for commercial or for profit purposes.
3. use of the network for hate mail, discriminatory remarks, and offensive or obscene language.
4. use of the network to harass, insult, or attack others.
5. use of the network to attempt to discover another person's passwords or trespass in another user's folders, work, or files or any activity intended to disrupt the work of other users.
6. destruction, modification, or abuse of any technology resource, including any activity that hinders the performance of any computer's memory, file system, or software.
7. use of the network to search for, access, or download any material not suited for educational purposes.
8. use of the network to violate copyright laws.
9. accessing chat sites or using Instant Messaging software that is not curriculum related
10. accessing on-line sites related to games, streaming video, or streaming audio.

### **Consequences for Inappropriate Computer Use**

All discipline issues related to inappropriate use of WCSD#7 technology resources will be directed by the building principal and based on the Appropriate Use Policy of the District. Consequences for misuse/abuse of these resources may include, but not limited to the following:

1<sup>st</sup> Offense - Loss of computer/Internet privileges for two weeks and Teacher Contact with Parent/Guardian.

2<sup>nd</sup> Offense - Loss of computer/Internet privileges for one month and Teacher Contact with Parent/Guardian.

3<sup>rd</sup> Offense - Loss of computer/Internet privileges for four months and Administrative Contact with Parent/Guardian as well as other consequences as determined by the Administration

## **LIBRARY**

The library should be the center of the student’s study life and is for quiet study and research. The following regulations are established to achieve this end:

1. Students may use the library during the school day.
2. The library is for quiet study, only whispering when necessary will be allowed.
3. Encyclopedias and other reference items must remain in the library unless they are checked out by an instructor for one class period.
4. All books and laptops/Chromebooks must be checked out and returned to the desk. Once taken from a shelf, don’t attempt to return a book to the shelf. Check it in at the librarian desk.
5. All borrowers are responsible for the book(s)/lap tops protection from damage. Fines will be proportional to damaged items. Students will have specific agreement forms that will be signed for use of the technology items.
6. Fines of \$.10 per day will be charged for overdue items. See library checkout limitations and deadlines.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. All persons associated with Weston County School District #7 are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Consequences may result in “expulsion from school” or “any sanctions deemed appropriate.”

## **TEXTBOOKS**

Basic textbooks are furnished by the school district at no cost. Students are responsible for returning texts when courses are completed or dropped. Students are responsible for replacement cost for lost books and repairs costs to damaged books. Students may receive a replacement for a book lost during the semester but again they are responsible for the lost book and the new replacement book. Teachers record the books checked out to each student.

Here is the fine chart for book replacement if the book costs \$80. \*\*\*Unless textbook cost is lower, in which case the replacement cost will be used.

Percent of fine	Dollar amount	Years the book has been used
80%	\$60	1 <sup>st</sup> & 2 <sup>nd</sup> year
70%	\$50	3 <sup>rd</sup> year
55%	\$40	4 <sup>th</sup> year
40%	\$30	5 <sup>th</sup> year
20%	\$15	6 <sup>th</sup> year and beyond

If the book doesn’t need to be replaced then the chart above will be used to assign a fine to a damaged book with the maximum amount in the chart. Rebinding fee - \$10, Corner Damage - \$5.

# **ATTENDANCE INFORMATION**

## **ATTENDANCE PROCEDURES FOR PARENTS AND STUDENTS**

Parents are asked to call the high school (468-2361) by 10:00 a.m. to account for their child's absences. If the school has not been notified of the absence by the parent by 10:00 a.m., the school will call the parent/guardian to verify the legitimacy of the absence. When returning to school, students must report to the office before they are permitted to class. This policy applies to 18-year-old students as well unless a student has been legally emancipated from the guardianship of his/her parent(s). In this situation the legal paperwork must be provided to the school.

## **ATTENDANCE POLICY**

Sometimes it is necessary for a student to be absent, but absences must be kept to an absolute minimum. There is a direct connection between good attendance and good grades. The most valuable benefits of high school are found in daily classroom participation.

In dealing with attendance, as well as in all other areas, it is important that parents and the professional staff at Upton High School work together as partners.

Absences are expected and excused in the following situations:

- a. Personal Illness - it is not uncommon to have a day or two of not feeling well and although it is not expected that every time a child doesn't feel well, he/she goes to the doctor, extended absences of more than three days or ongoing absences should be verified by doctor's note.
- b. Professional appointments that cannot be scheduled outside of the school day for which the student should return with verification of such an appointment..
- c. Other serious or family issues.

**Doctor's notes are required as verification of doctor visits.**

Students who have more than eight (8) absences (combined excused and unexcused) per semester from any class may be considered at risk. This does not include school activities. After a student's 8th absence, (on the 9th absence), administration will evaluate the situation and the county attorney as well as the Department of Family Services may be notified and asked to investigate the situation for educational neglect.

Although it is the parent's responsibility to be aware of the student's attendance, the school will make every effort to notify parents when a student misses for the fifth time (by a letter and/or other communication).

Students who are late for class more than 15 minutes are considered absent.

## **TARDIES**

Four tardies in one class are considered an absence and count against the 8 maximum absences in the attendance policy. The office staff will make a call home on the fourth, eighth, twelfth and so on for tardies in a particular period. To help reduce the number of tardies, teachers may keep the student after school. After four lunch tardies, students serve a week of lunch detentions. After eight lunch tardies, the student loses open campus privileges for the rest of the semester.

# **RULES AND REGULATIONS FOR ACTIVITIES**

## **EXTRACURRICULAR ACTIVITIES**

Football, Volleyball, Basketball, Wrestling, Track, Golf, Cross Country, Swimming

## **CO-CURRICULAR ACTIVITIES**

Band, Choir, FCCLA, Student Council, FBLA, FFA, Spanish Club, Art

## **ATTENDANCE EXPECTATIONS AND ACTIVITIES**

Students must be in school six (6) of the eight (8) periods prior to an activity. If a student is not in attendance on the day of an event, that student may not participate or practice that evening in an activity. If a student is absent on Friday, they may not participate Friday night or Saturday. If a student is not in attendance 6 of the 8 periods prior to an all day event, he/she may not participate.

Exceptions may be made by the Principal, **in advance** for doctor appointments, emergency situations, or extenuating circumstances. **Students missing school for activities are to make up work prior to being absent.** Advance make-up sheets are available from the office; all makeup work must be turned in before the student leaves. Students who are absent without proper completion of the advance make-up work may receive zeros.

## **ELIGIBILITY**

Weston County School District #7 mandates that a student is ineligible to participate in any activity that takes the student out of school if he/she is not making adequate progress in all classes as determined by the teacher. **The Principal may make an exception if the entire school is attending the activity or if he/she deems it necessary for the student to attend.**

The list of students in danger of not making adequate progress will come out on Monday. Coaches, sponsors, students, and parents will be notified by the Athletic Director if there is a concern. If a student improves his/her academic situation by the time of the event, he/she may be allowed to participate at the coach's discretion; however, excessive appearances on the ineligible list may result in not having that opportunity.

The process of determining students who are not making adequate progress lies with the teacher. The teacher will report to the office by 10:00 AM on Monday which students have a failing or near failing grade or who are falling behind in making adequate progress. These students are considered not eligible to miss school in order to participate in extracurricular or co-curricular activities. It is understood by the administration that teachers have contacted parents/guardians of every student on the ineligible list and a plan for improvement has been established.

**State eligibility is also used, which states a student must pass 5 classes in order to be eligible.**

**Students who have office referrals may not be allowed to attend activities. Students who have detention, ISS, or OSS are not eligible to participate in activities (including practice) until that time has been served.**

## FIELD TRIPS

No student may participate in any school-sponsored trip if they are not in good academic standing. All school attendance and disciplinary rules apply to all field trips.

## GENERAL DANCE REGULATIONS

1. All dances must be approved in advance by the principal
2. All dances must be chaperoned by representatives of U.H.S. faculty.
3. Entrance to the dance is permitted for 30 minutes after the scheduled start of the dance. Those who choose to leave before the end of the dance are not be readmitted.
4. Only Weston County School District #7 students and their dates, who must be prior approved by the principal, will be allowed to attend school sponsored dances. Middle School students are not permitted to attend high school dances.
5. Use or possession of controlled substances is strictly prohibited for students and guests. Violators will have their parents/guardians called and the authorities will be notified. A parent/guardian must come get his/her child and the student will be barred from further attendance at school dances for the remainder of the year.
6. Appropriate attire is required.

## PROM REGULATIONS

1. Junior and seniors are automatically invited to prom events.
2. Dates must be not be older than 21 years of age and cannot be in middle school.
3. Sophomores may attend the dance, but may not invite anyone. Freshman will be allowed to attend if a junior or senior invites them.
4. Juniors and seniors are to submit their dates to the office for administrative approval. If the forms are not into the office in a timely manner, the dates may not be allowed to attend the grand march or dance. All forms for dates can be picked up from the office.
5. All those attending the dance will be subject to a breathalyzer administered by Weston County probation officers.
6. Formal and appropriate attire must be worn to participate in the grand march. All other students attending the dance must be in dressy clothes. No blue jeans etc. are allowed.
7. Dancing will take place from 9:00 PM until midnight with doors closing at 10:00.

## TRANSPORTATION

**Activity Trips:** School transportation is typically provided for activities that take place at other schools. All students participating in an activity are expected to ride the bus, both to and from the activity. A parental transportation release may be filled out by parents/guardians with the coach or sponsor for arrangements after an activity.

Ordinarily, activity trips leave from school no earlier than necessary to be on time for the activity and leave the site as soon as the activity, or Upton's part in the activity is over, returning to school. Where groups leave earlier or stay later, prior announcement of the time schedule will be made. If an activity bus cannot reasonably arrive home by 1:00 am, the students will stay overnight.

Students must follow the guidelines below:

1. In extremely cold weather, all riders shall be dressed for the weather. **Drivers/coaches/sponsors are encouraged to refuse boarding the bus to those students who do not have adequate coats, boots, hats, gloves, etc. for the weather conditions.**
2. For any trip, Weston County School District #7 reserves the right to search any student luggage, coolers, equipment, rooms, or any other place or possession for alcohol, tobacco, or drugs, as condition of the student's participation in the trip.
3. Prior to beginning any trip, students may be asked to submit to a Breathalyzer or similar test to determine prior consumption of alcohol. A positive result on the test will result in removal from the trip roster and application of whatever penalties apply.
4. No glass containers are to be carried on a trip by students.
5. All regular bus rules apply to activity trips.
6. Violation of the rules could result in a student being sent home at the parent's expense.

## CONDUCT EXPECTATIONS

### SCHOOL BUS CONDUCT

Bus service on a regular schedule is provided for rural students to and from school. Rules for conduct on the buses are necessary both by state law and by the need for the safety of the students. These rules will be strictly enforced.

1. In the event you will not be riding the bus, please notify your driver. Also, if you are riding another bus, notify the driver to make sure there is room for you on the bus.
2. Be at your pickup point on time.
3. Stay off the road at all times while waiting for the bus.
4. Wait until the bus comes to a complete stop before attempting to enter or exit the bus.
5. Riders should cross the road, when necessary, immediately after getting off the bus (at least ten (10) feet in front of the bus), but only after looking to make sure no traffic is approaching from either direction and after receiving an okay from the driver.
6. Follow the directions of the bus driver.
7. Riders must stay in seats and keep all parts of their bodies inside the bus and to themselves.
8. If there are safety belts in the bus, riders are required to use them.
9. Books, packages, coats, instruments, and other objects are to be kept out of the aisles.
10. Riders are to treat bus equipment as they would treat valuable furniture in their home. Damage to seats, etc. will be dealt with under the general conduct rules and damage costs will be assessed against the offender.
11. No unacceptable language, loud talking, pushing, shoving, or fighting.
12. Bus riders should never tamper with the bus or any of the equipment.
13. No eating, drinking or littering while on the bus.
14. Do not throw anything out the window.
15. Drugs, tobacco and alcohol are illegal for school age students and are prohibited on the bus.
16. The emergency exits are to be used only in time of an emergency.
17. No glass containers, insects or other assorted critters will be transported on the bus.
18. The driver will not discharge riders at any place other than the regular bus stop, at the home, or at school, unless by proper authorization of the administration.
19. In extremely cold weather, all riders shall be dressed for the weather. Drivers are encouraged to refuse boarding the bus to those students who do not have adequate coats, boots, hats, gloves, etc. for the weather conditions.

### **Consequences:**

In all situations, the principal and director of transportation is informed, and the parents/guardians are contacted. Consequences will also vary depending on the severity of the behavior.

#1. Incident: **THIS IS THE ONLY WARNING.**

#2. Incident: Written misconduct report filed with the principal and parent. Student suspended from riding any district school bus for five (5) consecutive school days or any weekend activities falling within those five (5) days.

#3. Incident: Student suspended from riding any district school bus for fifteen to thirty (15-30) consecutive days depending on the infraction.

#4. Incident: Student suspended from riding any district school bus for the remainder of the semester.

### **ACTIVITY CONDUCT**

Students and fans attending school activities are expected to show the same good sportsmanship and courtesy that the participants on the individual teams show. All participants on teams will compete to the best of their ability and are expected to be good losers and modest winners, and at all times show the best possible courtesy to visiting teams and fans.

### **ASSEMBLY CONDUCT**

Each student must show the utmost courtesy when attending a program. Extra loud applause, whistling, stamping feet, and booing does not show appreciation and are displays to avoid. Please provide a positive response and establish a reputation as a fine audience.

### **CLASSROOM CONDUCT**

Beyond the expectations set out in this handbook, classroom teachers have expectations for their students in the classroom. Students are expected to abide by those rules. These guidelines may include completing assignments on time, bringing required material, participating in learning activities, being courteous and respectful toward others, calling the teacher by the proper title, cooperating with substitute teachers, and the like.

### **BUILDING CONDUCT/CAMPUS CONDUCT**

Students are expected to be courteous at all times by following these guidelines:

1. Avoid loud talking, yelling or pushing.
2. Do not block traffic by collecting or walking in groups.
3. Remove hats when entering a building.
4. Go to classes directly.
5. Keep **right** during passing bells.
6. Maintain appropriate behavior.
7. Demonstrate respect toward others regarding their physical and emotional safety.

### **SMOKING**

Smoking by minors prohibited by the law; furthermore, Weston County School District #7 has been declared to be tobacco free. Consequently, students are not permitted to use tobacco or e-cigarettes on the school grounds or while under the school's jurisdiction. Activity programs further prohibit the use of such products. (See ACTIVITIES, Training Rules)

# ALCOHOL AND DRUGS

It is unlawful to possess, use or distribute illicit drugs and alcohol on school premises or as a part of any school's activities. This includes the possession, use or distribution of illicit drugs and alcohol by any student of the District during school sponsored activities off school premises.

Conduct prohibited shall include, but not be limited to the following:

- Possession of any controlled substance.
- Possession of any prescription drug in an unlawful fashion.
- Possession of alcohol on school premises or as a part of any of the school's activities.
- Use of any illicit drug.
- Distribution of any illicit drug.
- Use of any drug in an unlawful fashion.
- Distribution of any drug or controlled substance when such distribution is unlawful.
- The possession, use, or distribution of alcohol.

Any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and/or referral to appropriate authorities for criminal prosecution. The student may be required to participate in a professional evaluation arranged by the parent.

## **Suspicion of Student under the Influence of Alcohol or a Controlled Substance**

When a student is suspected of being under the influence or admits to being under the influence of alcohol or a controlled substance, the staff member who notices the behavior or symptoms which led to the suspicion shall notify the building principal, nurse and possibly other staff to escort the student to the office.

A team of individuals, including but not limited to, the principal, nurse, counselor, and other staff shall conduct a preliminary evaluation noting visible signs of behavior deemed abnormal, questioning the individual and possibly asking the student to perform other tests of acuity and vital signs as deemed necessary.

If the team evaluation yields reasonable suspicion a student is under the influence of alcohol or a controlled substance, the student's parent and law enforcement will be called. Regardless of the team's findings the parents will be notified so an inquiry, if necessary, can be undertaken to determine if other additional information is relevant that may aid and assist the team in its evaluation.

If the police, after discussing the matter with the evaluation team, support the evaluation team's observations and evaluation, a student may be requested to undergo a medical/psychological evaluation. If the student's parent/parents do not support a medical /psychological evaluation, the parent/parents will be informed the student may be excluded from normal activities for up to ten school days until school officials are certain the safety of the student and the safety of others is assured.



In all cases the superintendent will be notified of any evaluation and shall have the latitude to adopt and enforce the following protocol if warranted:

If a student is suspected of being in possession, or under the influence of alcohol or controlled substances and admits to being in possession of alcohol or controlled substances or under the influence of either alcohol or a controlled substance and is willing to be tested, wants help, and wishes to stay in school, the student may, with the consent of the superintendent, complete a substance abuse evaluation to determine what if any intervention and treatment is required and enter into and complete a student contract focusing on drug testing weekly, substance abuse treatment, academic attendance and behavior expectations. Any cost incurred during the evaluation or treatment will be at the expense of the family. The student shall be expelled, but the expulsion not entered, pending completion of the student contract and the student shall, as part of the contract sign a waiver of his/her right to a hearing normally afforded each student prior to expulsion.

## **GENERAL PARENT INFORMATION**

### **CAFETERIA COST**

<u><b>Breakfast</b></u>		<u><b>Lunch</b></u>	
K-12 Student	\$2.00	K-5 Student	\$2.50
Adult	\$2.00	6-12 Student	\$2.80
		Adult	\$3.50

A student can go up to -\$20 before being served a Bobcat Meal (peanut butter & jelly sandwich and milk) and a family with more than one student can have up to a -\$40 balance before students will be served a Bobcat Meal. The WCSD #7 Food Service staff alerts families with negative balances, and families can also use the online tool to keep up to date on their balances.

### **INCLEMENT WEATHER**

In the event of severe or emergency conditions requiring early dismissal or the canceling of school, such information will be broadcast over the following radio and television stations:

KOTA TV	Channel 3	Rapid City	KEVN TV	Channel 5	Rapid City
KASL Radio	AM 1240	Newcastle			

A call will be made through the Alert call system. It is the parent's responsibility to keep the schools informed of changes in contact information.

### **GRIEVANCE PROCEDURE AND DUE PROCESS**

If a student or parent feels he/she has been unjustly treated and wants to make a complaint, the following outline describes the procedures to be used.

1. Do what the teacher says. Refusal to obey the teacher is not a student prerogative.
2. Discuss concerns with the teacher.
3. If a problem cannot be resolved by discussing it with the teacher it then may be discussed with the principal.
4. If the principal cannot resolve the problem, then it may be discussed with the superintendent.

5. If the superintendent cannot provide a satisfactory resolution, the student or parent may ask to have the matter placed on the agenda of the next board meeting. Special Board meetings will not normally be held to resolve student grievances unless time is of essence and the grievance procedure has been followed. The board will not discuss the grievance of any person who has not first requested placement on the meeting agenda.
6. Whenever a student is subject to suspension, he/she shall be given opportunity to hear the charges against him/her and present his/her side informally. Parents may be present for this proceeding if they are available. If a suspension exceeding ten (10) days in length or expulsions is to result, a formal board hearing at which either side may be represented by counsel may be held.

## **MEDICATION**

No medication, internal or external, will be dispensed by school personnel unless requested in writing by the child's parents or the child's physician. When a child must receive over-the-counter medication during school hours, parents must supply the medication in its original container as well as a written note including child's name, dosage, frequency, and duration of medication (10 days, all year, etc.) If a student must take a prescription medication, it must be in the prescription bottle with the label identifying the child, the dose, and the physician's name.

All medication, other than those that are required for life threatening conditions, must be given to the school nurse/office staff who will dispense medicine as requested. All medications and permission notes as described above must be given to coaches or sponsors on school sponsored trips.

Pursuant to W.S. §21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the district if a written statement is submitted to the district containing

- a. parental verification that the student is responsible for and capable of self-administering of medication required for a potentially life threatening condition;
- b. health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication;
- c. the written verification required by this policy is provided by the State Department of Education and may be picked up in the office.
- d. the form requires signatures of the parent/guardian and the student's physician

## **MARRIED OR PREGNANT STUDENTS**

The marriage or pregnancy of a student shall not affect the right of the student to receive a public education nor his/her privilege as a student of the district nor his/her opportunities to take part in any extracurricular or co-curricular activities or honors offered by the school. In such cases, the following regulations shall apply:

1. Students who become married shall report the marriage to the principal and submit a copy of the marriage license to allow for updating of enrollment information.
2. Students who become pregnant and wish to remain in school will be permitted to do so. If continued attendance or full participation is not advised by a physician, the principal will work to make special arrangements when necessary for the instructional program to meet the student's special needs.

## **TITLE IX**

It is the policy of Weston County School District #7, Weston County Wyoming not to discriminate on the basis of race, color, national origin, sex, age or disability in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Superintendent Summer Stephens, Weston County School District #7, Upton, Wyoming, (307) 468-2461.

### **EDUCATIONAL NON DISCRIMINATION**

All students shall be permitted to enroll in all educational programs, including vocational opportunities, without consideration of their race, color, national origin, sex, handicap or religion. Superintendent Summer Stephens is the person designated to coordinate civil rights compliance. She may be contacted at the administration office located in the Nelson building at 804 Willow Street, by mail at PO Box 470, Upton, WY 82730 or by calling 307-468-2461.

### **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The District Section 504 compliance officer shall be responsible for continuing surveillance of the District's educational programs and activities with regard to compliance with Section 504 and its administrative regulations.

The District 504 compliance officer is Linda Crawford. She may be contacted at the Upton High School Building at 610 Poplar, by mail at PO Box 470, Upton, WY 82730 or by calling 307-468-2361.

### **TEACHER QUALIFICATIONS**

Parents have the right to request information about the qualifications of their child's teacher. This information is on file in the administrative office.

### **ASBESTOS**

Upton High School, in compliance with certain A.H.E.R.A. regulations, completed an inspection of all facilities for the presence of asbestos containing materials. The purpose of such an inspection was to insure the safety and general welfare of all persons using this facility.

### **WESTON CSD #7 NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the date the school receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's educational records that the parent or eligible student believe are inaccurate, misleading, or otherwise in violation of student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing heading the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

# **HARASSMENT, INTIMIDATION, AND BULLYING**

Weston County School District #7 is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons. It is also committed to stay free from harassment, intimidation, or bullying. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the following effects:

- Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school;
- Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons pranks, gestures, physical attacks, threats, or other written, spoken or physical actions. "Intentional acts" refers to the individual's choice to engage in that act. "Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

"School" as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or other administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate interventions, restoration of a positive climate, student-based programs, anti-bullying programs, mentor based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Students who witness harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students may anonymously report any harassment, intimidation or bullying. They may call the state's school safety tip line at 1-800-78-CRIME or leave an anonymous report with a staff member or administrator. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to, the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in the harassment, intimidation or bullying, the building principal shall take appropriate disciplinary action toward the student or students.

The district strictly forbids retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion. At the start of each school year, students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their responsibilities under this policy. This will include education about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. This information shall be included in the student handbook and this policy shall be available to the public on the school district's web site.

# TRAINING RULES

Students participating in extracurricular/co-curricular activities, often play major roles in establishing standards of acceptable behavior in the school and community. As role models, students are expected to conduct themselves in a manner befitting their positions and responsibilities. The following rules of conduct must be followed in order to maintain participatory status in curricular activities:

**SECTION 1:** Students shall not participate in the illicit use, possession, or distribution of controlled substances or drug paraphernalia, and the use, possession or distribution of tobacco or alcoholic beverages contrary to law.

## **Consequence for violation of Section 1**

- **First Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate twenty-one school days and/or two activities whichever is longer.
- **Second Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate eighty-four school days and/or four activities whichever is longer and completion of an approved drug and alcohol counseling program.
- **Third Offense:** Suspension from all school extracurricular/co-curricular activities for the year. Completion of an approved drug and alcohol counseling program.

Suspensions will carry over into the following school year if they have not expired.

**SECTION 2:** Students shall not engage in any type of hazing, demanding, or assaultive behavior, whether consensual or not. This includes behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, the forced ingestion of any substance, or any act which would constitute a crime against a person or a public order under Wyoming Law. Hazing may include but not limited to the following:

- Physical acts causing harm by beating, whipping, paddling, taping in order to restrain someone against their will, or forced calisthenics which are not under the direction of a coach or teacher.
- Any activity that interferes with a student's ability to perform academically due to loss of sleep, loss of study time, or physical exhaustion.
- Morally degrading or humiliating games, pranks, stunts, practical jokes or any other activities that make a student the object of amusement, ridicule or intimidation.
- Forcing, coercing, or permitting students to drink alcohol, consume illicit drugs or controlled substances, eat or drink foreign or unusual foods, which may invoke nausea or illness.
- Throwing or applying any substance on an individual's body which may cause injury, embarrassment, or property damage.
- Personal servitude.
- Harassment associated with pushing, shouting, cursing, or acts, which are cruel psychologically.
- Requiring a student to wear uncomfortable, ridiculous or embarrassing clothing or underclothing.
- Compelling a student to participate in any activity, which is illegal, perverse, sexual in nature, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the policies, rules and regulations of Weston Co. School District #7.

Individual consent, either expressed or implied, to participate in any type of activity associated with hazing shall not serve as an acceptable defense for accountability and subsequent disciplinary action that may be imposed.

Students who observe hazing activities and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.

### **Consequence for violation of Section 2**

Students who participate in any hazing activity shall face appropriate disciplinary action, which may include exclusion from participation in any extracurricular/co-curricular activities and/or suspension or expulsion from school.

**SECTION 3:** During practices, games, matches, meets, performances and trips, students' behavior is to be excellent. Students are to act correctly and dress nice for all trips and for the school day of the activity.

### **Consequence for violation of Section 3**

- **First Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate 7 school days and/or miss 1 extracurricular/co-curricular activity, whichever is longer.
- **Second Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate twenty-one school days and/or miss two activities whichever is longer.
- **Third Offense:** Suspension from all school extracurricular/co-curricular activities for the next immediate eighty-four school days and/or miss four extracurricular/co-curricular activities, whichever is longer.

**In accordance of all training rules, a student will start the next school year with a clean slate after the completion of all suspensions.**

Training rule violation allegations may only be made by law enforcement, school officials, parents of the accused, or through the admission by the individual(s) themselves. However, the administration reserves the right to investigate training rule violations received based on information from other sources if a signed document is submitted to the administration concerning the allegations. After a proper investigation, a decision to suspend or not to suspend will be made by school administration.



# UPTON HIGH SCHOOL DISCIPLINE POLICY

Administration may adjust or amend consequences as appropriate to each situation.

**MINOR INFRACTIONS (examples)** Many of these types of infractions are dealt with by the teachers without office referrals. A teacher may choose to do an office referral if he/she feels that is appropriate.

Theft	Value of items is minimal (pencils, paper, etc)
Vandalism	Writing on desk, wall, lockers, (less than \$1 to repair)
Inappropriate Behavior	Talking, unprepared for class, goofing around, profanity, lying
Nuisances	Pocket knives, shooting rubber bands, etc.
Public Displays of Affection	Hugging, kissing, inappropriate behaviors of affection
Throwing Objects	Snowballs, other items that would not probably cause injury
Driving during school day	Driving from between classes without administrative permission

## Consequences

1<sup>st</sup> Infraction Detention – 30 minutes to 1 hour and/or “0” for the assignment.

Parent contacted by phone or mail to inform them of the infraction and consequences.

Time is doubled if the student misses scheduled time.

2<sup>nd</sup> Infraction Detention – 1 to 2 hours and/or office referral resulting in 1 day in-school suspension.

Parent contacted by phone or mail to inform them of the infraction and consequences.

Time is doubled if the student misses scheduled time.

3<sup>rd</sup> Infraction Office referral – Administrative Detention or Behavior Contract and/or 2 days in-school suspension. Parent contacted by phone or mail to inform them of the infraction and consequences. Behavior Contract developed with the student, approved by the parent and administrator. Double timed is missed scheduled time.

4<sup>th</sup> Infraction Office referral – treated as a 1<sup>st</sup> major infraction.

## Additional Options for Minor Infractions

Time-out in the hallway or office	Student writes a plan for future behavior
Refer to guidance counselor	Teach proper behavior
Restitution	Warning
Written documentation	

## **MODERATE INFRACTIONS (examples)**

Missing Class Time	Tardies, unacceptable time out of class (hallway, bathroom)
Dress Code Violation	Failure to follow the dress code
Disruptive Behavior	Behavior that disrupts the smooth operation of the school (fighting, profanity, food fight, disruptive arguing, pushing, shoving, prolonged verbal dispute, etc)
Repeated Harassment	Teasing, unwanted following, etc.
Teacher Detention	Failure to serve teacher detention becomes an office referral after student, parent, and teacher have agreed upon a time.
Theft or Vandalism	Item value of \$1 to \$20
Type 3 Weapon Threat	Articles designed for other purposes but being used as a threat to harm someone. (belts, combs, pencils, pocket knives, etc)  Possession - having the weapon in student's personal possession, desk, locker, or vehicle.  Threat - claiming to desire to intentionally inflict injury on another person

### **Consequences**

1<sup>st</sup> Infraction 2 day in-school suspension assignment

Parent contacted by phone or mail to inform them of the infraction and consequences. Restitution Double timed is missed scheduled time.

2<sup>nd</sup> Infraction Treated as 1<sup>st</sup> major infraction.

## MAJOR INFRACTIONS

Alcohol/Drugs/Tobacco	Possession or use of
Arson	Inappropriate starting of a fire
Assault/Battery	Attack with or without a weapon with intention to physically or emotionally hurt someone.
Endangerment	Start a fire, intentionally set off a fire alarm, bomb threat.
Extortion	The act of taking money or other items from someone through the use of force, threats, or misuse of authority.
Fighting	Throwing punches, causing physical injury, major disruption
Forgery	Representing your signature as that of a parent, guardian, teacher, etc.
Harassment	Serious threats or repeated hazing
Insubordination/ Uncooperative Behavior	Failure to follow reasonable direction given by a staff member including being argumentative, rude, and disruptive to instruction
Administrative Detention	Failure to fulfill administrative assigned detention
Safety Violation	Engaging in behavior that is a safety risk to oneself or others
Staff Abuse	Swearing at, gesturing, verbal abuse, etc.
Truancy	Missing more than one class period without parent notification
Theft or Vandalism	Item value more than \$20
Type 1 Deadly Weapons	Firearms, switch blades, large knives, stars, clubs
Type 2 Deadly Weapons	Other articles used or threatened to be used to inflict bodily harm.

**POSSESSION:** Type 1 or 2 weapon on campus (within boundaries of school property) or school activity, or within any school bus or vehicle is prohibited.

**USE:** Threatening to or actually inflicting injury on another person. Use of any type weapon on campus, at school activity, or within any school bus or vehicle is prohibited at all times.

**PENALTY:** Any student possessing a deadly weapon on campus, on a school bus, or while in attendance of any activity shall be expelled from school for not less than 1 year. The superintendent may modify the expulsion on a case by case basis.

A student using any type of weapon shall be suspended immediately from school and referred to the superintendent and school board for further disciplinary action up to and including expulsion from school.

## **Consequences**

1st Infraction 1-3 days in-school suspension or 1-5 out-of-school suspension or expulsion. Activity suspension as per policy. Parent contacted by phone or mail to inform them of the infraction and consequences.

2<sup>nd</sup> Infraction 4-8 days in-school suspension or expulsion. Activity suspension as per policy. Parent contacted by phone or mail to inform them of the infraction and consequences.

3<sup>rd</sup> Infraction 6-10 days in-school suspension or expulsion. Activity suspension as per policy. Parent contacted by phone or mail to inform them of the infraction and consequences.

**Additional Options for all Infractions** - Parent shadowing, Out of school suspension, Police contact, Referral to Behavior Program, Transitional School, Alternative School, Formal Apology, Restitution, Custodial Work Assignment, Hearing before the Board of Trustees

## **EXPLANATION OF DISCIPLINARY ACTION**

**DETENTION:** Students may be detained before or after school at the request of a teacher and/or principal; however, pupils who ride the bus will be given one day to make arrangements for transportation to or from school before being required to serve detention. Students who fail to meet their detention appointments will be ineligible for participation in activities until detention is served.

**EXTRA WORK:** Detained students may have to do extra work in order to fulfill the required detention. Extra duties or work assignments are only designated by the principal. Students must complete assigned work before detention is completed. (e.g. If a student is asked to clean up the building, detention will not be served until the job is done to satisfaction).

**IN-SCHOOL SUSPENSION:** The principal may suspend a student from one or all classes “in-house” facilities for up to ten school days for failure to follow the rules and regulations of the school. Students who receive in-house suspension will be allowed to make up work and receive grades for class time missed. In-house facilities will be located on campus.

**OUT-OF-SCHOOL SUSPENSION:** The principal may suspend a student from school for up to ten school days for failure to follow rules and regulations of the school. For more serious or repeated offenses, the principal may recommend to the superintendent that a long-term suspension (over ten) or expulsion (up to one year) be applied. Suspended students may receive zeros for classes missed. The suspended student may re-enter school only after a conference involving the administration, parents and student. Prior arrangements between the parents and administration will take precedent. If the conference results indicate that the problem has been resolved, the student may re-enter school.

**EXPULSION:** The Principal may expel a student from school for up to one (1) year depending on the infraction. The superintendent of schools may modify the expulsion on a case-by-case basis. Any student recommended for expulsion shall be afforded an opportunity for a hearing with the administration and the Board of Education.

**SEARCHES BY STAFF:** The right of inspection of students' school lockers are inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the school.

**SEARCHES BY LAW ENFORCEMENT OFFICIALS:** Law Enforcement Officials are welcome in any Weston County School District #7 facility for the purpose of Safe and Drug Free School regulations.

**INTERROGATIONS BY POLICE:** The school district has legal custody of students during the school day and during hours of approved extra-curricular and co-curricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials.

Therefore,

1. when law enforcement officials find it necessary to question students during the school day or during a time of extracurricular or co-curricular activities, the school principal or his/her designee shall be present when possible. An effort shall be made to contact the parent or other adult having custody of the child so that the responsible individual may be notified of the situation.
2. If custody or arrest is involved, the principal shall request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

**OTHER ACTIONS:** Other disciplinary actions may be implemented relative to the offense or improper conduct.

**WESTON COUNTY SCHOOL DISTRICT NO. 7**

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**HANDBOOK SIGNATURE PAGE**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

By signing this paper, I acknowledge that I have read and understand the student handbook and understand the expectations of the district.