

GRHS STUDENT HANDBOOK

2018-19

District Mission

Learning for All

District Vision

Inspiring Excellence Every Day

District Goals

Improve Student Achievement

Improve Wellness and Safety

Improve Communication and Collaboration

Responsibilities

Students

Students will be accountable for their academic achievement.

Students will engage in the learning process.

Students will ensure a safe and orderly environment by demonstrating appropriate behavior.

Staff

Staff will ensure a safe and orderly environment.

Staff will engage students in the learning process.

Staff will commit to continual improvement.

Parents

Parents will actively support their children's educational experience.

Parents will support a safe and orderly school environment.

Community

The Community will foster partnerships to enhance the educational experience.

GRHS Mission Statement

Great Relationships High Standards

GRHS school Vision statement

All students will reach their full potential as responsible, ethical, and productive members of society. We are committed to furthering the intellectual, physical, emotional, social, ethical, and aesthetic growth of all students.

The Administration, Counselors, Staff, and Faculty

Darren Howard	Principal
Michael Aimone	Associate Principal
Rhiannon Doak	Associate Principal
Tony Beardsley	District Activities Director
Ruth Dewick	Activities Secretary
Karen Cassity	Attendance Clerk
Ken Yager	SRO
Mary Davis	Administrative Secretary
Spring Jones	Social Worker
Becky Mozley	Administration Secretary
Heidi Bloomfield	Registrar
Coty Nikont	Counselor
Shannon Brichacek	Counselor
Lacy Bangert	Counselor
Michelle Cordova	School Nurse
Maralee Toolson	Guidance Secretary

FACULTY

Jordan Leyba	Social Studies
Erin Arnold	Science
Allison Baas	Science
Tammy Korkow	Special Education
Erin Freeman	Social Studies
Rick Carroll	Science
Katie Camis	SPED
Tim Cassity	IA Woods
Nick Hokanson	Foreign Language
Susan Dewey	Math
Hillary Leavitt	Special Education
Matt Freze	Science
Adam Hayes	PE/Health
Megan Allen	Science
Kelly Redmond	Math
Victoria Hemphill	Language Arts
Kay Herron	Special Education
Marty Wrage ...	Physical Education
Ruth Ann Foerster	Social Studies
Joy Kennah	Special Education
Henry Kennah	Special Education

Phil Harder	Math
Melissa Atkinson	Business
Leah Hoblit	Vocal Music
Nathan Loe	Social Studies
Donald Maggi	Social Studies
Denise Mosley	Art
Bradlee Skinner	Drama/LA
Dan Parson	Science
Aaron Locker	IA Autos
Marisa DeClercq	FACS
Marshall Rhodes	Math
Pepper Rynio-Brandt	Language Arts
Amanda Santhuff	.Language Arts
Colleen Seiloff	Math
Margo King	Special Education
Shane Steiss	Art
Tom Wilson	IA Metals
Colt Klements	Language Arts
Kathy Rath	Instrumental Music
Kris Weidner	Math
Craig Leavitt	SPED
Diane Woodd	Language Art
Lisa Robison	Physical Education
Josh Lewis	Health/Careers
Dan Hansen	Physical Education
Liz Withers	FFA
Mike Moody	Pool Coordinator

Class Sponsors

Freshmen	Erin Freeman and Marisa DeClercq
Sophomores	Spencer Cantrell & Megan Allen
Juniors	Shane Stiess & Denise Mosley
Seniors	Margo King & Kayla Majhanovich

Welcome to Green River High School

Welcome to the 2018-19 school year at Green River High School home of the Wolves. GRHS is a school of quality and high expectations. The Green River community also expects excellence from its high school. With the efforts of students, staff, parents, and our community we are confident that new heights of achievement will be reached.

It is a priority of Green River High School to foster a safe, warm, supportive and educationally challenging school culture. Students are in addition, encouraged to participate in as many activities as possible; this will result in a well rounded education.

Please read and understand the contents of the student handbook. It is full of important information

that will assist students and parents in the educational process here at GRHS. Also, I would like to invite you to explore our websites, join our Facebook page, and subscribe to the School Way App. Please feel free to contact me at 872-4741 should you have any questions in regards to the success of your student.

Have a great school year,
Darren Howard, Principal
howardd@swcsd2.org

Additional Sources of Information:

GRHS Web Page : <https://grhs.swcsd2.org/>
School Way by Jostins - Select GRHS

STUDENT PREAMBLE

We the students of Green River High School, in order to create a more effective educational environment, ensure equal respect for all, promote awareness of standards in this handbook, establish a safe setting, encourage school pride, strive to achieve our goals in our time here, here do ordain and establish this preamble for the student handbook of Green River High School.

On behalf of Green River High School’s staff and administration, we make the commitment to provide the following:

- 1. A world-class curriculum
- 2. Educators who are knowledgeable and enthusiastic
- 3. A safe and pleasant environment in which to learn
- 4. Well-equipped classrooms and a well-maintained facility
- 5. Assistance in post-high school preparations
- 6. Activity directors who are dedicated and committed to excellence

Our expectations for students are as follows:

- 1. Students will arrive daily and on time for all of their classes
- 2. Students will turn in, on time, their best quality work.
- 3. The conduct of students will be appropriate at all times.
- 4. Students will be fully involved in their own plans for excellence

SCHOOL IMPROVEMENT GOALS

The school improvement goals for 2018-19 will include a continuation of emphasis on reading, writing, and mathematics. In addition students will be recognized for outstanding citizenship and attendance.

SCHOOL PHONE NUMBERS

Main Office:	307-872-4747	Attendance Office:	307-872-4749
Guidance Office:	307-872-4743	District Office:	307-872-5500
Special Ed. Office:	307-872-4745	Assistant Principal	307-872-4740
School Fax	307-872-4758	Assistant Principal	307-872-8332

ACADEMICS

Academic Dishonesty

Actions enabling a student to receive a grade or score not earned legitimately will be subject to the penalty outlined in the classroom and school policies. Offences will be subject to parental involvement, disciplinary consequences, and a potential loss of credit.

Class Rank

Student rank will be calculated on a 4.000 maximum scale for cumulative G.P.A. If more than one student ties for 1st, all of the students with a 4.000 cumulative G.P.A. will graduate with the rank of 1st.

Class Load Policy

All freshmen, sophomores, and juniors must take a full semester schedule of seven (7) periods per day. Seniors may have a class period scheduled as off campus during their senior year if approved by the counselor and principal after a credit check. Students must be on-track to graduate in their senior year to qualify. Classes held off-campus at WWCC might be considered for the class load policy.

For all grades, religious release may be used for one of the classes. Only the principal can approve exceptions to the class load policy.

Inability to test proficient on State assessments may require a student to take additional courses or attend interventions on Friday afternoons to remediate deficiencies.

Schedule Changes

Schedule changes will only be allowed during the first five (5) days of the semester, based on available class space.

Once the school year has started, a meeting involving the student, parent, counselor, teacher, and administrator may be required prior to considering a schedule change.

Green River High School's master schedule is built upon students registering for classes based on their career/educational goals. Therefore, changing a student's schedule has an impact on the student's goals and the entire high school program. Counselors work with students to consider graduation requirements, post-secondary interests, and Hathaway/scholarship requirements. Parent/Guardian permission is required for any schedule change per note or phone call.

Among the many considerations given to students who seek a schedule change are the following:

1. The student needs to take a required course he/she does not have on a schedule.
2. The student was placed in an inappropriate class.
3. The student lacks the required prerequisite for the course.
4. The student had previously received credit in that class.
5. The student's schedule is incomplete or has an obvious scheduling error.
6. The student successfully completed the course in summer school.
7. A verified hardship exists.
8. The students has post-secondary education goals that must be met
9. The student has medical reasons or Individual Education Plan that would require a change.

Dropping a student from an existing year-long class at semester can potentially have a negative impact on the student and the master schedule.

- Replacing second semester of a year-long class, at semester, may be done if it is determined that the student does not have the skills to be successful during the second semester (meeting required).
- Dropping a class without replacing it or replacing it with a .25 credit class **will not** be allowed.

If, following a meeting, it is determined that the best thing to do is replace a class after the fifth day of the schedule change period, the resulting grade may be an "F" for the semester on the student's transcript. If the change in schedule was made out of necessity, the counselor and student may appeal to the principal.

At Green River High School we want to maintain a standard of education that expects students to be challenged. Allowing students to drop courses that are "challenging" creates a program of study that may inadequately prepare them for post-secondary needs and/or potential scholarships and awards.

Early Graduation

A student who has completed graduation requirements, both as to the required number of credits and particular units of credit, may graduate at the end of his or her semester in high school.

A student who wishes to graduate early must make formal application with the principal for early graduation before **November 1, 2018**

Applications can be picked up in the Guidance Office.

Student requesting a waiver for early graduation must meet one or more of the following criteria:

1. Must be accepted to an accredited college (you must attach a letter of admissions)
2. A military appointment and entry date for second semester (letter from military must be attached)
3. 19 years of age at time of request (attach a print out from the registrar)
4. A special hardship or circumstance exists subject to approval (a meeting and handwritten letter signed by parent with the principal's recommendation)

Check out forms, surveys and a senior information packet must also be completed before the student is considered a graduate. All early graduates are allowed to participate in the graduation ceremony.

Early graduates will not receive a diploma until the graduation ceremony held in the spring.

Grade Reporting and Grading Periods

Four formal quarter grade reports are produced each year. Transcripts for calculating G.P.A. reflect only semester grades for each class. Grade point Averages are based on a 4.000 scale maximum. A = 4.000, B = 3.000, C = 2.000, D = 1.000 and F = 0.000.

Hathaway Grade-Weighting Policy - All Advanced Placement and 1000+ level and above dual/concurrent courses for students will use a 5 point scale. A = 5.000 , B = 4.000 , C = 3.000, D = 2.000, and F = 1.000. Districts will also be required to display the weighted Hathaway GPA on all student transcripts for Hathaway Scholarship awarding purposes. A 4.000 scale will be used for all purpose other than the Hathaway Scholarship at GRHS.

Grade Replacement Policy

If a student receives an "F" grade for a class, the student may repeat the course and replace the "F" with the new passing grade. In each case, the "F" grade will remain on the transcript, but not figured into the student's G.P.A. Credit will be awarded only once. **The student must contact the registrar to accomplish the grade replacement.** Summer School will not be considered as an opportunity to replace grades.

SUMMER SCHOOL

Summer school is for credit recovery purposes only. If a student fails a class, they may recover up to one credit per year in summer school. If a student transfers into GRHS and needs a class for graduation, they may take the course if no opportunity exists in the regular school year.

Green River High School Standards Requirements for Graduation & Wyoming Department of Education

Chapter 31. Graduation Requirements: Students should see their guidance counselors for further information regarding graduation requirements.

Board Policy IKF – Graduation requirements will meet or exceed the minimum standards set by the North Central Association of College and Secondary Schools and by the Wyoming Department of Education. Effective with the class of 2006 and beyond, a minimum of 24 credits will be required for graduation. Of these, four must be in English, three in Social Studies to include history, American Government, and economic systems and institutions, three in mathematics, three in science, one in physical education, and ½ in health. In addition, nine and one-half elective credits must be earned to accumulate twenty-four total credits. In order to have the opportunity to meet the transcript endorsement requirements as outlined in Wyoming State Statute (W.S. 21-2-304 & W.S. 21-9-101), it is strongly suggested that of the 9.5 elective credits earned, that they included courses in Career Vocational Education, Fine and Performing Arts, and Foreign Language.

Graduation Ceremony is considered an activity and can be subject to discipline according to the GRHS Handbook Rubric, including a 21 day activity suspension.

A Typical Route to Graduation might look like the following:

Department	Description	Credit Requirement
Language Arts	Freshman English	1.00
Language Arts	Sophomore English	1.00
Language Arts	English Elective	2.00
Math	Algebra I	1.00
Math	Geometry Formal or Geometry Informal	1.00
Math	Math Elective	1.00
Physical Education	PE	1.00
Physical Education	Health or Health Equivalent	0.50
Science	Topics in Biology	0.50
Science	Earth Science	0.50
Science	Topics in Physic or	0.50
Science	Topics in Chemistry	0.50
Science	Elective Science	1.00
Social Studies	Economics/World Geography	1.00
Social Studies	World History	0.50
Social Studies	American History	1.00
Social Studies	Senior Government	0.50
General Electives	General Electives	9.50
	Total:	24.00

(Note: A student must take a science course for at least a semester in the following areas in order to meet all standards: Biology, Chemistry, Physics, and Earth Science)

CAREER AND VOCATIONAL

1. Resources
2. Interpersonal skills
3. Information
4. Systems
5. Technology
6. Career

FINE AND PERFORMING ARTS

1. Creative expression through production
2. Aesthetic perception
3. Historical and cultural context
4. Applications to life

FOREIGN LANGUAGE

1. Interpretive Mode
2. Interpersonal Mode
3. Presentational Mode

HEALTH

1. Health Information, Products and Resources
2. Problem Solving and Decision Making
3. Effective Communication
4. Personal and Social Responsibility

LANGUAGE ARTS

1. Reading
2. Writing
3. Speaking & Listening

MATHEMATICS

1. Number operations and concepts and Quantity
2. Geometry – Algebraic functions
3. Measurement – Functions
4. Algebra – Modeling
5. Data analysis and probability, Statics

PHYSICAL FITNESS

1. Movement
2. Fitness
3. Personal and social behavior

SCIENCE

1. Concepts and processes
2. Science as inquiry
3. History and nature of science personal and social decisions

SOCIAL STUDIES

1. Citizenship, government and democracy
2. Culture and cultural diversity
3. Production, distribution and consumption
4. Time continuity and change
5. People places and environments

Hathaway Requirements

- The State of Wyoming has appropriated funds for students that graduate from Wyoming High School and intend to attend Wyoming higher education. There are four levels of this scholarship referred to as the Hathaway Scholarship. Each level has a stipend that is paid to the student and requirements to be awarded that level of scholarship. The Hathaway Scholarship is being implemented by the state as a "Phased in Approach." The scholarship amount, level and requirements to attain that scholarship are changing for the next several years and will not be completely implemented until 2011. Please see your counselor to determine the requirements for the Hathaway Scholarship that are applicable to you.
- Please understand that Hathaway Scholarships and requirements are NOT synonymous with graduation requirements of Green River High School; however, it is important to understand that course selections can impact the ability to qualify for Hathaway money following graduation. Parents and students will be required to sign a Hathaway Academic Review form, yearly, in order to monitor progress toward qualification.

Honor Night

Students that have maintained a 3.500 – 4.000 G.P.A based on 1st semester grades of the current school year will be eligible to obtain an academic pin. The academic pins will be bronze for 3.500 to 3.749 G.P.A., silver for 3.750 to 3.999 G.P.A., and gold for a 4.000.

The student may not have any "I" or "F" grades. Students and parents will be invited to attend an Honors social night and receive their award at this time.

Honor Roll

The criteria for **Honor Roll** will be as follows:

- A. The student must maintain a grade point average of 3.500 – 3.749 for semester grading period.
- B. The student may not have any "I" grades or "F" grades.

The criteria for the **Staff Honor Roll** will be as follows:

- A. The student must maintain a grade point average of 3.750 – 3.999 for semester grading period.
- B. The student may not have any "I" grades or "F" grades.

The criteria for the **Principal's Honor Roll** will be as follows:

- A. The student must maintain a grade point average of 4.000 for the semester grading period.
- B. The student may not have any incomplete grades.

All honor roll and honor night determinations and calculations are made based on a student's entire schedule with a minimum of 5 classes which earn a grade A-D.

Incomplete Grades

Any student who fails to complete their work on time will have two weeks after the semester to eliminate the incomplete status for his/her grade with teacher approval. The same is true for changing grades.

Semester Assessments

At the end of semester, some classes may have an assessment in addition to periodic standards assessments throughout the semester.

Standardized Tests

Green River High School has a reputation for excellence in student achievement. During ACT, PAWS ALT, MAP, or other standardized testing, we strongly encourage your absolute best effort. Green River High School uses standardized test results for placement into honors as well as remedial classes or interventions.

Cum Laude Honor Medal

Cum Laude Honor Medals will be determined following the completion of the student's senior year. This designation is representative of Green River High School's top academic achievement. Two student speakers for the graduation ceremony will be selected come from the Summa Cum Laude group. One speaker will give the opening Suma Cum Laude address and the other will give the closing Suma Cum Laude address. The speakers are to be chosen by the Summa Cum Laude group with approval by a committee of educators including, administration, counselors and teachers.

Honor Medals will designate the three different areas of achievement:

Gold – Summa Cum Laude = 4.000 cumulative GPA

Silver – Magna Cum Laude = 3.750 – 3.999 cumulative GPA

Bronze – Cum Laude = 3.749 – 3.500 cumulative GPA

ATTENDANCE POLICY

Wyoming Compulsory School Attendance Statute

General Statement of Policy

Sweetwater County School District Number Two, State of Wyoming considers regular school attendance essential for success in school. Regular school attendance has a direct relationship to student achievement of performance standards, grades, social development, and advancement. Make-up work cannot completely substitute for the learning that occurs in a classroom environment. Therefore, enrolled students are required to be present for scheduled classes unless properly excused.

Attendance is compulsory for any school-age student residing in Wyoming who has not yet attained his or her sixteenth birthday or completed tenth grade. See policy file JEA. Every parent, guardian or person having control, or charge, of any student subject to Wyoming's Compulsory Attendance Act is required to send student to school during the entire time that the public school are in session; and every student subject to the Act is required to attend school. See Wyo. Stat. 21-4-102

Each building principal is designated as an attendance officer. See Wyo. Stat 21-4-103. Each classroom teacher is required to maintain accurate attendance records and report all student absences and tardiness to the building principal or designee.

An absence occurs when the student fails to be in attendance, at the place designated for the class. Descriptors of what constitutes an absence can be found in each school's student handbook.

A tardy occurs when the student fails to be in attendance, at the place designated for the class, at the starting time designated for class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures established by each school.

1. Excused Absences

Absences from class shall be excused only for necessary and important reasons. An excused absence is one that is approved by the principal or designee, verified by the parent and written documentation provided when requested (example: Doctor's note).

At the secondary level a maximum of 10 absences shall be allowed per class period in any one semester. At the elementary level, a maximum of 10 absences shall be allowed per attendance period in any one semester.

Schools will communicate with parents to help ensure regular attendance for student(s) prior to the 10th absence.

2. Unexcused Absences

An absence which is not approved by parents or legal guardians or not excused by the principal or designee shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which are defined as the willful and unjustified failure to attend school by one who is required to attend.

3. Failure to Attend/Truancy

Students who exceed allowable absences may be subject to a referral to the County Attorney's Pre-Court Truancy Program.

4. Medical Absence (AM): Absence due to medical reason in which a doctor's note is provided to the GRHS attendance office detailing the dates the student could/will not be in school.
5. Tardy (T or TU): A student is not in his/her assigned area by the time the last bell discontinues ringing and up to and including the first 10 minutes of class.
6. Truancy: Absence from class without permission (skipping, ditching, cutting).
7. Emancipated student (age of majority): A student who is 18 years of age who has submitted a notarized statement declaring that he/she is emancipated and the parent (s)/guardian(s) have relinquished responsibility.
8. Designee: A person over 18 years of age listed on the student's summary sheet and for whom a parent/guardian has given permission to excuse a student's absence.
9. Attendance Fail (AF): A failing grade and credit lost due to exceeding the allowable number of absences in a class.
10. Appeal: The procedures followed by the student to reinstate credit being withheld due to exceeding the allowable number of absences in a class.

Attendance Record Procedures:

1. A GRHS student's name will be listed as either at school (including tardy), absent from school, medical absence or unexcused from school.
2. In order for the absence to be excused, a phone call to 872-4744 or 872-4749 or note identifying the student, the calling **Parent/Guardian/Designee/Emancipated student** and the reason for the absence must be received no later than 48 hours from 7:50 a.m. on the day immediately following the absence. The administration will determine if an absence is excused. It is the student's responsibility to assure that an absence is excused.
3. In order to leave campus and to have this absence excused a **Parent/Guardian/Designee/Emancipated student** must notify the attendance office in advance either in person, by phone or by note. In addition, the student must sign the "check-out" sheet in the Attendance Office. Leaving campus without following these procedures may result in an unexcused absence.
4. After eleven (11) days of absence from a class in a semester, a "potential loss of credit situation" letter will be sent to the parent(s)/guardian(s). This letter will include the student's Attendance Record and a copy of the GRHS Attendance Policy. At this point the student will need to follow the Appeal Process to receive credit for each class in which he/she has over 10-recorded excused or unexcused absences. Medical excused and Faculty excused will not count towards the appeal number.

Appeals Procedures:

1. The student and parent(s)/guardian(s) decide, using the above criteria, whether or not to appeal for credit (Remember that no credit is given for a failing grade in a course, therefore, there would be no credit to reinstate)
2. Complete a "Petition to Reinstate Credit" form obtained from the Administration Office and submit it to the Principal within seven (7) school days after the end of the semester..
3. If the student, parent(s)/guardian(s) are not satisfied with the decision of the Principal, they may appeal to the Assistant Superintendent. This appeal must be originated within seven (7)

calendar days after the determination from the Principal.

TARDIES

At school, as well as in business, it is essential to be on time.

Students are allowed 15 tardies each semester. Tardies are only excused by extenuating circumstances. All other tardies are unexcused. Students will be required to attend Saturday School or In School Suspension if they obtain 15 or more tardies.

TO EXCUSE AN ABSENCE

The parent/guardian must take the responsibility to notify the attendance office (872-4744) recording when the student will not be in attendance. Only parent(s)/guardian(s)/designees on the emergency contact form have the authority to request that the principal excuse absences or request early dismissal from school. The exception would be students eighteen (18) years of age that have a notarized statement declaring he/she is emancipated and the parent(s)/guardian(s) have relinquished responsibility. The student, however, is ultimately responsible for the completion of the excusal process. In the case of a pre-planned absence, calls should be made before the student is absent. In cases of illness or emergencies, calls should be made the day of the absence.

Parents/guardians have 48 hours from the time the student returns to school after an absence to request that the principal excuse the absence, in the Attendance Office. Failure by the parent/guardian to contact the office concerning student absences will result in the absence being declared unexcused. **Students attempting to excuse themselves (unless emancipated) or other students will be subject to discipline for dishonesty.** If parents are aware of an appointment to take place during the school day, please notify the attendance office early so that the student can pick up a pass to leave the building before going to class. Advance notice up to 24 hours is desirable before a student leaves with permission, but flexibility will be allowed within the attendance office.

In order for a student to leave campus, once on the campus during the school day, the student must have a parent/guardian call the attendance office. **All students must sign out through the attendance office before leaving campus under all circumstances**, except at lunch. Leaving campus without checking out through the proper channels will have truancy consequences. Students may not be on campus to work in another classroom or in the library other than in their assigned class. If a student is excused from school by a parent they will not be allowed to remain on campus.

Out-of-School Suspensions shall not be counted in a student's total accumulated absences, but will count toward the ten (10) class period maximum allowed by the state. If a student is absent for ten (10) consecutive class periods, state law requires that the student be dropped from that class period.

Activity Participation in Relation to Student Absences

Students must attend all classes the day they are to participate in a school activity, unless the absence is medically excused or excused by a principal. Students must be in school all day on Friday when the activity is scheduled for a Saturday unless the absence is medically excused. No participation in practice is allowed if the student misses more than half of the scheduled school day or has an un-verified absence.

Activity Suspension

Students subject to activity suspensions will not be allowed to attend any non-classroom function for the duration of the suspension. This includes events such as, but not limited to: dances, banquets, contests, club and organizational meetings, and graduation.

GENERAL INFORMATION

Activity Request

All student groups/sponsors desiring to host an event (dance, fund-raiser, car wash, etc.) must

complete an activity request form through the activity office. The steps are 1) complete the form, 2) get approval from Student Council, 3) Activity Office approval, 4) Principal approval.

All School Assemblies

Students are expected to participate and support our student assembly schedule. Attendance is not optional, and failure to attend will be subject to disciplinary action for truancy. Behavior at assemblies is subject to board policies and the behavioral expectations of GRHS. Problematic behavior will warrant removal from the assembly and possible loss of privilege to attend future assemblies. All students must act appropriately during assemblies, including standing for the school song and national anthem.

Counseling Services

Green River High School provides students with access to counseling services. While appointments are requested, any student that needs immediate assistance will be given priority attention.

Counselors must track graduation requirements, Hathaway information, assessment information, scheduling needs, as well as other student needs. Counselor changes will only be considered by the principal if the request does not create an imbalance in the number of students assigned to the different counselors.

DANCES

Guests must be approved at least one (1) school day prior to the event. A school guest must be under 21 years of age and invited/escorted by a Green River High School. Students on activity suspension or middle school students will not be allowed to participate. Once students leave the building they will not be allowed to return to the dance.

Deliveries

Deliveries to students in class will not be made during school hours without special permission in advance from the principal. This includes gifts of flowers, candy, balloons, etc. Pizza and other fast food deliveries are not normally allowed during the school day and need to be cleared by the principal before entering the building.

Dress Code

The purpose of the dress code is to promote a positive learning environment. There is consideration for the personal health and safety of the student; and for the quality of the learning environment. Clothing worn by students shall be neat, clean, and in good repair. Clothing may not depict: 1) sexually explicit language, pictures or symbols; 2) advertisements for inappropriate substances (alcohol, narcotics, tobacco); 3) language, pictures, symbols that suggest violence or anti-social behavior. 4) Objects such as chains, spikes, bracelets or hair picks with sharp pointed edges. Clothing must be worn modestly such that it does not reveal "bare midribs", backs below the "small of the back", chest "cleavage", or underarm torso area. Students who choose not to comply with the school dress code will be subject to disciplinary action. The dress code applies to school activities as well.

- **Headgear**

Due to the conscious effort to maintain a secure, safe environment, headgear is not to be worn during the school day. It becomes much easier to identify people who do not belong in the building when students are not wearing headgear. Headgear can be defined as but not limited to hats, bandanas, hoods.

Driving and Parking

Many accidents and near misses occur in the GRHS parking lot. For the most part, these accidents are a result of aggressive or inattentive driving. As a result, school personnel have attempted to make the parking lot a safer place by enforcing some safe driving expectations.

Parking on school property is a privilege which can be revoked for repeated parking lot violations (Board Policy JHFD).

School personnel, including the SRO will monitor the parking lot for safe driving behaviors. Inappropriate driving, or parking violations while on school grounds is subject to school disciplinary action including but not limited to, warning, parent contact, detention, suspension, police citation, or suspension/revocation of privilege to park on school premises.

In order to help avoid accidents and create a safer parking lot, students and visitors are expected to:

- Park in the main parking lot in designated parking spots.
 - Avoid parking along curbs or in spaces other than designated parking lot.
 - Students parking in staff parking may be subject to having their vehicles towed at owner's expense.
 - Students improperly parked on Green River High School property will be subject to fines from the City of Green River as well as school discipline. A student failing to follow proper parking procedures may lose his/her privilege to park on school premises.
- Observe posted speed limits. **Speed limit in the parking lot is 10 MPH.**
- Observe established "lanes" for moving traffic, while attempting to merge with existing automobiles.
- Avoid aggressive driving behaviors.
- Be courteous to other drivers at all times.
- Follow directions of school personnel.
 - Two parking spots will be reserved for students who are recognized as "Wolf of the Month" These spots will be designated by a "Wolf of the Month" signs.

Drug Dog/Surveillance

Drug dogs will be used periodically to search the building and parking lot areas for illegal drugs. School lockers are public property under school jurisdiction and can be searched.

Drug Testing

If reasonable suspicion or probable cause, students may be asked to submit to drug testing procedures in accordance with the law in the State of Wyoming.

Electronic Devices

Due to excessive misuse of electronic devices for bullying, harassment, inappropriate content as well as a general disruption of the educational atmosphere at Green River High School, student owned electronic devices (including cell phones) are deemed unnecessary at certain times during the school day.

- If they are brought to school, they may only be used before or after school and are not to be heard or seen during school hours (excluding lunch period).
- All students owned electronic devices are to be turned off and out of sight from 7:45 AM until 3:00 PM (excluding lunch period).
- If students need to reach their parents during the school day, they are expected to go to the office and use a school phone.
- Parents/guardians wanting to contact their student may call 307-872-4747, the school office, to contact the student.
- If a staff member hears or sees a student owned electronic device during school time (excluding lunch) the electronic device is expected to be confiscated and turned into the office.
 - Upon the first offense per school year, a student may claim the electronic device at the office after school.
 - Upon subsequent offenses a parent will be required to pick up the device.
- The guidelines with electronics apply to all students while the school day is in session. Seniors with "off hours" are under the same guidelines.

- Educators understand that there are times when emergencies arise. If this is the case, the student is expected to ask a faculty member for permission, or inform faculty members they are expecting a call.
- Professional discretion may be used by teachers as to the use of electronics for educational purposes in the classroom, as long as classroom expectations are clearly established.

Please be aware that Green River High School cannot be responsible for student owned electronic devices that are lost or stolen. We will try to assist students in recovering lost or stolen property; however, it is the position of the school that student owned electronic devices should not be at school.

Eligibility Guidelines

PURPOSE: To Promote Educational Excellence through Activities

- To encourage activities participants to make a strong commitment to academics and activities
- To encourage participants to conduct themselves in a manner that brings credit to themselves and the District.
- To promote the development of self-discipline and high academic expectations
- To encourage activities participants “to stay on line” for graduation

ACADEMIC STANDARDS: All WHSAA requirements for eligibility must be met, and a student must have a passing grade in every course he/she is enrolled in to be eligible to compete in extra-curricular activities.

- These standards apply to all WHSAA sanctioned events.
- Cumulative grades will be used to determine eligibility.
- The Activities Office will check eligibility on the morning of the first day of each week. The Activities Director and/or Principal will prepare a list of students who have one or more failing grades, an unsatisfactory (U) or an incomplete (I). Weekly eligibility is based on current semester grades.
- Coaches and sponsors will be notified of those participants in jeopardy of being ineligible on the morning of the second day of the week.
- Students with an F/U/I will have until 4 PM on the fourth day of the week to bring all grades up to passing. Documentation must be provided to the Activities Director or the Principal.
- As of 4 PM on the fourth day of the week, any F/U/I grade in a course will result in a student being ineligible to compete in extra- curricular activities for the following week Sunday through Saturday. This ineligibility is for competition for which the student would otherwise be eligible in the current season or the season immediately following the grading period, or a combination thereof. Practice may be allowed; dressing out in uniform and travel will not be allowed.
- The Building Principal has the authority to make exceptions to the above policy in extreme situations.

*A grade equivalent is determined from the average of all assigned, collected, and entered grades in the SIS. (Any student with an active IEP must meet the intended outcomes of that IEP to be eligible.) (A student withdrawing from a class of WF will not be penalized if he/she is maintaining required credit hours for the semester)

COACHES AND SPONSORS are to encourage students to maintain passing grades through good study habits, to seek teacher help when needed, and to complete and turn in quality work for all assignments.

TEACHERS are expected to maintain current grades in the Student Information Center (SIS) updated no later than 8 am the first day of each week.

FOR NCAA INITIAL-ELIGIBILITY GUIDELINES SEE THE ACTIVITIES HANDBOOK OR THE ATHLETIC DIRECTOR.

Fees

Specialty courses and activities may have additional fees. These include things like bowling fees, purchase of materials, supplies, and specialty supplies.

Fines

Students are responsible for school items checked out to them for their use including textbooks, library materials and supplies used in some classes. In an effort to better communicate with parents/students, Green River High School will be advising parents/students of fines and obligations each quarter grading period. These fines and obligations will be kept on a year to date basis and will be as accurate as possible. Report cards may be held at parent/teacher conferences in an effort to have the opportunity to discuss fines with parents/students and cleared at that time if possible. Fines and obligations should be cleared yearly. If they are not cleared they will follow the student through high school to graduation.

As per school board policy JN and W.S. 21-4-308(b) the records of a student who owes money to the district may be withheld until the debt is paid.

A student must clear all fines and obligations before they receive a report card or are allowed to participate in graduation ceremonies.

Fire Drills and Evacuation Drills

Assume all drills to be the real thing unless otherwise notified. Evacuate the building using the evacuation route for your room. Students must remain with their assigned teacher. If you should be in a non-class setting when the alarms sound evacuate using the closest exit. In case of a real emergency or a perceived emergency, specific instructions will be given to students and staff. Students and staff must evacuate a minimum of 100 feet from the door of exit.

Lockdown and Lockout Drills

Assume all drills to be the real thing unless otherwise notified. Follow all the directions of the teacher and remain calm and quiet. If you should be in a non-class setting when the announcement is made, please find the nearest secure room. Stay there until the lockdown or lockout comes to an end. Staff will train and conduct drills for students on a regular basis.

Foods and Beverages

It is understood that the discretion and wishes of individual teachers must be respected regarding food/beverages in the classroom. School officials retain the right to inspect beverage containers at any time. Students may be directed to consume food/drink in the commons.

Fund Raisers

All clubs and organizations must obtain permission for their fund raising efforts before beginning them. The first step for new efforts is to obtain an Activity Request Form from the Activities Office. There is also a form to be used for donations that can be obtained from the high school office.

Hall Passes

Hall passes will be utilized for students to move from one area of the building to another during class periods. Passes must be signed by the teacher issuing the pass and should be returned to the same teacher after. When classes are in session, students are NOT to be in the hallways, stairways, or corridors unless they have the pass in their immediate possession.

Code: JFB-1

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation or bullying of students at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act occurring or received at school or at a school function, as defined below, that a reasonable person under the circumstances should know will have the effect of:

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

"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, a school bus stop, 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 and 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.

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 inform the student a report will be made. 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. 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 individually 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 harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. 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, or his/her designee, shall inform the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, of 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, every teacher shall be required to review the district's harassment;

intimidation and bullying policy with the students in his/her class and discuss that policy with them.

This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the district who have significant contact with students.

Student will be encourage students to report bullying, harassment, or threats to the school or students through the "Safe2Tell" tipline. (844-WYO-SAFE)

PARENT TEACHER CONFERENCE

Parent Teacher Conferences will be held twice a year on Wednesday and Thursday nights. The conference will be held once in the fall and once in the spring. If parents need a morning appointment, arrangements can be made with the teacher. Teachers will be off on the following Friday to compensate their additional time during these conference hours.

Identification Cards

Every student at Green River High School will be issued a picture ID through the office within the first few weeks of school. Students are encouraged to carry the ID with them at all activities and school events.

Lunch Room

While eating lunch, students are to follow basic guidelines:

- Be respectful of students, employees, and the school facility.
- Backpacks should not enter serving area.
- Observe lines and procedures; do not cut in lines.
- Always use trash receptacles to clean up after eating.
- Food and drink should be consumed in the commons area.

Medications and School Nurse

School personnel may administer medication to students under the following conditions:

1. The school nurses may administer medication to students. Other school personnel designated by the principal may administer medication to students pursuant to the Medication Administration Authorization.
2. The student is responsible for reporting to the office for medication administration.
3. The parent or responsible student shall deliver the medication and completed Medication Administration Authorization form to the school health office.
4. All medications must be in a properly labeled, original container.

5. All medication will be kept in a secure place. Any special instructions for storage or security measures must be written by the health care provider and given to school personnel. The student may carry and self-administer certain medications, for example inhalers and Epi-pens, as authorized by the parent and physician.
6. School personnel shall document medication administration.
7. Students requiring medications or access to medications on a regular basis at school will be required to have a Medication Administration Authorization form signed by a physician and the parent/guardian. A written prescription form is acceptable until the Authorization is completed as long as it contains the following information: student's name, medication, dosage, schedule for administration, reason for medication, length of time medication is to be given, parent's and physician's signatures.
 - a. The Authorization form is valid for the current school year only and will need to be updated each year.
 - b. The parent/guardian is responsible for notifying school personnel immediately of any change in medication or dosage and providing an updated form from the physician.
8. Over-the-counter medications should be administered to school children by parents whenever possible. However, when necessary, over-the-counter medications may be administered at school under the following criteria:
 - a. The **School Nurse** may give over-the-counter medication to students, in Middle School and High School, with written parental consent. The School Nurse may give an antihistamine for allergic reaction or cough drops to students, grades Elementary, with written parental consent. Written consent shall include the student's name, any medication allergies/sensitivities, any other medications the child is currently taken, current medical/health problems, name of the medication, and the parent/guardian's signature. The nurse will administer over-the-counter medications according to manufacturers' instructions.
 - b. The parents' written consent for over-the-counter medication administration is valid for the current school year only and will need to be updated each year.
 - c. In the absence of written parental consent, the school nurse may obtain verbal parental consent for over-the-counter medication administration. The parent must complete and return a written parental consent form as soon as possible. Over-the-counter discretionary medications will not be given more than once without written parental consent.

- d. The Medication Administration Authorization form must be completed and signed by the parent/guardian and physician, if over-the-counter medications need to be administered for more than five consecutive days.
- e. The School nurses will utilize their discretion when determining whether to administer over-the-counter medications.
- f. Over-the-counter medications must be in the original container.

School Board Policy JHCD

School Lunch Charge Changes

Grades 7-12

Breakfast/Daily \$2.35

Breakfast/Weekly \$11.75

Lunch/Daily \$3.25

Lunch/Weekly \$16.25

Reduced Meals (all schools)

Breakfast/Daily \$.30

Breakfast/Weekly \$1.50

Lunch/Daily \$.40

Lunch/Weekly \$2.00

NUTRITION SERVICE

Meal Prices and Menus:

Please refer to the school website under Nutrition Services for current meal prices and monthly menus. Nutrition information can also be found on the website

Free/Reduced Meals:

We encourage all families to complete a free/reduced meal application. This can be done on our website or on a paper copy. Each year you are required to reapply for this program.

Food Allergies:

If your student has a food allergy that you would like us to accommodate please call our office to receive the necessary form to have your doctor complete.

Breakfast and Lunch:

Breakfast is available for all students beginning at 7:30 and running till 7:45. To determine your students lunch time please contact the office.

Payment:

On line payment is available through MY SCHOOL BUCKS. If you go to the district web site at www.swcsd2.org and click on the Nutrition Service icon you will see a spot to click for on line payment. We encourage all families to sign up even if you do not intend to pay on line. This allows you to set up an e-mail alert that will notify you when your student is getting low on funds. If you send in

money for meals, please use a check when possible. Cash cannot be tracked and is easily misplaced. We ask that you include your students name in the memo section and put it in an envelope clearly marked as money for nutrition service. Please keep your student account current to avoid letters and phone calls. Thank you.

Snacks:

If you would like your student to purchase snacks or drinks with money on his/her account you must complete an ala carte permission form. You may limit the dollar amount they may spend in a given day if you wish. If you have filled one out in the past it is still active.

Refunds:

If you are leaving the district and have money left on your students account, you may request a refund. Please speak with a secretary or call Nutrition Services at 307-872-5511 or 307-872-5517 for more details. If you would prefer, you can request a transfer of the money to a donation account to be used for families in need.

Negative Accounts:

File: EFB-R

Student Meal Charge Policy

The primary purpose of the School Nutrition Program is to feed children. Our intent is to assist parents in receiving this benefit at the lowest possible cost to them. Students will be allowed to charge meal without a tray being pulled away from them, regardless of their balance. Students will not be told of their negative balance or receive alternate food as a result of a negative balance. This information will only be shared if a student asks for their balance. Balances will be reviewed once a week. All balances will follow the student throughout their time here in Sweetwater County School District #2.

If a student falls into the negative the following will occur.

- The family will receive a phone call through the districts automated system twice a week until it is paid.
- The last two weeks of school, calls will go out daily.

These calls will also send an e-mail, text message and put a message on their parent portal. These calls and e-mails will give parents the information they need to complete a free/reduced application as well as the needed information to make an online payment. Everyone the parent has identified to receive general notification on their parent portal will receive this call.

If a student's balance reaches \$50.00 in the negative the following will occur. Sibling's accounts will be reviewed to see if money can be moved from a sibling or siblings to cover the debt.

- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- Should a family move with a family balance of \$50.00 or above, the account will be sent to collections.
- Should a student graduate with a balance of \$50.00 or above, the account will be sent to collections in the parent's name.

If a *family's* balance falls above \$75.00 in the negative the following will occur.

- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- The principal will be notified and will contact the parents.
- A repayment plan must be agreed upon and signed by the parent.
- Refusal to sign a repayment plan will result in the account being turned over to collections.
- If a payment from the agreed upon plan becomes 45 days delinquent it will be turned over to collections.

If a family is determined to qualify for free/reduced meals after accruing a negative balance, a repayment plan will be put in place to assist in the repayment of the previous debt.

Substitute Teachers

The job and responsibility of all substitute teachers is to maintain the educational process in the absence of the regular classroom instructor. It is every student's job to be a helper in assisting the substitute. All students who fail to properly conduct themselves will be subject to the disciplinary action as per GRHS policies and procedures. Excellent cooperation with the substitute instructor impresses your regular classroom teacher and creates an environment conducive to the learning environment for all students.

Support Services

In order to receive support services, a student must first be discussed by the Building Intervention Team (BIT), which includes the students' parents. BIT will recommend interventions, a 504 plan, or a multi-disciplinary assessment. After the assessment, a child study committee determines if the student qualifies for additional support services. If the student qualifies, an individualized Educational Plan (IEP) is developed to address the individual student's strengths and weaknesses.

Tutors

Should students discover that a class selection is very difficult, it is advisable for them to seek out additional assistance. Besides the classroom instructor, the National Honor Society and the Guidance Department can assist you with a list of students and professionals that are tutors. There will also be after school tutoring as funding and need become apparent to building administration.

Visitors (Student)

Individuals who are not students of Green River High School are not allowed to be on campus or in the building unless a building administrator gives them permission. As a general practice, visitors accompanying students to school will not be allowed.

STUDENT CONDUCT

Behavior at Activities/Sportsmanship

Green River High School students that attend or participate in school activities should conduct themselves with dignity and respect. Students in these capacities are a reflection of all students attending Green River High School as well as the community, and their parents. Students should exhibit the following activity conduct:

- A. Proper appearance
- B. Appropriate language
- C. Cheer for our participants, but do not heckle the opponents

- D. Do not display conduct or behavior that is offensive or rude
- E. Do not bring signs that are offensive
- F. Show respect for all officials
- G. Follow reasonable requests of school administrators or supervisors
- H. Students will insure that other spectators viewing the activity will be able to observe the activity
- I. Students will refrain from entering field, gym floor, etc. until activity/contest is completed

Note: Inappropriate behavior could possibly lead to forfeiture of the contest, being banned from WHSAA activities or being sanctioned as an individual, team, or school as determined by WHSAA.

Building Security

Students are not to be in possession of building keys, unsupervised in a computer lab or classroom. Any student found in an unsupervised location may be subject to police investigation and school questioning. All external doors are to remain closed and locked except for the main entrances. Students should enter the school through the main entrance doors.

Bus Usage

Any student using school district transportation will be subject to the rules and policies of the school district and behavioral expectations of the high school. Student violators will be subject to school disciplinary actions and the potential loss of bus privileges.

Skateboards/Rollerblades/Shoe Skates

Skateboards/rollerblades or shoe skates of any type are not permitted at GRHS during the school day.

Civil Rights in the Green River High School

Sweetwater County School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Assistant Superintendent of Schools, 351 Monroe, Green River, WY 82935, phone (307) 872-5502.

Sexual, gender, racial/ethnic, religious, verbal or physical harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and the Wyoming Fair Employment Practice Act of 1965. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in activities and programs that receive Federal financial assistance from the U.S. Department of Education.

Sweetwater County School District No. 2 neither condones nor tolerates harassment or discrimination against students, employees or applicants. Students who engage in conduct which is harassing or which contributes to a hostile, oppressing, intimidating or offensive learning environment will be subject to disciplinary action, which may include warnings, short-term suspension, long term suspension and/or expulsion.

The District will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student who harasses another student or employee of the District. (See District Policy JFCK, Student Harassment). To report alleged harassment contact your building principal.

District #2 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the Assistant Superintendent and/or his/her designee as the Coordinator for Section 504 or Title IX. Questions or complaints should be directed to the office of the Assistant Superintendent at (307) 872-5502.

Criminal or Illegal Gangs within a School Setting

The Board of Trustees believes that a safe and orderly school setting is essential to effective teaching and learning. Because the presence of criminal gangs represent a substantial and immediate threat to the safety and well-being of all students and staff, the Board of Trustees prohibits students from participating in open gang activity and gang-related behavior on school property. "GANGS" are defined in this policy as any on-going organization, association, or group of three or more persons,

having the purpose of disruptive or criminal activity. Additionally, any symbolic behavior, conduct, or gestures that promote such intent are classified as gang-related. This includes: apparel, jewelry, accessories, grooming, signals, graffiti, colors, trademarks, symbols or other attributes promoting disruptive or unlawful activities. Conduct including intimidation, hazing, physical initiation, or criminal or illegal activities that might cause bodily harm or danger, mental intimidation, personal degradation, or forced membership is also prohibited. Any conduct promoting disruptive conduct and illegal behavior is likewise prohibited. Violations will receive disciplinary consequences consistent with school policy and state law.

Disciplinary Actions for Inappropriate Conduct

Purpose

The purpose of this Policy is to (1) define conduct that may result in discipline of a student; (2) set forth due process procedures for various types of discipline; and (3) describe actions that may be taken as a result of excessive absences.

Application of Policy

A student who engages in conduct prohibited by this Policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent/guardian conference, confiscation of personal property; restitution; temporary exclusion from the classroom; revocation of open campus privileges; loss of privileges; loss of credit; detention; withdrawal from class; intervention, out of school suspension; or expulsion.

This Policy is intended to regulate conduct of a student when the student is (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; (3) engaged in misconduct that is in any manner school related or adversely affects the operation of any school; and (4) behavior that brings disrespect to the school.

Informal Talk

A school official, (teacher, counselor, administrator), talks to the student and tries to reach an agreement on how the student should behave.

Conference

A formal conference is conducted with the student and one or more school officials.

Parent Involvement

Telephone, personal contact, letter or certified letter notifies parents. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

In-School Discipline

The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, temporary removal from class, timeout, and assignment to an alternative learning classroom. Students receiving In-School discipline cannot participate in after school activities that day(s).

Out-of-School Suspension

Students are subjected to an out of School suspension up to 10 days. During the suspension, the student is not permitted on district property or at district functions, including activities. A student on suspension may return to campus to pick up homework only when in the presence of his or her guardian. Activities suspensions may be imposed with any out of school suspension. (See matrix)

Level 3 – SEVERE A 21 day activities suspension will be imposed with any Level 3 offense.

An activity suspension includes any activity on our campus after school hours, as well as any activity involving GRHS on any other campus. If a student has multiple Level 3 offenses, an activities suspension of more than 21 days (up to 1 calendar year) may be imposed. (First Offense)

Intervention Program

This may take the form of a short suspension combined with a counseling program in place of a long suspension.

Procedures for Suspension of More Than 10 days/Expulsion

No student may be suspended for more than 10 days or expelled unless the student is informed of the charge. Oral notice will be given immediately if possible. When a student is recommended for expulsion, written notice will be given either personally or by certified mail within 24 hours to the student's parent/guardian. Expulsion may be recommended by a school administrator and imposed by the Board of Trustees following a hearing before a board designated hearing officer. Only the board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions (activities) unless the student has been readmitted to school by the board.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students. Policy JGD/JGE

Problem Areas

The following list of infractions in the Discipline Rubric is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or assistant superintendent. Any student who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct. These problem areas may also involve criminal violations of state or federal law. School officials must notify law enforcement officials of a suspected crime against persons or property; and any of incidents that could potentially threaten the safety or security of students or staff. It is a criminal violation to abuse a teacher or other school employee who is performing official duties.

Level of Severity	Behavior Infractions (One or more may be a part of a single event. Infractions separated in time do not affect the assigned consequences of another.)	First Offense (will include one or more of those listed below)	Multiple/ Repeated Offenses (will include one or more of those listed below)
Level 1-MODERATE Disapproved behaviors which do not substantially disrupt learning and/or endanger others.	Tardiness Unexcused absences Cell phone/Electronic device violation Dress code violation Public display of affection	Student conference Warning Parent contact 1-2 hrs. Detention Administrator Referral	Student conference Parent contact 2-5 hrs. detention 1-3 days suspension Referral to Counselor and/or Social Worker
Level 2-SERIOUS Behaviors that threaten to substantially disrupt learning, indicate	Truancy Academic misconduct/Cheating Inappropriate behavior Insubordination/ Defiance	Student conference Warning Parent contact Restitution	Student conference Parent contact Restitution 5-10 hrs.

<p>disregard for the safe environment of the school, and/or endanger others *Multiple Repeated Offenses</p>	<p>Disrespect Automobile violation Computer violation Willful disobedience False reports/False statements Aggression</p>	<p>2-5 hrs. detention Administrator referral 1-3 days suspension</p>	<p>detention 3-5 days suspension Referral to Counselor and/or Social Worker Referral to Police Recommendation for expulsion</p>
<p>Level 3-SEVERE Behaviors that substantially disrupt learning, indicate disregard for the safe environment of the school, violate the law, and/or endanger others. *The state requires reporting (form WDE631) of certain offenses. The * indicates a "state reportable" offense.</p>	<ul style="list-style-type: none"> *Alcohol/Tobacco *Arson *Battery *Breaking and Entering/Burglary *Disorderly conduct *Drugs *Fighting/Mutual altercation *Homicide *Kidnapping *Larceny/Theft *Motor vehicle theft *Robbery *Sexual Battery, Harassment, Offenses *Threat/Intimidation *Trespassing *Vandalism *Weapons *Other Major Offenses 	<p>Parent contact Restitution 3-10 day suspension Police referral Recommendation for expulsion</p>	<p>Parent contact Restitution Referral to Police Recommendation for expulsion</p>

****** POSSESSION OF ILLEGAL DRUGS AND/OR PARAPHENALIA ON CAMPUS OR A SCHOOL ACTIVITY WILL RESULT IN A 9 DAY OUT OF SCHOOL SUSPENSION AND RECOMMENDATION FOR EXPULSION.**

Disciplinary Rubric

Level 1 - MODERATE		
Behavior	Behavior Definition	Expected Behavior Students are expected to:
Tardiness	Reporting to class late after the tardy bell rings and	Be on time for

	before the end of the first TEN minutes of class time.	every class
Unexcused absences	Absences not excused by parents(s)/guardian(s).	Be present for every class
Cell phone/ electronic devices violation	Use or display of cell phones or other electronic devices in violation of school policy as described in the Student Handbook (see Electronic Devices)	Use music/video players/recorders, cell phones, or the like outside of instructional time unless instructed otherwise by staff member
Dress code violation	Violation of school dress policy as described in the Student Handbook (see Dress Code)	Wear clothing that is neat, clean, and in good repair
Public display of affection	Physically demonstrating affection for another person while in the view of others (ex. kissing in public). This is not to be confused with acts of kindness or friendship (as in hugging or hand holding).	Interact with others in a manner to support a comfortable and safe learning environment for all
Level 2 - SERIOUS		
Truancy	The student intentionally fails to attend a class and the absence does not qualify as a reasonable excuse.	Attend class unless medically unable
Academic misconduct/Cheating	Plagiarism or failure to correctly attribute sources; use of internet resources to gather information to submit as one's own work; submitting other(s) work as one's own; cheating in the form of using unauthorized assistance such as notes, verbal or physical exchange, electronic messages or any behavior which results in a higher grade than what the student would have earned without such assistance.	Create products, earn grades, and cite resources that truthfully represent personal achievement
Inappropriate behavior	Any behavior that disrupts the learning atmosphere of the building such as littering, throwing objects, running, wrestling, chasing, playing "keep-away", and hiding.	Behave to support the educational environment
Insubordination/ Defiance	Refusal to follow "reasonable" directions of a district staff member that are intended to support a positive, safe, and orderly learning environment.	Follow directions given by school district staff
Disrespect	Behaviors such as inappropriate language (profanity, blaming, complaining, "put-downs"), "tone-of-voice", or	Treat people respectfully (ex.

	body language that indicate disregard for the school, district staff, or students.	listen, care, trust, support, negotiate, acknowledge, accept, contribute)
Automobile violations	<p>Parking in undesignated areas, improper display of parking tags, failure to signal or other violations that do not directly threaten the safety of others or disrupt the safe use of facilities.</p> <p>Violations on school property that do or could endanger others, including displays of acceleration, careless or inattentive driving, speeding, or failure to maintain lanes of travel.</p>	Practice safe vehicle operation
Computer violations	Unauthorized use of district computers and electronic information services in accordance with the district <i>Terms and Conditions</i> document of policies and procedures.	Abide by the school technology policy which is signed prior to being given access to district computers and network
*Multiple Repeat Offenses	If a student receives multiple Out of School Suspensions for repeated Level 2 offenses, these suspensions will be accompanied by an Activities Suspension of 21 days	Comply with school policies and procedures
Willful disobedience	Violation of policies or procedures such as those written in the Student Handbook, Course Syllabus, or verbally explained by a district staff member.	Comply with school policies and procedures
False reports/False statements	Impersonating a parent or teacher, falsely reporting bullying or aggressive acts or making false reports of crime and/or violations of school policy.	Be truthful
Aggression	For the purposes of this discipline rubric, “aggression” refers to behaviors that may harm or present danger directly or indirectly. The behaviors may be physical or verbal and the harm may be physical or psychological. The aggression may involve the use of technology (networking sites, electronic messaging, the Internet). Aggressive behaviors are negative and unwanted actions such as name calling, stereotyping, labeling, pushing, shoving, tripping, threatening, excluding (spreading rumors, telling others not to be friends with someone), retaliating, and intimidating. <u>Bullying</u> is aggression that involves a pattern of behavior repeated over time and involves an imbalance of power or strength. <u>Harassment</u> is aggression that continues to	Display behavior that supports the visual, verbal, and psychological differences inherent in a diverse population

	occur after a request has been made to stop the behavior. (May be dealt with according to Board Policy)	
<p>Level 3 – SEVERE A 21 day activities suspension will be imposed with any Level 3 offense. An activity suspension includes any activity on our campus after school hours, as well as any activity involving GRHS on any other campus. If a student has multiple Level 3 offenses, an activities suspension of more than 21 days (up to 1 calendar year) may be imposed. (First Offense)</p>		
*Alcohol/Tobacco E-Cigarettes & other like altering devices.	Use, possession, or distribution of tobacco, alcohol or other smoking subsistence on school district property or at school-sponsored events; includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation.. E-Cigarette/Vapor substances are considered a violation of this policy.	Practice healthful and safe activities
*Arson	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.	Support safety for all persons and properties
*Battery	Touching or striking of another person against his/her will or intentionally using bodily harm to an individual; includes an individual physically attacking or beating up another individual, an attack with a weapon, or physically placing or mailing a bomb, regardless of whether the bomb explodes.	Support a safe environment for all
*Breaking and entering/Burglary	The unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	Support a safe and secure environment for all
*Disorderly conduct	Any act which substantially disrupts the orderly conduct of a school function or learning environment; or poses a threat to the safety, and/or welfare of others (ex. pulling the fire alarm).	Support the learning environment
*Drugs	Use, possession, purchase, manufacture, sale or distribution of marijuana, other illegal drugs or inhalants, or other noxious substances; includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs; includes off-campus use and then being on district property or at a district function.	Practice healthful and safe activities
*Fighting/Mutual altercation	Mutual participation in physical violence against a person or persons.	Support a safe environment for all
*Homicide	Murder and non-negligent manslaughter, killing of one human being by another, including killing a person	Support a safe environment for

	through negligence.	all
*Kidnapping	The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. Incident includes hostage-taking.	Support a safe and secure environment for all
*Larceny/Theft	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence or bodily harm; includes pocket picking, purse or backpack snatching, theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin or token, and all other types of larcenies.	Support a safe and secure environment for all
*Motor vehicle theft	Theft or attempted theft of a motor vehicle.	Use only property belonging to you or with authorization from the owner
*Robbery	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force, or violence and/or by putting the victim in fear. A key difference between robbery and larceny is that a threat of physical harm or actual physical harm is involved in a robbery.	Support a safe and secure environment for all
*Sexual battery, harassment, offenses	Physical contact done forcibly or against a person's will or where the victim is incapable of giving consent because of his/her youth and/or mental incapacity; includes rape, fondling, indecent liberties, child molestation, and sodomy. Sexual intercourse, sexual contact or other unlawful behavior intended to result in sexual gratification without force or threat of force and where the victim(s) is capable of giving consent; includes indecent exposure (exposure of private body parts to the sight of another person in a public place) and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness such as phone calls or other communication; and unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs. To create or allow to exist an atmosphere of sexual harassment; defined as deliberate, repeated and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature; when such conduct has the purpose or effect of interfering with a	Support a safe environment for all

	student's academic performance or creating an intimidating, hostile or offensive learning environment.	
*Threat/ Intimidation	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.	Support a safe and secure environment for all
*Trespassing	Entering on to school district property after being notified that one is not allowed on the property.	Abide by administrative directive to remain off district property for the duration of the suspension
*Vandalism	The willful destruction or defacement of school or personal property; Incident includes graffiti.	Support a safe and secure environment for all
*Weapons	<p>Possession or use of:</p> <p>Firearms: A firearm is any weapon which will, is designed, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. Firearms fall into three types of classifications: a. Handgun - handgun or pistol; b. Shotgun/rifle; c. Other types of firearms. As defined by the Gun-Free Schools Act, other firearms include: Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; The frame or receiver of any weapon described above; Any firearm muffler or firearm silencer; and Any destructive device, which includes: Any explosive, incendiary (e.g. bomb, grenade), or poison gas; Any weapon which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</p> <p>Other Weapons: The possession, use or intention to use any instrument or object to inflict harm on or intimidate another person; includes all types of knives (pocket and pen knives), chains (not being used for the purpose for which it was normally intended and capable of harming an individual), pipe of any length (not being used for the purpose it was normally intended), razor</p>	Support a safe environment for all

	blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils and pens), nun chucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or devices (stun gun), BB or pellet guns, and explosives or propellants.	
*Other major offenses	Including but not limited to bribery, fraud, embezzlement, gambling, forgery, gang related activity, hazing, physical initiation, extortion/blackmail, or any other action not included in any other severe incident category.	Practice activities that support the learning intended by the design of the educational system Be truthful