

EQUAL EDUCATIONAL OPPORTUNITIES

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion.

No student shall on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance, and extra-curricular activities. The District shall comply with its policy relating to nondiscrimination on the basis of sex, race, color, national origin, age or disability as is specifically set forth in Policies AC and ACE.

DISCRIMINATION - STUDENT COMPLAINT PROCEDURE

Any student of this District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any District program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint with the School District Civil Rights Compliance Officer/Title IX Coordinator.

Prior to filing the complaint the student shall contact the building principal or the individual whose decision generated the complaint and make an appointment for an informal meeting in an attempt to resolve the complaint. If the alleged complaint is not resolved satisfactorily at the informal meeting, the person may file a complaint in accordance with the procedures set forth in Board Policy AC-R. The complaint shall be initiated at least at the principal level within sixty (60) calendar days after the student, parent or employee knew or should have known of the act or condition on which the complaint is based.

For complaints involving identification, evaluation or placement involving Section 504, you are directed to utilize the Section 504 due process procedures, Policy ACE-R.

STUDENT RESPONSIBILITIES

Education being both a privilege and a right, the student who avails himself/herself of the privileges and rights of education is expected to accept the responsibilities that go with all privileges and rights, including conformity to such rules of conduct and dress as the board and administration may direct and the greater responsibility of training himself/herself to the task that citizenship and life will impose in later years.

EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE FORM

NAME _____

ADDRESS _____

COMPLAINT CLAIMS DISCRIMINATION BASED ON:

RACE	_____
SEX	_____
AGE	_____
NATIONAL ORIGIN	_____
HANDICAP	_____

PHONE _____

DATE OF INCIDENT _____ LOCATION(S) _____

Please describe in full detail, the nature of your complaint. Include the names of persons involved, if any.

Complainant's Signature _____

Date Grievance Was Filed _____

Signature of Civil Rights Compliance Officer/Title IX Coordinator

SCHOOL ATTENDANCE AREAS

The superintendent will, as needed, make recommendations to the Board on the maintenance or alteration of established attendance areas. Attendance areas will be approved by the Board with all modifications or alterations in attendance areas also approved by the Board. The Board, as needed, may make exceptions when it would be in the best interests of the school district and its students. Actions to establish, modify or alter attendance areas will give priority consideration to the operational needs of the school system, demographic data, and the impact on the educational program. Any recommendation for establishment or alteration of boundaries will include an analysis and justification based on these factors.

Except where the foregoing factors influence boundary line, the established areas will permit each student to attend the school nearest his place of residence.

Students will be expected to attend school in the attendance area in which they live except when circumstances otherwise justify an exception. Exceptions to attendance within an attendance area may be made by the Superintendent, following consultation with affected principals. Should parents not agree with the Superintendent's decision, they may appeal to the Board for a final determination. Any request for an exception brought to the Board must contain a recommendation from the Superintendent.

If the student's family moves to another school attendance area within the district during the school year, the student may be transferred to the new school or if the parent consents, the student may be permitted to complete their education at the school which they were attending at the time of the move. The parents may be required in such event to provide any additional transportation which is necessary.

STUDENT ATTENDANCE

The Board of Trustees believes that regular attendance at school in every grade is essential if the child is to receive the maximum benefit of the educational program of the school district. Regular attendance at school is also necessary in order to properly plan for the daily activities of each class. Regular attendance and contribution from each student is also beneficial to the education of all other students in class.

The administration shall be responsible for setting forth in student handbooks, attendance requirements and consequences for excessive or unexcused absences.

Every absence of a student from the district, except for school activities, shall require a note or phone call from the parent/guardian or designated adult person responsible for the student. Notification shall be given preferably prior to the absence, but in no event later than two (2) school days following the absence. Any absence from school without the appropriate parental consent and permission shall be considered an unexcused absence.

Wyoming law requires that any student with five (5) or more unexcused absences in one school year be considered a habitual truant. The administration or the designated attendance officer is directed to comply with the law regarding notification of the district attorney when a child has been determined to be a habitual truant.

An unexcused absence is recorded when:

1. A student leaves campus without permission from the principal or the principal's designee, or
2. The student's parent or guardian has not given the school notification within two (2) school days of the absence.

The administration shall develop uniform rules among the various grades as to whether or not and in what manner make-up work may be permitted when there has been an unexcused absence.

COMPULSORY ATTENDANCE AGES

Ages for attendance in Wyoming are set by the laws of the state.

Every child attaining the age of seven (7) years on or before September 15, and under the age of sixteen (16) years who has not completed the tenth (10) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the child resides, unless excluded by provisions of law which are:

- a. Compulsory attendance in school, in the judgment of the Board of Trustees, would be detrimental to the mental or physical health of such child, or of other children in the school.
- b. Compulsory attendance in school, in the judgment of the Board of Trustees, might work undue hardship on the child. The Board may, at its option, conduct a hearing on this issue.
- c. The child has been legally excluded from regular school.
- d. The child has completed the twelfth (12th) grade.
- e. The child has such a mental or physical disability that, based upon a physician's certificate, the Board believes such child could not reasonably benefit from programs available.
- f. The attendance of the child would be inimical to the health, safety or welfare of other pupils; provided that the Board shall make the best provisions possible for the suitable and adequate education for the child in accordance with the laws of the state.

Code: JEB

ENTRANCE AGE

A child must have reached the age of five (5) on or before September 15 to be admitted to kindergarten. To be admitted to the first grade a child must have reached the age of six (6) on or before September 15. Proof of birth in the form of a birth certificate will be required for initial enrollment.

STUDENT ADMISSIONS

The public schools of this school district shall be free and accessible to all children resident within the school district who are at least five (5) years of age and under the age of twenty-one (21) subject to such regulations as the Board of Trustees may prescribe, specifically including, but not limited to, immunizations requirements.

Admission may be denied to any resident child who:

- has completed the twelfth grade; or
- has such a mental or physical disability that based upon a physician's certificate the Board believes such child could not reasonably benefit from the programs available; or
- or the attendance of such child would be inimicable to the health, safety or welfare of other pupils; provided that the Board shall make the best possible provisions for the suitable and adequate education of such child in accordance with the laws of this State.

ADMISSION PROCEDURES

The schools shall be at all times equally free and accessible to all children of the district who are school age subject to any requirements the Board may establish. Parents will be required to furnish documentary evidence of the birth date of their child at the time of enrolling their child in kindergarten or first grade. The student must also provide the school district with documentary proof of immunization consisting of written certification by a private licensed physician or his representative or by any public health authority that the person is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine-preventable disease as designated by the State health authority.

A pupil will be exempted from immunization requirements only when (1) a physician's statement is presented that immunization would be detrimental to the child's health, or (2) a parent or guardian certifies that the child is a member of a recognized religious group whose teachings are contrary to the administration of immunizing agents.

No student will be permitted to attend a school for more than thirty (30) calendar days without the documentary proof of immunization. If immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continuing immunization provided written notification from the student's physician or a public health official specifying the written schedule for necessary immunization is provided and the immunization is completed within the medically accepted time period.

Students transferring to this school district shall provide a full and complete copy of educational records or a release for the school district to obtain educational records, specifically including transcripts as the administration deems necessary to appropriately place the student and prepare an appropriate educational plan.

ADMISSION OF NON-RESIDENT STUDENTS

DEFINITION

"Non-Resident Student": A non-resident student is any student who is not residing within the school district with intent to make his residence within the school district a permanent residence. Students who only move into the school district on a temporary basis for the convenience of attending schools without intent to permanently reside in the district and who generally leave the school district during summers and times when school is not in session to return to their parents' home or other place of permanent residence, will not be considered residents of the district.

The Board of Trustees has the ultimate discretion to admit or not admit pupils resident in other districts to this school district for any reason deemed appropriate by the Board of Trustees except in the case of a student requesting admission from a district that does not maintain a high school wherein that district has agreed to pay tuition in addition to transportation or maintenance for the child to attend school in this district.

ADMISSION

The District may admit any student who is a resident in another school district of the State or who resides outside of the State unless such admission would overcrowd the classrooms of the admitting district. The decision of whether or not to admit a nonresident student is optional with the Superintendent and requests for admission may be turned down for any reason deemed appropriate by him. However, in the case of a request for admission to high school by a student who is a resident in a school district within the State of Wyoming which does not maintain a high school, the student shall be admitted unless such admission would overcrowd the facilities of the district or in any way work a definite hardship upon the educational program of the district as a result of the admission. The admission of any student shall be on a year to year basis. The District shall review the application for admission each year. In determining whether or not to grant an admission or request for readmission, the Superintendent may consider any factors he deems important including, but not limited to, financial consequences, available staff, available facilities, class enrollment, prior disciplinary problems, prior attendance record, and previous effort to make satisfactory academic progress, among others.

Students who reside outside the district boundaries will be required to submit an application to the Superintendent for admission as per Code: JFAB-BH2-R Permission to attend school in the district may or may not be granted by the Superintendent. Should a request for admission be denied by the Superintendent, a parent/guardian may appeal the decision to the Board of Trustees. To appeal a decision, the parent/guardian shall notify the superintendent of the intent to be placed on the agenda for the next regularly scheduled Board meeting. The notice must be received five (5) business days prior to the Board meeting. The decision of the Board is final.

SUSPENDED OR EXPELLED STUDENTS

The district may deny admission to any pupil who has been suspended or expelled from another school district whether located in or outside the state, for the duration of the suspension or expulsion regardless of whether or not the student establishes residency within this district.

TUITION

The district shall not charge tuition to the school district wherein the student resides so long as the student resides within the State of Wyoming provided, however, if the student requesting admission is a student from another Wyoming district which does not maintain a high school and the student is requesting admission to high school, the district shall charge the residential district tuition in an amount established pursuant to W.S. §21-4-501(c). Upon admission, the student shall be included within the average daily membership (ADM) of the school he/she attends.

The district may, at its sole option and in the discretion of the Board of Trustees, admit pupils from out of state at the rate of tuition at least as high as the actual per-pupil cost for educating that student within the district as such cost is calculated pursuant to W.S. §21-4-501(c) as may be amended. Once the out-of-state student is admitted and tuition is paid as provided for herein, the student shall be included within the average daily membership of the district. The Board of Trustees may, at its complete discretion, elect not to charge tuition to out-of-state students or foreign exchange students, or may elect to charge tuition less than the actual per-pupil cost for educating that student within the District provided, however, that the District may not include the student in the average daily membership of the District if it charges less than the actual per-pupil cost for educating that student within the District.

TRANSPORTATION

The school district will not provide transportation for non-resident students except on regular bus routes running within the boundaries of this school district. Exceptions to this policy may be made only with the express consent of the Board of Trustees and any adjacent school district which would be affected.

RESPONSIBLE ADULT

Every non-resident student attending the school district may be required to have a person of adult age agree to be responsible for the student with regard to all educational decisions and who can authorize emergency medical treatment and care. The parents of a non-resident student or his/her legal guardian who does not reside within the district may be required to sign a consent to have another adult person resident within the district assume that responsibility and acknowledge that the district may work through that resident adult for purposes of the child's education and emergency health care needs.

ADMISSION OF NON-RESIDENT STUDENTS ADMINISTRATIVE PROCEDURE

When a school receives a request for admission of a non-resident student, the following protocol shall be followed:

1. The school shall provide the parent with a copy of the following documents:
 - a. BGH2 Non-Resident Student Application for Admission Form
 - b. Board Policy JFAB
 - c. Non-Resident Parental Agreement (If the student plans to reside with someone other than a legal parent/guardian)
2. Within a timeframe of not less than 10 days prior to the date of enrollment, the parent shall provide the school with the following:
 - a. A completed Non-Resident Student Application for Admission Form
 - b. A copy of the student's most recent report card or transcript
 - c. A Non-Resident Parental Agreement (If the student plans to reside with someone other than a legal parent/guardian. If applicable, this must be signed and returned before the application will be considered.)
3. Upon receipt of the completed application packet, the school secretary shall contact the student's previous school and request a copy of all educational records.
4. Upon receipt of the records, the completed application packet and educational records shall be sent to the superintendent for his/her review.
5. The Superintendent shall review all pertinent information from the application packet and educational records. In determining whether or not to grant an admission or request for readmission, the Superintendent may consider any factors he/she deems important including, but not limited to, financial consequences, available staff, available facilities, class enrollment, prior disciplinary problems, prior attendance record, and previous efforts to make satisfactory academic progress, among others.
6. The Superintendent shall indicate his/her decision on the bottom of the Non-Resident Student Application for Admission form. He/she shall sign and date the form and provide copies of the form to the parent and school principal.
7. If the application is denied, the Superintendent shall notify the parent/guardian of their right to appeal the decision to the Board of Trustees in accordance with Policy JFAB.

Following the completion of each school year and prior to the beginning of the next school year, each non-resident student must be reconsidered for readmission. The following protocol shall be followed for readmission:

1. The school shall conduct a review of each non-resident student's total school performance including but not limited to academic, discipline, and attendance records. At least one of the student's teachers shall be included in this review process. It will not be necessary for the parent/guardian to complete an application for readmission unless there is a change in the student's living arrangements (i.e. residence, custody, or guardianship) that would warrant reapplication.

2. The building principal shall provide the Superintendent with a recommendation for readmission for each non-resident student by the end of the second week of June each year.
3. The Superintendent will review and consider the building principal's recommendation for each non-resident student. Furthermore, the Superintendent will consider all other factors including the capacity of the school/district and the available resources within the district. The Superintendent will make a determination for readmission for each non-resident student.
4. The Superintendent will notify the building principal of his determination. In most cases, the parent will not be notified unless readmission is in question or denied.
5. If readmission is denied, the Superintendent shall notify the parent/guardian of the determination and their right to appeal the decision to the Board of Trustees in accordance with Policy JFAB.

BIG HORN COUNTY SCHOOL DISTRICT #2

Non-Resident Student Application for Admission

Student's Name: _____ Grade _____

Date of Birth: _____

Parent/Legal Guardian _____ Phone #: _____

Physical Address: _____ City: _____

Previous School Attended: _____

Why do you want to attend Big Horn County School District #2?

What is the average number of days per semester you have missed school in the past two years? _____

If more than five (5) days per semester please explain: _____

Have you been suspended or expelled from school in the past year? _____ Yes _____ No

If yes, please explain: _____

How will you be transported to school? _____

If student will be residing with someone other than a parent/guardian indicate the name here;

A Non-Resident Parental Agreement must be completed and attached if living with someone other parent/guardian.

By signing below, parent and student consent to Big Horn County School District #2 contacting previous school authorities to verify any information on this application and to obtain official records. Inaccurate information constitutes grounds for denial or revocation of the application. An approved application indicates the student and parent agree to follow all policies, rules and regulations of Big Horn County School District #2. Parent and student also understand and agree that if this application is approved it may be revoked by the Superintendent at any time if the student violates any policies, rules or regulations of Big Horn County School District #2 that in his opinion interferes with the safety, welfare or morals of students or interferes with the educational process in the district.

Parent/Guardian Signature

Date

Student Signature

Date

Official admission must be approved by the Superintendent.

_____ Granted _____ Denied _____
Superintendent's Signature Date

Copies: [] Parent [] Principal [] Central Office File

[Amended: July 16, 2012]

BIG HORN COUNTY SCHOOL DISTRICT #2

Non-Resident Parental Agreement for Enrollment of Student(s)

I (we), _____ and _____ are
Please Print: (Parent/Guardian) (Parent/Guardian)

the parents/guardians having the legal custody of _____
(Student's Name)

I (we) currently reside at _____ City/State: _____

Our child(ren) are currently residing with _____,
who are adult persons residing within Big Horn County School District #2.

I (we) have delegated to them the sole and exclusive authority and responsibility for any and all educational decisions and/or actions that may arise during the time that our child(ren) are enrolled in Big Horn County School District #2. Any and all parental notices and/or documents of any kind that are to be delivered to parents shall be sent to these person(s) that I (we) have designated to be responsible for my child(ren) while enrolled at Big Horn County school District #2.

I (we) further have given to them full discretion and authority to make any and all decisions relating to emergency health care and treatment and/or other medical needs which the school might in any way be involved with, without the need to further consult us in those regards. This delegation of authority and responsibility shall continue until revoked by us in writing.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Date

I (we), _____ and _____
are adult residents of Big Horn County School District #2 and have agreed to assume the responsibility for the educational and medical needs and decisions that are required for the above-named student(s). I (we) understand that so long as they are enrolled in Big Horn County School District #2, I (we) will have all the same duties and obligations regarding the educational needs and activities of the student(s) and any and all medical decisions involving these student(s) the same as if we were their natural parent(s).

(Responsible Resident Adult)

(Responsible Resident Adult)

Date

Date

**MEDICAL/EDUCATIONAL
POWER OF ATTORNEY**

**REQUEST FOR ENROLLMENT OF STUDENT
IN
BIG HORN COUNTY SCHOOL DISTRICT NO. 2**

(This document has legal implications. You should consult with an attorney before signing).

I/We, _____, being first duly sworn upon oath, depose and state as follows (if both parents have custody, both should be named and sign):

1. I/We am/are the natural father/mother and legal guardian(s) of _____
_____ (name) (Student), _____ (D.O.B.).

2. Student presently lives with _____ at _____, Wyoming, whom I/we hereby make, constitute and appoint my/our true and lawful attorney(s)-in-fact (AIF) for my/us and in my/our name, place and stead, and on my/our behalf as follows:

a. To obtain medical care for whatever reason as required for said minor student. The above individual has the authority to sign consents, medical authorizations, or contract with any physician, hospital, or other type of health facility which is necessary to provide for the adequate care of said child.

b. I/We grant AIF full authority to enroll the minor student in school, authorize educational testing, receive reports, receive notice of discipline referrals and/or hearings, meet with teachers and school administration concerning the above-named student, and to do everything necessary and reasonable in connection with his/her education, health, maintenance, and general welfare; and generally to act in loco parentis with respect to him/her in any and all matters where the consent or action of a parent is necessary or proper, and take any other action necessary to provide for the education of the student. All educational notices required to be provided to the parents of the above-named student may be provided to the above designated AIF on my/our behalf and shall constitute appropriate and legal notice to me/us as parents of the above-named student. I/We understand that so long as this power of attorney is in effect, the responsibility for the above-named student's education shall be with the AIF and that the above-named school district is free to communicate with the above-named AIF the same as it would communicate with me/us as parents. This shall include the right to review the above-named student's educational records and this power of attorney is intended to constitute a release and consent for the school district to provide to the AIF designated herein all educational information and records that might otherwise be protected by the Family Educational Rights and Privacy Act.

c. The above-named AIR shall have the power and authority to do, take, and perform all and every actor thing whatsoever requisite, proper, or necessary to be done in the exercise of any

of the rights and powers herein granted as fully to all extent and purpose as I/we might or could do if able with full power of substitution or revocation hereby ratifying and confirming all that said AIF shall lawfully do or cause to be done by virtue of this Power of Attorney and the rights and powers herein granted. This Power of Attorney in the enumeration of said specific items, rights, acts, and powers herein is not intended to, nor does it limit or restrict, and is not to be construed or interpreted as limiting or restricting the powers herein granted to said AIF.

3. I/We am/are signing this Power of Attorney because I/we may not be available as needed, and AIF is providing the primary care for student. By signing this Power of Attorney, I/we am/are not waiving any of my/our parental rights (except as noted herein).

4. No agent named or substituted agent in this power shall incur any liability to me/us for acting or refraining from acting under this power, except for such agent's own misconduct or negligence.

5. No person who acts in reliance on the representation of the agent or the authority granted under this Power of Attorney shall incur any liability to me or to my estate from permitting the agent to exercise any power before actual knowledge that the Power of Attorney has been revoked or terminated by operation of law or otherwise.

6. Photocopies of this executed Power of Attorney shall have the same effect as an original.

The rights, powers, and authorities of the said AIF herein granted shall commence on the _____ day of _____, 20__ and such rights, powers, and authority shall be effective until revoked in writing and the revocation is delivered to the above-named school district central administration office.

DATED this _____ day of _____, 20__.

Parent

Parent

STATE OF WYOMING)
) SS.
COUNTY OF)

Subscribed and sworn to before me by _____, this _____ day of _____, 20__.

WITNESS my hand and official seal.

(S E A L)

Notary Public

My Commission Expires:

STATE OF WYOMING)
) SS.
COUNTY OF)

Subscribed and sworn to before me by _____, this _____ day of _____, 20__.

WITNESS my hand and official seal.

(S E A L)

Notary Public

My Commission Expires:

ADMISSION OF EXCHANGE STUDENTS

STUDENT EXCHANGE PROGRAMS

The Board of Trustees and staff may cooperate with approved organizations in providing student exchange programs for the pupils of the district subject to the same criteria in the District's admissions policies.

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students transferring to the School District will have all records evaluated and may be tested with appropriate placement examinations. Placement developed during regulation is tentative pending arrival of official records or placement examination. The administration will assign the student after a thorough evaluation of the records and/or placement examinations.

HOME STUDY STUDENTS

Students transferring to the School District from a home-based educational program may be required to take a school-selected examination in one or more of the following areas to determine proper grade placement in reading, writing, mathematics, civics, history, literature, and science. The administration of the school, in consultation with appropriate personnel, will determine grade/course placement.

HOME STUDY STUDENTS' REQUEST TO PARTICIPATE IN LIMITED CLASS SCHEDULE

Students who are residents of the District and who are receiving their education through a home-based educational program may request that the school allow admission of the home-school student to participate in isolated courses by the School District. The School District is not required to accept students who only want to participate in isolated classes without being enrolled as a full-time student within the School District. The School District will, however, consider any request for a home-schooled student to participate in specific classes being offered by the School District. The decision of whether or not to allow such participation is left to the sole discretion of the School District. In the event the School District determines to accept a request for a home-schooled student to participate in specific classes offered by the school, the School District shall require the student and student's parents to comply with the School District's admissions process, including immunization requirements. Students who are allowed to participate in courses offered by the School District shall be subject to all the same policies, rules, regulations and course requirements as are applicable to all other students participating in that class. Approval for admission into a class requested for the home-school student does not require the School District to approve admission into any other classes. The District may in its sole discretion approve admission into some courses and not others. Priority will be given to full-time enrolled students within the District as to admission into all classes offered by the School District. Admission of home-schooled students will be on a case-by-case basis for each student and each class. A new request must be made by the home-schooled student and will be evaluated by the School District as to every class or course requested, including an advanced level class or any class that the home-schooled student might have been approved for. Participation in any one class by a home-schooled student will not guarantee participation in any other class.

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school. Absences will be excused when they are arranged for in advance with the parents' permission and consent or notification is given by the parent to the school prior to the start of school the day following the absence.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant. School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JE/JE-R.

TRUANCY

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student shall have missed five (5) days of school and such absences are unexcused, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification of the county attorney of the status of the student as an habitual truant.

RELEASED TIME FOR STUDENTS

High school students may be released from school to work or to attend other organizational meetings outside of the school during school hours, provided the following conditions are met:

The organization is recognized and approved by the Board or school administration.

The student has written parental permission to attend.

Employment or attendance at the meeting does not interfere with the student's regular schedule.

Determination by the school administration that employment or attendance at the meetings will in no way jeopardize the student's progress in school.

The school shall not make any special scheduling changes or adjustments for the convenience of the organization involved.

The Board or administration shall discontinue granting released time if at any time it deems that continuance could be detrimental to school or the individual. A secondary student may be released for religious instruction if that student has no class scheduled at that time. Religious instruction will not count as a class nor may student receive credit towards graduation for religious instruction.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

The school system will permit students to be released from school each week consistent with law for religious instruction. Religious teachers will not be permitted to promote student participation by directly contacting students on school premises, or by involving students in the released time program to recruit their friends. All promotional activities for such instruction will be conducted away from the school premises.

A written request must be signed by parent or guardian before the student is released as per Code: JHCB-BH2-R.

Teachers and principals are directed to remain neutral in this matter, neither encouraging nor discouraging student participation.

Parents may be notified by bulletin or newsletter that permission slips are available in each school office and will be issued upon request. After a parent permission slip has been received by the school, the student is expected to attend the released time classes, unless the parent rescinds the permission or approves an absence. Students attending the released time program will be excused by the classroom teacher at the scheduled time approved by the principal.

BIG HORN COUNTY SCHOOL DISTRICT #2

REQUEST FOR RELEASED TIME

Dear Parents:

This is to inform you that School Board Policy requires that you sign a release-time form if your son/daughter is to be released from school for any reason. This form must be filled out completely and signed before the school principal can consider releasing a student. Approval or rejection of student release time is as per Board Policy.

To _____ Principal of Lovell High School

I hereby request that my son/daughter _____

(Name of Student)

be released for one period during the school day, during the 20 ____ - 20 ____

school year to _____

(Reason)

at the _____.

(Place)

Student Signature

Parent/Guardian Signature

Date

Date

Principal Signature

Date

STUDENT DISMISSAL PRECAUTIONS

A teacher will not permit a pupil to leave school during the school day without the approval of the principal. Pupils will not be sent on errands off the school grounds except where the activity is related to the course or school activity being pursued by the pupil.

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the child from school, the right to inspect and review educational records and all other rights and privileges extended to parents. School officials will conform to court orders governing divorce, separation, custody, or other legally binding instruments which modify the natural rights of a parent.

Requests from parents asking the school to restrict visiting privileges and restriction of disclosure of student records will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

When a student or students is unexpectedly excused prior to the end of a school day, effort will be made to contact the parent either directly if a student, or through the media if the entire school is to be released early. Additional precautions will be taken by the building principal as needs arise to assure that children are released only for the proper reasons and into the proper hands.

STUDENT GOVERNMENT

The function of student government will be to provide a means of practicing the democratic process, good citizenship, and school/community projects. Student involvement in the development of programs, rules and regulations that either directly or indirectly concern students is encouraged. The principal will establish guidelines for the operation of student government; these guidelines will be in accordance with Board policy, and will be formulated on the basis of students' and staff members' ideas and suggestions.

Appropriate student government activity shall be established in each building.

STUDENT CONDUCT

District policy and general rules of conduct for students are applicable for all district's schools to ensure the rights and welfare of all students, and are designed to prevent the disruptive few from interfering with the education of all. When students violate rules, the district will take appropriate action. Students not under the authority of a parent or guardian will assume full responsibility for their behavior.

The principal has the overall responsibility to direct the staff to guide and counsel individuals and groups within each school. In order to assist the principal in carrying out his responsibility, the principal and building staff will confer from time to time. The staff is responsible for maintaining proper order and discipline and uniform enforcement of established standards.

All students are expected to comply with printed school regulations, specifically including conduct requirements set forth in student handbooks, as well as other commonly accepted standards of good behavior, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

Students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees; the educational purpose underlying all school activities; the widely shared use of school property; and the rights and welfare of other students. All employees of the district will be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

The principal and/or superintendent may suspend or recommend expulsion of a student who violates one or more of the following standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity including traveling to or from school:

1. causes or attempts to cause damage to school property or private property, or steals or attempts to steal school property;
2. causes or attempts to cause physical injury to another person except in self defense;
3. possesses or transmits any weapon or other dangerous object;
4. possesses, uses, transmits, or is under the influence of any illegal drug, alcoholic beverage, controlled substance, or otherwise violates the drug, alcohol or tobacco policies;
5. continued willful disobedience or open and persistent defiance of proper authority;
6. behavior which is detrimental to the welfare, safety and morals of other students;
7. violation of any other rule, regulation, or handbook provision applicable to student conduct.

For Procedures, see Policy (JKD).

STUDENT DRESS

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety; and does not disrupt the educational process. Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents, however, students will not be permitted to wear:

- a) clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use of drugs, alcohol, or gang activity; or
- b) immodest clothing which is sexually offensive; or
- c) unsanitary clothing which poses a health problem.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained. Coaches and/or other staff supervising extra-curricular activities may make other dress requirements applicable to students participating in athletic and/or other extra-curricular activity events.

Code: JICB

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are responsible for the care of equipment and materials assigned to them. Any students found to be causing damage to or destroying school property may be required to reimburse the district for the repair or replacement of the property and may be subject to legal action.

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety of students on the bus. It is the bus driver's duty to notify the principal if any student persists in violating the established rules of conduct.

After warnings have been given to the student and his parent, the principal may withhold from the student the privilege of riding the school bus.

STUDENT CONDUCT ON SCHOOL BUSES

All students who ride school buses operated by or for the district are expected to abide by the following regulations on both activity trips and regular routes:

1. Be on time at the designated school bus stops -- keep the bus on schedule;
2. Stay off the road at all times while waiting for the bus;
3. Wait until the bus comes to a complete stop before attempting to enter;
4. Be careful in approaching bus stops;
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop;
6. Keep hands and head inside the bus at all times after entering and until leaving the bus;
7. Assist in keeping the bus safe and sanitary at all times;
8. Refrain from loud talking and laughing or unnecessary confusion that diverts the driver's attention;
9. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender;
10. Bus riders should never tamper with the bus or any of its equipment;
11. Keep books, packages, coats, and all other subjects out of aisles;
12. Help look after the safety and comfort of small children;
13. Leave no books, lunches, or other articles on the bus;
14. Do not throw anything out of the bus window;
15. Bus riders are expected to be courteous to fellow pupils, the bus driver, and any others with whom you come in contact;
16. Bus riders are not permitted to leave their seats or stand while the bus is in motion;
17. Horse play is not permitted around or on the school bus;
18. Absolute quiet should be maintained when approaching a railroad crossing stop;

19. In case of a road emergency, children are to remain in the bus;
20. The rear door will be used only in time of emergency;
21. Absolutely no profane language will be tolerated on the bus;
22. The use of tobacco is not permitted on any school bus;
23. The driver will not discharge riders at places other than the regular bus stop, at the home, or at school unless by proper authorization from the parent or guardian;
24. Riders should cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction;
25. Be alert to the danger signal from the driver.

STUDENT PUBLICATIONS

School-Sponsored Publications

The Board encouraged students to express their views in school-sponsored publications, but they must observe rules for responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or material designed to disrupt the educational process will not be permitted.

The Board also encourages school-sponsored publications as an educational activity through which students can gain experience in reporting, writing, editing, printing, and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these papers before publication and to assist students in improving their skills, their modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, and even libelous.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school district) enjoys freedom to determine what it will and will not publish.

Distribution of Literature

Students shall enjoy constitutional rights to the distribution of literature on school grounds and in school buildings, except that the principal may prohibit the distribution in school buildings of a specific publication for the reasons stated in the first paragraph above. The principal may require that no literature be distributed unless a copy is submitted in advance and he has approved distribution of literature. The school shall at all times retain the right to reasonably regulate the time, place and manner of such distribution of literature.

SECRET SOCIETY/GANG ACTIVITY/HAZINGS

Membership in secret clubs, societies, or organizations is prohibited. The school will refuse to recognize and allow any activities connected with these organizations to be associated with any phase or part of the school program. Students will not be allowed to promote these organizations during any part of the school day or during their school activities. This restriction shall cover all types of activity relating to these organizations' membership, recruitment, wearing of distinguished clothes or emblems, and any other action by members of secret organizations.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangements, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a danger to the educational process. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which may cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. These activities are prohibited whether or not the initiation or hazing event is associated with a recognized or accepted school club, class or activity or whether it is associated with an unrecognized or improper gang, club, or activity.

HARASSMENT, INTIMIDATION AND BULLYING

- I. **Purpose:** The Safe School Climate Act (W.S. §§21-4-311 through 21-4-315) prohibits harassment, intimidation or bullying of students in Wyoming public schools. It is the intent of Big Horn County School District #2 to adopt this policy in compliance with the Safe School Climate Act.
- II. **Definitions:** The following definitions shall apply to this policy:
- *Harassment, intimidation or bullying* means any
 - intentional gesture;
 - intentional electronic communication; or
 - intentional written, verbal or physical actoccurring or received at school 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 interference with, the orderly operation of the school; or
 3. Creating an intimidating, threatening, or abusive educational environment for a student or a group of students through sufficiently severe, persistent or pervasive behavior.
 - *School* 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.
- III. **Prohibition:** No person shall engage in:
- Harassment, intimidation or bullying; or
 - Reprisal or retaliation against a victim, witness or person who reports information about an act of harassment, intimidation or bullying.
- IV. **Reporting and Investigation:** Procedures shall be developed for reporting, documenting and investigating acts of harassment, intimidation or bullying consistent with the following:
- All reports of harassment, intimidation, and bullying shall be promptly screened and, when appropriate, investigated by the principal or his/her designee.

- Anonymous reports shall be received via in writing by any school staff, or telephonically by any school staff.
 - The investigatory process and outcome shall be documented in a written report.
 - If harassment, intimidation or bullying conduct is substantiated, the report shall include a strategy to protect a victim from further incidents of prohibited conduct.
- V. **Consequences:** Consequences and appropriate remedial actions consistent with Board Policies referencing staff and student conduct may be imposed on:
- Any person found to have committed an act of harassment, intimidation or bullying;
 - Any person found to have made a false accusation, report or complaint of harassment, intimidation or bullying; or
 - Any person found to have engaged in reprisal or retaliation.
- VI. **Publication:** Each school shall make this policy available to the public and shall engage parents, students, and staff in discussion regarding intimidation, harassment, and bullying in schools.
- VII. **Professional development:** Information regarding the school district's policy against harassment, intimidation or bullying shall be incorporated into the professional development programs.
- VIII. **Model forms:** Model forms shall be adopted for use to facilitate compliance with this policy.
- IX. **Bullying prevention:** Each school within the district shall include bullying prevention information in the curriculum and/or in the school wide behavioral support system.

ALCOHOL/TOBACCO/DRUG ABUSE BY STUDENTS

The use of alcoholic beverages, tobacco, or dangerous/illegal drugs (including legal drugs used improperly) by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol or drugs or following the immediate prior use of alcohol or drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

Any student suspected of being under the influence of alcohol or drugs or whose immediate prior use of alcohol or drugs is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. To help students who are identified as abusing alcohol/drugs, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol or drugs. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The district will assist students in finding resources and support for drug and/or alcohol-related problems. The school counselor's role in helping a student with drug and/or alcohol-related problems will be limited to appropriate referrals, advocacy, and school counseling according to the ASCA Ethical Standards for School Counselors. Although the school counselor will play an important role as a member of a student's care group, he/she will not be the therapeutic service provider for the student.

ALCOHOL/TOBACCO/DRUG ABUSE BY STUDENTS

- A. Upon confirmation of a violation of the District policy on Alcohol/Tobacco/Drug Abuse by Students (JICG/JICH):
1. The first offense will result in a required, immediate conference with the student's parents and the principal. The student will be removed from classroom/school until sober or no longer under the influence. The student will be subject to disciplinary action as per the school buildings policies. Law enforcement will be notified for prosecution.
 2. Any subsequent offense during a school year will result in a recommendation to the Superintendent for expulsion from school and referral to the local law enforcement for prosecution.
- B. Any student engaged in drug trafficking/providing will be recommended to the Superintendent for expulsion from school. Law enforcement will be contacted for prosecution.

DEFINITIONS

Alcoholic Beverage -- Any alcoholic liquor or malt beverage as defined by Wyoming statutes.

Tobacco -- Any of a genus (Nicotiana) of chiefly American plants of the nightshade family with viscid foliage and tubular flowers. The leaves of such plants are normally used and marketed for smoking, chewing, or as snuff.

Dangerous/Illegal Drug -- Any controlled substance as defined by Wyoming statutes.

Substance -- Any substance, whether organic or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or rush, or otherwise altering the mental processing, or impairing the consumer's judgment or motor skills, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or health condition. The term substance includes, but is not limited to, glue, paint, Dust-Off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "sugar sticks", herbal incense, Salvia Divinorum, or Salvinorum A.

Care Group -- A group of caring persons which may include any of the following: psychologist, principal, student, counselor, social workers, school nurse, fellow student, and/or teachers formed to assist, support, provide awareness, determine prevention and crisis intervention for student(s) experiencing drug/alcohol problems.

Drug Trafficking/Providing -- Any involvement in the process of delivery or actual delivery of a

drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

Possession -- Any exercise of control or dominion.

Suspected Reasonable suspicion -- Based on observations and/or information received which would lead a reasonable person to believe that the student has violated or is violating this policy.

Under the Influence -- Ingestion of alcoholic beverage or dangerous/illegal drug affecting any physical or mental capacity/ability.

EXTRA-CURRICULAR SUBSTANCE ABUSE TESTING POLICY

Participation in Big Horn County School District #2 activity programs is both an honor and a privilege. Activity participants earn recognition for their achievements as representatives of their school and its ideals. It is a privilege to participate in Big Horn County School Districts #2 activity programs, and this privilege is extended to all provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at Big Horn County School District #2, students will be expected to follow certain established rules.

Important advantages of individual initiative, character and teamwork can be developed only when there is cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended. The Activities Departments of Big Horn County School District #2 applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

Infractions

All students, grades 6-12, who participate in any Wyoming High School Activities Association (WHSAA) or Board Approved Interscholastic Activities are covered under the Big Horn County School Districts #2 Activity Code. The participant will be subject to disciplinary action if he or she commits any of the following infractions throughout the calendar year:

1. Use or possession of tobacco
2. Attending an underage party where alcohol or drugs are present (see Party Rule)
3. Use, possession, selling or distribution of alcohol.
4. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)

Off-season Violations

During the off-season, students who are found guilty in a court of law of the infractions listed above will be subject to disciplinary action under the Big Horn County School Districts #2 Activity Code. Off-season as defined as any time a student is not "in-season" as defined below. In addition to the Substance Abuse Testing Policy, Board, District and School policies are in effect regulating all extracurricular activity participants.

Off-season violations can occur either off school grounds or on school grounds and extensions.

In-season Violations

In-season violations apply from the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season and will be addressed by the Activity Code. In addition to the Activity Code, each coach and sponsor has activity-specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's participation status and include loss of letter, season recognition and/or post-season honors. In-season violations can occur either off school grounds or on school grounds and extensions. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

Off-School Grounds

If the participant is determined to have committed an infraction with alcohol or drugs, the participant and parents may be required to meet with the Activities Director and/or Principal. All students that violate the Activity Code, in regard to alcohol or drug use, will participate in an approved substance abuse counseling program. A student under a substance counseling plan may be eligible to participate once their suspension has been fulfilled. Any student that fails to follow the assigned counseling plan will become ineligible for activity participation until the counseling plan is complete. Participants who commit an infraction with drugs or alcohol may be required to submit to drug screens while in activities. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent of the student's school with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

In addition to the infractions addressed by district policy relating to tobacco, drugs and alcohol, the coaches and/or activities sponsors shall have authority to administer other disciplinary measures and/or consequences at any time they determine that the student has failed to conduct themselves in a manner such as to be a credit to their parents or guardians, the school and their community. Such disciplinary measures shall be left to the discretion of the coach or sponsor. In addition all Rules and Regulations from the WHSAA must be followed regarding student and coaches/sponsors behaviors, infractions, and consequences. The principal, upon the recommendation from the activities director, will have the responsibility and authority for the interpretation and implementation of all extra and co-curricular district policies and regulations.

School Grounds & Extensions

Activity Code violations on school grounds or extensions of the school grounds (i.e. bus activity trip, motel) will result in an activity suspension. The possession, distribution or selling of drugs on school grounds or extensions will result in immediate suspension from practice and competition.

In addition, pursuant with the Big Horn County School Districts #2 policies and regulations, activity participants involved in, but not limited to, the following violations may be subject to school suspension or expulsion by the Board of Trustees: possessing, using, distributing or selling alcohol or drugs.

Consequences

Consequences for violating the Substance Abuse Testing Policy either on or off school grounds will be determined by the School District's related policies and procedures. Suspensions will vary for various activities, and will follow WHSAA guidelines. (See "Steps of Ineligibility" Table) A step approach will be used to assign suspension periods. For in-season offenses, the penalty will start with the next eligible contest of his or her activity season. In the event the season ends, the participant's consequences will be enforced at the next eligible contest in which the student is a participant. For off-season offenses, the participant's consequences will be enforced at the next eligible contest in which the student is a participant.

Students must participate in all practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. Participants must realize that an activity suspension can impact the participant's future playing position or status. This is especially true where coaches and sponsors need to build team unity.

In addition to the on school grounds or an extension of school grounds (i.e. busses, activity trips, motels) Activity Code consequences, violation of the Big Horn County School District #2 policies by activity participants may result in other disciplinary actions to include school suspension or expulsion by the respective Board of Trustees for Big Horn County School District #2.

Party Rule

Participants are expected to avoid parties/gatherings where alcohol or drugs are available to underage youth. Participants need to take positive action to avoid situations where alcohol or drugs are present. An action plan should include information about the party/gathering prior to attending and immediate transportation to leave the party if alcohol or drugs are present. Failure to take appropriate steps to avoid these types of situations will be considered an Activity Code violation. All infractions will be reported to and reviewed by the Activities Director and Principal with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent with 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal.

Voluntary Admission – Tobacco/Alcohol

Participants that through their own actions find themselves in a tobacco or alcohol related violation of the Activity Code may, in certain situations, seek a reduction in suspension.

1. Voluntary admission of the violation must be within 72 hours of the infraction. This voluntary admission must be made by the student to the Activities Director and/or other school personnel.
2. Must be the participant's first offense.

Before the start of the next scheduled activity season, students that notify the Director of Activities of a personal tobacco or alcohol violation will be considered for suspension reduction. This reduction is subject to a completed drug-counseling plan and periodic student drug screenings throughout the season.

Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the Activity Code consequences will be enforced.

Voluntary Admission – Drug Use (non-tobacco/non-alcohol)

Participants that through their own actions find themselves in a drug related violation of the Activity Code may, in certain situations, seek a reduction in suspension.

1. Voluntary admission of the violation must be within 72 hours of the infraction. This voluntary admission must be made by the student to the Activities Director and/or other school personnel.
2. Must be the participant's first offense.

Before the start of the next scheduled activity season, students that notify the Director of Activities of a personal drug violation will be considered for suspension reduction. This reduction is subject to a completed drug-counseling plan and periodic student drug screenings throughout the season.

Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the policy consequences will be enforced.

STEPS OF INELIGIBILITY		
Step	1-12 Contests	13+ Contests
1	1 contest	2 contests
2	2 contests	4 contests
3	4 contests	8 contests
4	All contests	All contests
5	Ineligible for 1 Calendar Year from Date of Decision	Ineligible for 1 Calendar Year from Date of Decision

INFRACTION VIOLATION CHART			
Infraction	1 st Violation	2 nd Violation	3 rd Violation
Tobacco (use or possession)	Step 2	Step 3	Step 5
Party Rule	Step 1	Step 2	Step 3
Alcohol (use or possession)	Step 2	Step 3	Step 5
Off School Grounds		(2 nd violation in same season = Step 4)	
Alcohol (use or possession) On School Grounds & Extensions	Step 4	Step 5	Step 5
Alcohol (selling or distribution)	Step 3	Step 4	Step 5
Drugs/Controlled Substances (use or possession)	Step 3	Step 4	Step 5
Drugs (selling or distribution)	Step 5	Step 5	Step 5

This code is in effect upon the student's enrollment in Big Horn County School District #2 grades 6-12.

Any appeals to this code must be presented in writing to the Principal.

These consequences apply to all students who violate the District's Substance Abuse Policies.

This code will be reviewed at the start of each activity season by the respective coach/sponsor with all participants involved.

The above form is shown at the end of this document in the format suggested to be used. The spacing and font size is changed in order to have the document fit on a single page with printing on the front and back of it.

Big Horn County School District #2 Activity Participant Drug Testing

POLICY STATEMENT

Big Horn County School District #2 is conducting a random drug testing program for Activity Participants. The focus and intent of this policy is threefold: (1) to provide for the health and safety of all Activity Participants; (2) to undermine the effects of negative peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs; (3) to encourage Activity Participants who use drugs to participate in drug treatment programs; (4) provide student leaders who participate in extra-curricular activities with a venue to be examples for other students; and (5) to prevent students from harming themselves or others as a result of the consumption of harmful substances.

DEFINITIONS

Adult Role Model – Volunteers who are coaches, sponsors, principals, district administrators, school staff or members of the Board of Trustees who voluntarily submit to drug and alcohol testing.

Drug – Any substance considered illegal by Wyoming Statute or which is controlled by the Food and Drug Administration. For purposes of this policy and procedure, alcohol and tobacco are considered banned substances.

Activity Participant – Any student participating in a competitive interscholastic program sponsored by Big Horn County School District #2 or parallel activities offered at 6-8 grade levels and board-approved interscholastic programs offered by Big Horn County School District #2.

Board-Approved Interscholastic Programs – All activities offered by Big Horn County School District #2 that are sanctioned by the Wyoming High School Athletic Association or parallel such activities offered to the 6-8 grade level students who practice and compete on the same teams or in the same activities. Other board-approved interscholastic programs shall include those approved by the board of trustees to be offered on a yearly basis either through the adoption of each school's student/parent handbook and/or through specific recorded board action.

Activity Season – Fall, Winter and Spring seasons begin on the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season. For purposes of this policy, activity participants who participate in activities that carry into two or more seasons shall be subject to the requirements and all stipulations as applied to each section.

Third Party – An independent testing agency responsible for collection, testing, administration and reporting results.

Individualized suspicion – When a coach/sponsor has reasonable suspicion that an activity participant has used drugs or alcohol by detecting or observing the activity participant displaying

signs of recent drug or alcohol use including but not limited to blood shot eyes, dilated pupils, slurred speech, the odor of drugs or alcohol or disruptive or erratic behavior not typical of the student.

PROCEDURES FOR ACTIVITIES PARTICIPANT

Consent: Each student wishing to participate in any Board Approved Interscholastic Activity and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. A sample of the written consent form is attached to this regulation. No student shall be allowed to participate in any competitive interscholastic program absent such consent.

Student Selection: All Activity Participants may be tested with the beginning of any activity season. Random testing will be conducted during the activity season. Selection for random testing will be from a "pool" of all Activity Participants participating in board-approved interscholastic programs taking place during the season at the time of the drawing. Random selection process will be provided by a third party administrator. The Activities Director and Principal shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

When conditions exist that are set forth under the definition for "individualized suspicion", an Activity Participant shall be required to immediately undergo drug or alcohol testing. The district shall pay for the cost of such test. An Activity Participant who refuses to comply with this requirement shall receive consequences equal to those administered for a "first positive test" or in such cases as a "second positive test" or "third positive test".

SAMPLE COLLECTION

Big Horn County School District #2 will use certified lab and/or medical professional sample collection practices and procedures consistent with the testing kits being used. Sample collections may be but not limited to oral, urine, or hair follicle.

PRESCRIPTION MEDICATION

The medical resource officer will gather prescription data that may be medication-related from the parent in the event of a positive test result.

LIMITED ACCESS TO RESULTS

The testing results will only be given to the Superintendent or to such person as the Superintendent may designate.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever an Activity Participant's test result indicates the presence of illegal drugs ("positive test"), the School's Activity/Conduct Code shall be enforced. A student who fails to cooperate

or submit a drug test sample when requested to do so in accordance with this policy shall be subject to the same consequences as if deemed to have a positive test result. Student and Parent/Guardian(s) may request an appeal before the Superintendent, pending a second drug test result (urine or hair follicle) at their own expense. The written appeal must be made within 12 hours with written verification the second drug test has been administered by a certified lab acceptable to Big Horn County School District #2. Upon a negative retest, the district will provide reimbursement.

NON-PUNITIVE NATURE OF POLICY

No activity participant shall be penalized academically for testing positive for illegal drugs except to the extent an infraction occurs on school grounds, school buses or at school activities, in which case the activity participant shall be subjected to the same penalties and consequences as are applicable to all students including non-activity participants. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit.

**Big Horn County School District #2 Grades 6-12
ACTIVITY PARTICIPATION DRUG TESTING
INFORMED CONSENT AGREEMENT**

Student Name _____ Grade _____

As a student and parent/guardian:

- We understand and agree that participation in board-approved interscholastic programs is a privilege that may be withdrawn for violations of the Drug Testing Policy.
- We have read the Drug Testing Policy and thoroughly understand the responsibilities and consequences as an Activity Participant in Big Horn County School Districts #2 Schools.
- We understand and realize that there is risk of injury in participating in interscholastic programs.
- We understand that All Activity Participants may be tested with the beginning of any activity season
- We understand when students participate in any board-approved interscholastic program; they will be subjected to random urine, saliva or hair follicle drug testing, and if they refuse, will not be allowed to participate in any board-approved interscholastic programs until requirements are met to return to activity. We have read the consent statement and agree to its terms.
- We understand that if a person who has reasonable suspicion that an individual participant is using a controlled substance or alcohol the coach/person supervising a board-approved interscholastic program must report the information to the district activities director or building principal, or designee. If the Activities Director, building principal or designee determines a drug or alcohol test should be administered, parents will be contacted prior to the actual testing. If the drug or alcohol test is refused, it will be treated under the policy the same as a positive test.
- We understand this is binding while a student is enrolled in Big Horn County School Districts #2.
- We understand our son/daughter will be instructed by the collector to complete the donor portion of the CCF and that he/she will be asked to print his/her name, enter his/her phone number and/or contact information, date the CCF, and sign a donor certification statement.

By signing this agreement, we agree to be bound by all provisions in this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Nothing in this policy precludes a parent from having their child tested at any time.

ADULT ROLE MODEL VOLUNTARY DRUG TESTING PROGRAM

In an effort to provide support for students in the program, the District will establish a voluntary participation program, role models. Volunteers will be required to sign a consent form. Coaches, persons responsible for the supervision of board-approved interscholastic programs, building principals, district administrators, school staff and members of the Board of Trustees may voluntarily submit to drug and alcohol testing. Such persons may elect to do so through providing a saliva sample as part of the initial screening along with the students at the beginning of each activity season and/or they may elect to have their identification number placed with the pool of students for random selection. Such volunteers must sign a consent form.

This is a voluntary process and is not compulsory and there will be no consequence or retaliation for not submitting to testing. Central Administration Office personnel will administer this program.

Consequences for a positive test result may include disciplinary action up to and including termination of employment with Big Horn County School District #2.

**BIG HORN COUNTY SCHOOL DISTRICT #2
ADULT ROLE MODEL VOLUNTEER DRUG TESTING PROGRAM
INFORMED CONSENT AGREEMENT**

Adult Role Model Name _____

- I understand the adult role model drug-testing program is a voluntary program.
- I understand the adult role model drug testing program is not compulsory and there will be no consequence or retaliation for not submitting to testing
- I have read the Drug Testing Policy and thoroughly understand it.
- I understand and by placing my initials alongside an option, I am agreeing to participate in the following procedure:

I volunteer to participate in this program and will allow collection of (initial
 saliva

I volunteer to participate in the initial screening process conducted when the students are screened for the
 Fall Activity Season
 Winter Activity Season
 Spring Activity Season

I volunteer to participate in the random drug testing pool conducted during the:
 Fall Activity Season
 Winter Activity Season
 Spring Activity Season

- I have read the consent statement and agree to its terms.

Volunteer Role Model Signature

Date

CONSENT TO PERFORM DRUG TESTING

I hereby consent to undergo saliva testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Drug Testing of Big Horn County School District #2.

I understand a quality vendor will oversee the collection process.

I understand any saliva samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I hereby give consent to the medical vendor selected by the Big Horn County School District #2 Board of Trustees, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform saliva testing for the detection of illicit drugs or banned substances.

I further give permission to the medical vendor selected by the Big Horn County School District #2 Board of Trustees, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. I understand these results will be forwarded to the Superintendent of Schools (or in the case of the Superintendent, the Chairman of the Board of Trustees) and will also be made available to me.

I understand that consent pursuant to this Informed Consent Agreement will be effective for processes and times initialed on the Informed Consent Agreement.

I hereby release Big Horn County School District #2 and its respective Board of Trustees and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Volunteer Role Model Signature

Date

WEAPONS IN SCHOOL
(Possession or Use of Weapons)

Section 1. Definitions

a. Items in the following categories are defined as weapons:

i. Type 1: Deadly weapon (as such term is defined in W.S. §6-1-104(a) (iv).

ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.

iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, or vehicle.

c. "Use" means threatening to or actually inflicting injury on another person with a weapon.

d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades Kindergarten through twelve.

Section 2. Possession or use of weapons

a. "Possession" of a Type 1 or a Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.

b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty

a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.

b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.

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

Section 4. Expulsion Procedures

a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. §21-4-305(d).

b. If the Superintendent of Schools modifies the expulsion of a student pursuant to Section 3 above, such modification shall be in writing.

Section 5. Notification to District Attorney

a. After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3 (a) of this policy, the superintendent shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in §921 of Title XVIII of the U.S. Code to school.

STUDENT USE AND POSSESSION OF ELECTRONIC DEVICES

Students may possess and use electronic and technology communication devices subject to the limitations of this and other policies of the District and school buildings. Use and possession of any such devices may not interfere with the educational process, be disruptive, violate school or district policies, or be illegal or offensive. Building principals may promulgate rules to enforce this and building policies. Students violating this policy are subject to consequences as deemed appropriate by the building principal.

STUDENTS OF LEGAL AGE

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity to act as such. Such students, like all other students, will comply with the rules established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority of teachers and others in authority over them.

Admission to School: The residency location of a student of legal age, 18 years, who is not residing with his/her parents or guardian, will be considered their residency for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent or adult student. Sponsors and/or coaches will be required to confirm the ages of those students signing their own forms.

Absence - Lateness - Truancy: Absence notes, normally signed by parents or guardians, may be signed by students who are of legal age. Excessive absences will be reported to the parent or guardian on the regular report card.

Suspension/Expulsion: All suspension and/or expulsion proceeding will conform to the requirements of state statutes. Notification will continue to be sent to parents or guardians of all such suspensions or expulsion. Students of legal age, however, are permitted to represent themselves during suspension and/or expulsion proceedings.

Withdrawal from School: Students of legal age may withdraw from school under their own cognizance. Counselors will continue to guide and counsel potential school dropouts and encourage their continued attendance. Parents will continue to be notified of impending dropouts by the school Guidance Department.

Permission to Inspect Student Records: Students of legal age may request permission to inspect their personal school records.

Report Cards: Failure letters and progress reports will continue to be sent home.

Rights and Responsibilities: The regulations pertaining to residence requirements will pertain to students of legal age.

Excuses from School: The school may verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early can still be denied for what may be considered a nonvalid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.

PREGNANT/MARRIED STUDENTS

The marriage or pregnancy of a student shall not affect the right of students to receive a public education nor their privileges as students of the district nor their opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

1. Students who become married shall report the marriage to the principal;
2. Girls who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician will state whether or not attendance and full participation in the regular school program is advisable. If continued attendance is not advised by the physician, the principal is authorized to make special arrangements with Superintendent approval, when necessary, for the instruction of the student and to provide an educational program designed to meet her special needs.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

Books, lockers, desks, and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities or property at any time to verify their condition, orderliness, cleanliness, and/or content. Merely because students may be issued a key or a lock for a locker or storage facility, does not give the student any particular right of privacy in such locker or facility.

Interrogations of students by school personnel and searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable basis for the interrogation or search. When there is reason to believe that contraband, illegal and/or prohibited items are on a student's person, the principal and/or an assistant or designee may authorize a search of the student's outer clothing, bag, purse, jacket, etc. for the purpose of removing such items. For any search beyond the outer clothing, the principal and/or an assistant or designee must have one of the following reasons for such search:

- 1) will have received reliable information from an individual that he/she had actually seen narcotics, contraband, illegal and/or prohibited items very recently in the possession of the student to be searched; or
- 2) will have observed personally contraband, illegal and/or prohibited items in possession of the student; or
- 3) will possess information that the student admitted possession of the contraband, illegal and/or prohibited items on his/her person.

During any authorized search beyond the outer clothing of a student, the principal and/or an assistant or designee will be present along with two other adult employees of the school and all will be of the same sex as the student being searched, and such search will be conducted in an appropriate private area. Search of a student's vehicle while located on school premises will be conducted only if there is a reasonable basis to believe that a breach of rules or a crime is being committed by the student.

Students may, at their discretion, park their vehicles subject to school rules in appropriate parking spaces located on school district property. Students who elect to utilize parking spaces provided by the school district understand that the vehicle, when parked on school district property, is personal property which may be subject to a search when school officials have a reasonable suspicion that there may be weapons, contraband, or other illegal or improper property located within the automobile. Once the automobile is brought onto school property, the student waives any expectation of privacy regarding the contents of that automobile.

INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present. If police officers or other officials request an interview for any issue other than child abuse, child neglect or some crime involving the parent, an attempt will be made to contact the student's parents or legal guardian and to have one of them present during the interview. A verbal or written parental waiver suffices as parental presence.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his/her parents and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview. The school may insist upon having a representative from the school present. No student may be taken from school without the consent of the building principal and, generally if this is being done by law enforcement authorities for purposes of a criminal conviction, a warrant will be required, although it will not be essential if the principal determines it to be in the best interests of the school and the child. Generally the principal should request that the officer make his/her arrest at another time and not on school grounds. Regardless of whether the officer has a legal process document in his possession when the student is taken into custody, the principal should make every effort to inform the student's parents before the arrest is made or as soon thereafter if the student's parents were unavailable at the time of the arrest. Similarly, in all cases where police officers desire to conduct searches of students or student property, the school may request that such searches be conducted in a lawful manner with a proper warrant.

STUDENT GRIEVANCES

A grievance is a written allegation by a student and/or the student's parent of a violation of Board policy, administrative regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. The school district has prescribed other policies pertaining to complaints involving discrimination and/or sexual harassment. Any student or his parents having a complaint involving discrimination or sexual harassment should use the applicable policies and procedures pertaining to those kinds of complaints.

For grievances as defined in this policy, the student is encouraged to present such grievance first to his/her teacher if the grievance involves the teacher, and if not, then to the building administrator. In those instances where satisfactory results or adjustments cannot be made by the teacher, the matter may be taken up with the building administrator. If the matter cannot be satisfactorily resolved within five (5) working days after the grievance is submitted in writing, the matter may be referred to the building administrator if first presented to the teacher, or if first presented to the building administrator, then it may be referred to the superintendent. If the grievance is not satisfactorily resolved within five (5) working days thereafter or any extension agreed to by the grievant, then the matter may be referred to the superintendent; or if the superintendent has already considered it, then to the Board of Trustees. Any grievance submitted to the Board of Trustees must first have been considered by the building administrator and the superintendent. The Board shall consider the grievance at its next board meeting first occurring not less than five (5) working days after submission of the grievance to the Board of Trustees. The decision of the Board of Trustees shall be final.

**STUDENT ACTIVITIES
(CO-CURRICULAR AND EXTRA-CURRICULAR)**

Student activities are an important part of the total school curriculum. Student activities including athletics, clubs, and organizations provide opportunities for students to explore areas of interest and skill as well as opportunities to learn team work, sportsmanship, discipline, leadership, pride and fairness.

Student activities are to be considered learning experiences and are to be developed, managed and evaluated with this purpose in mind. Student activities are considered part of the total school curriculum and are to be included in regular curriculum planning, review, and evaluation processes. All student activities are to be approved by the Board of Trustees and will operate under the policies, rules, and regulations of the Board. Building principals are responsible for the day-to-day operations and management of all student activity programs.

RESPONSIBILITY FOR ACTIVITIES AND ELIGIBILITY

See Board Policy IHAR.

STUDENT ORGANIZATIONS

The Board of Trustees must give approval for establishment of all student organizations. The proposed organization will not engage in any activities, other than those that are organizational in nature, until the Board of Trustees has approved its application. The activities and financial affairs of student body organizations in the school district will be in strict accordance with the Education Code and the policies, rules and regulations of the Board of Trustees.

Each organization shall have a constitution prescribing the purpose of the organization, the duties of the officers, rules of procedure, and membership requirements which must be applied equally and consistently to all students and permit all students to compete for membership without prejudice as to race, color, religion, gender, or disability. The organizational documents may contain such other provisions as the principal deems appropriate.

CLOSED FORUM

The Board establishes a Closed Forum for the district's student organizations and requires such organizations to be directly related to the curriculum. Members in all student organizations is open to all students of the school without regard to race, color, sex, religion, handicap, creed or national origin. Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning program.

Each principal will develop general guidelines for the establishment and operation of student organizations within the school. Such guidelines will include the approval of the principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each student organization, and final approval of the Board pursuant to Board policy (JJA).

A faculty advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

The principal is authorized to deny all requests for forming an organization where the requirements of this policy are not met. When the principal denies the request of students desiring to form an organization in a particular school, the principal will inform the students of the reasons for the denial. The students may submit a written request to the superintendent or his designees within ten (10) days of the denial for a review of the principal's decision. The decision of the superintendent or his designee after review of the denial will be final.

STUDENT SOCIAL EVENTS

The Board believes that social activities in school life assist students in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore, schools and school groups may hold social events for their membership with the approval of the school principal and under proper staff supervision. Use of school facilities may be granted for these activities. The principal and the teaching staff shall evaluate social events in terms of contributions to student growth and morale. Proper chaperoning shall be provided under the direction of the principal. All social activities will be held on school premises. Social activities may take place off school premises only with approval of the Superintendent.

**STUDENT PERFORMANCES/EXHIBITS/COMPETITION
PUBLIC PERFORMANCE BY DISTRICT STUDENTS.**

Certain general principles will underline public performances by students. All public performances by students shall receive advance approval by the principal of the school concerned. Although public performances are a valuable means of public relations between the schools and the community, responsible school personnel will give care and consideration to any request to be excused to participate in a public performance. Public performance should then be limited to those activities which are recognized as school and community service. Public performances should be planned and carried out so that they do not interfere with academic development of any student.

Appropriate departmental personnel will exercise reasonable control over preparation for and quality of all public performances by district students. Students participating in a performance will conduct themselves in a way as to bring credit to their school. Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited to the class period during which the activity is usually taught to the particular student or students. Exceptions, however, may be made on an occasional basis.

STUDENT FUND-RAISING ACTIVITIES

The Board prefers that the school district support student activities, but it may be necessary for students to raise funds to support some of them. This should be restricted, but if considered necessary, the fund-raising must be approved by the principal and carefully supervised.

Fund-raising projects involving the sale of products must be submitted by the principal and approved by the superintendent before the activity is initiated using Code: JJE-BH2-R. The solicitation of funds is expressly prohibited without consent of the superintendent. The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of industrial art (art, crafts, etc.) supplies which are used by pupils in making articles that become the individual's property.

GIFTS AND SOLICITATIONS

GIFTS TO SCHOOL PERSONNEL

The acceptance of gifts or favors can place the person accepting such gift or favor in a situation where a return obligation might be indicated. Further, the tendering of gifts to teachers or to other school personnel by pupils, or to principals by teachers or other school personnel, might place an undue hardship on one group of individuals as opposed to another and thus create problems of embarrassment.

In accordance with the intent of this policy, gifts of an especially sentimental nature, of little or no monetary value, such as valentines made by pupils, cookies, and other tokens of this nature, should not be encouraged but may be accepted if they have not been solicited by an employee of the district.

It is therefore the policy of this district that the soliciting of money, gifts, or donations from any individual or group, such as classes, athletic groups, musical groups, etc., is prohibited, and the acceptance of money or donations from these individuals or groups by school employees is not permitted unless permission is granted by the superintendent.

GIFTS TO STUDENTS

Students shall not be presented with gifts or privileges which could be interpreted as endowing them with a special status by members of the staff of the district, other than privileges earned through competition or regularly established programs or through their own academic or other school achievements with the approval of the principal.

MATERIALS DRIVES

No solicitation of merchants, suppliers or vendors may be made for materials, services, or any other purpose without approval of the superintendent.

APPLICATION FOR ACCEPTANCE OF CLASS/ORGANIZATION GIFTS

Proposals for gifts or donations from a class or organization must be presented to and discussed with the principal. Upon approval by the principal, the application for approval of the gift will be completed and forwarded to the superintendent.

Upon approval by the superintendent, the application will be presented to the Board of Trustees. Only the Board of Trustees is authorized to accept gifts on behalf of a school.

**BIG HORN COUNTY SCHOOL DISTRICT #2
REQUEST FOR FUND RAISING ACTIVITY**

Group/Club _____

Date Submitted _____

Describe Fund Drive:

- Reason for conducting fund drive:
- Destination, if fund drive is to support trip:
- Education benefits to participants:
- Total amount of money needed to support the intended activity:
- Method of distribution of resources to participants:
- Fund raising activities which will be used in the project:
- Beginning and ending dates for the fund drive:
- Should the drive fall short of its goals, what will be done with the money collected thus far?

Approval Signature of Coach/Sponsor Date Principal Date Superintendent Date

STUDENT ACTIVITY FUNDS

The school activities fund of each school will include athletic and student organization funds and any other funds belonging to any student or class, group or activity. Whether such funds are collected from student contributions, club dues, for special activities, or result from admissions to special events or from other fund-raising activities, all such funds will be under the jurisdiction of the Board and under the specific control of the school principal. They will be deposited in a designated depository, and will be disbursed and accounted for with instructions issued by the District administrator in charge of business. The activities funds of each school will be audited on a regular basis.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued unless the by-laws or constitution of the club or group which have been approved by the Board provide for the funds to be used by successor groups or classes or other school activity. Materials and equipment purchased by student activity funds become district property.

Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.

Activity accounts are established for funds used directly by and for students involved in school related activities. Therefore, the Board will approve all out-of-country travel if school funds, the school name or an activity account is used by the sponsoring organization.

CONTESTS FOR STUDENTS

The district, on occasion, receives requests for contests in the schools. The Board of Trustees recognizes the merit of some of these requests, and appreciate the interest in the schools evidenced by local, state and national organizations. At the same time, the Board recognizes its responsibility for maintaining a planned balanced educational program, and will neither approve nor condone contest activities which tend to disrupt, or are unrelated to, the planned programs of instruction at any given time.

It is therefore the policy of the Board of Trustees that, while students may participate in educational contests sponsored by non-school organizations, requests for permission to conduct such contests or for student participation therein, under school auspices, can only be done upon the recommendation of the principal and approval of the superintendent.

STUDENT ATHLETICS

The Board of Trustees believes that students benefit from the experiences made possible through participation in intramural and interscholastic sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork, and developing physical skills are some of the benefits which can come from these programs.

All intramural and interscholastic programs shall require Board approval and shall operate under the general supervision of the building principal. Personnel shall be assigned to supervise and coach the various sports as needed.

Membership of the district or an individual school in an interscholastic athletic association or league shall be subject to the approval of the Board. The Board shall review the constitution and bylaws of any such organization, and its rules and regulations for member teams, before granting approval.

The Board shall appoint a voting representative to all meetings of athletic associations or leagues in which the district maintains membership. Before voting on any change of bylaws, rules, or regulations, the representative will advise the Board of the proposed change and seek and follow its directions for voting.

The District maintains membership in various associations including the Wyoming High School Activities Association and in all athletic matters and activities which are controlled by the association which the school district is affiliated with, the athletic program and its participants shall adhere strictly to the requirements of those bodies.

The eligibility of students to participate in athletic programs shall be determined in accordance with the regulations of the associations and the school board.

The school district as well as the coaches involved with each athletic program, may adopt other training rules and/or requirements pertaining to participation in such activities. In such event, each student participant shall agree to abide by and comply with the additional requirements set forth by the school district and the responsible coaches.

PHILOSOPHY OF EXTRA AND CO-CURRICULAR ACTIVITIES

The primary purpose of the extracurricular programs is to meet those school-related interests and needs that are not provided for by the curricular program of the school. The emphasis in all co and extracurricular programs at Lovell High School and Lovell Middle School shall be on providing opportunities for all students to participate at a level that is commensurate with their ability. The major objective of the program is to provide wholesome opportunities for students to develop good habits and appropriate attitudes for living in a democratic society.

Activity Programs

1. The interscholastic athletic program shall consist of cross-county, football, volleyball, basketball, swimming and diving, in-door track and field, wrestling and track.
2. The non- interscholastic activities shall consist of student council, cheerleading, National Honor Society, dance/drill team, speech, drama, FFA, FCCLA , SKILLS USA, and all other voluntary school sponsored clubs and activities.
3. Additional activities may be authorized by the Board upon administrative recommendation.

ACTIVITY CODE

Participation in activity programs at Lovell is a privilege and not a right. Participation in activity programs is an integral part of the total school educational program. The privilege of participation in such activities shall be conditional upon the compliance with the following activity code.

Prior to the beginning of an activity season, each head coach or sponsor shall submit a set of team rules and a discipline plan to the activities director for approval. The team rules and discipline plan shall address participants behavior, lettering procedures and any other issues as directed by the activities director.

Infractions

A participant in an activity program referred to above is defined as any student grades K - 12 who participates in any sanctioned activity specifically including those listed above as well as those that may hereafter be Board authorized upon administrative recommendation. This code shall be enforced throughout the students' secondary school years. Each offense committed during any year while the student is in grades 7 - 8 and 9 - 12 shall be accumulative during the school calendar year. Middle school infractions do not carry over to high school. A student is considered a 9th grader during the summer following promotion from the 8th grade. The participant will be subject to disciplinary action if he or she commits any of the following violations at any time during a calendar **Infractions**

A participant in an activity program referred to above is defined as any student grades K - 12

who participates in any sanctioned activity specifically including those listed above as well as those that may hereafter be Board authorized upon administrative recommendation. This code shall be enforced throughout the students' secondary school years (Grades 6-12). Each offense committed during any year while the student is in grades 6-8 and 9 - 12 shall be accumulative during the students' secondary school years, however, middle school infractions do not carry over to high school. A student is considered a 9th grader during the summer following promotion from the 8th grade. The participant will be subject to disciplinary action if he or she commits any of the following violations at any time during their secondary school years:

In addition to the infractions addressed by district policy relating to tobacco, drugs and alcohol, the coaches and/or activities sponsors shall have authority to administer other disciplinary measures and/or consequences at any time they determine that the student has failed to conduct themselves in a manner such as to be a credit to their parents or guardians, the school and their community. Such disciplinary measures shall be left to the discretion of the coach or sponsor. In addition all Rules and Regulations from the WHSAA must be followed regarding student and coaches/sponsors behaviors, infractions, and consequences. The principal, upon the recommendation from the activities director, will have the responsibility and authority for the interpretation and implementation of all extra and co-curricular district policies and regulations.

ELIGIBILITY RULES

To represent Lovell High School or Middle School in any activity the pupil must be eligible under the following rules.

1. The student shall be a regularly enrolled school pupil in the appropriate grade setting.
2. The student must carry a regular program of at least (7 solids) and must pass all courses.
3. The student must have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester, otherwise he/she must be in school two weeks before being eligible to participate.
4. The student shall have a passing grade for the semester in all classes to be determined on the basis of two (2) week failure reports.
5. A student must have passed all of the necessary units of work the previous semester to allow them to practice or participate in an activity.
6. Deficiencies, including incompletes, conditions and failures from a previous semester may be made up during the following semester or summer. Students are ineligible until deficiencies are made up and approved by the Principal.
7. No student shall participate under an assumed name.
9. The principal or designee shall accompany participants to all activities. No unauthorized people will be transported to or from school activities.
10. No school or agency of the school may give an award, or merchandise in excess of \$250.00 per year; golfers may be awarded up to \$750.00. In case an outside agency wished to present an additional award, it is recommended that such procedure be cleared through the Executive Secretary of the Wyoming Activities Association. In no case may an award be given where advertising or other commercial interests are involved.
11. There shall be no interscholastic activities held on Sunday.

12. No school or school group may sponsor a high school rodeo. High school pupils may not enter any rodeo as a member representing the high school or a high school group. A pupil may enter as an individual without affecting his/her amateur standing.
13. Wednesday night has been designated as activity free night. No activities or practices shall be held after 7 p.m.

SPORTSMANSHIP

Big Horn County School District #2 expects that coaches, athletes, parents and spectators will conduct themselves within the guidelines of good sportsmanship. Many sports have rules governing coach/athlete/spectator misconduct. The penalties range from removal of the offender(s) to forfeiture of the game. Good conduct from everyone involved in events will help to provide a positive atmosphere and make the experience an enjoyable one for all. In general, positive support of your team is acceptable, and the negative behavior directed toward either team, their fans, officials, or facilities is unacceptable.

SPORTSMANSHIP DEFINITION: A person who can take a loss or defeat without complaint or victory without gloating and who treats his/her opponents with fairness, courtesy and respect.

The conduct of coaches, players and cheerleaders generally sets the tone for Lovell school contests. They will be expected to maintain the highest level of decorum at all Lovell school contests.

- a. Players are expected to conduct themselves in a manner which shall bring credit to themselves, their school, community, coaches and families. They shall refrain from all conduct which tends to degrade, bait, intimidate or otherwise discredit their opponent, officials, or inter-scholastic athletes.
- b. Coaches are expected to maintain decorum consistent with the educational values of interscholastic athletics. By personal example, coaches are expected to demonstrate their awareness of these values by showing restraint and composure in the emotional climate of an athletic contest and to insist that players in their charge conduct themselves in a sportsmanlike manner.
- c. Responsible school personnel are expected to instruct and supervise the conduct of student spirit leaders, rooting sections, bands and other student groups in order to achieve an atmosphere consistent with good sportsmanship. School administrators are expected to control or cause to be controlled spectators in such a manner that all athletic contests are conducted in an atmosphere which is consistent with the educational values of interscholastic athletics.
- d. Fans and spectators are expected to know and demonstrate the fundamentals of sportsmanship. Respect, cooperate and respond enthusiastically to our cheerleaders. Censure fellow spectators who display negative behavior. Respect the property of the school and authority of school officials. Show respect for an injured athlete when he/she is removed from the contest. Do not applaud errors by opponents or penalties inflicted upon them. Do not heckle, jeer or distract members of the opposing team. Never criticize the athletes or coaches for the loss of a contest. Respect the judgment and strategy of the coach, refrain from being a

second guesser. Avoid profane language and obnoxious behavior which are contrary to sportsmanship. Applaud at the end of the contest for the performance of all participants.

The following behavior is unacceptable at all Lovell School contests:

- a. berating your opponent's school or mascot
- b. berating opposing players
- c. obscene cheers or gestures
- d. negative signs
- e. artificial noise makers
- f. complaining about officials calls (either verbally or by gesture)

Consequences for Spectators:

1. Verbally warned to stop inappropriate behavior
2. Written citation issued; spectator will be asked to leave the activity
3. Second citation issued; immediate meeting with the Athletic Director and/or Principal and possibility of losing privilege of attending future activities. Citations and verbal warnings will apply to the current school calendar year.

STUDENT ATTENDANCE

Any student participating in a school-sponsored activity must be present at school the day of any event in which the student will participate. In general if a student is absent any part of the day, the student will not be allowed to participate in that day's activities or travel on that day to an activity scheduled the following day. The principal has the discretion to allow participation for legitimate, documented excused absences under ½ day in length.

CAMPS

Student liability insurance provides coverage only for students when school is in session. Therefore, any person or organization wishing to sponsor an athletic/cheer/dance camp in the school facility must provide proof of liability insurance in the amount of \$500,000. Without the proof of insurance the camp may not be held in school facilities unless sponsored by the Lovell Recreation District.

EXTRA and CO-CURRICULAR ACTIVITIES

Guidelines

The Big Horn County School District #2 Board of Trustees believes that individual students benefit and grow through their experiences of participating in school activities. It is the Board's policy to provide students the opportunity to participate in a variety of school activities commensurate with the grade level of the students involved.

The purpose of these activities is both educational and recreational. The program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. This should be done with the least possible interference with the educational program or any other obligations in the school community.

It is recognized that a well-organized and well conducted activities program is a potent factor in the morale of a school system and an important phase of good community-school relations. Good sportsmanship and proper conduct reflecting a positive image of the District from all participants, coaches and spectators is paramount and required in all school activities and events.

1. Participation in interscholastic athletics is limited to students in grades 7-12 with the exception being students in grade 6 may participate in Cross Country, Swimming, Wrestling and Track. [Amended 5/11/2009]
2. The activities program is an integral part of the school curriculum and is under the authority of the principal.
3. Those persons having direct responsibility for the conduct of school activities, including those who are not regular employees of the school district, are required to conform to all regulations as promulgated by the school district.
4. The Lovell High School is a member of the Wyoming High School Activities Association (WHSAA) and will adhere to the rules and regulations of that body. The eligibility of students to participate in the activities program will meet and/or exceed WHSAA regulations.
5. No student may start practice for any athletic team until he/she has been examined and approved by a medical doctor and until written consent has been obtained from the parent. Additionally, all students participating in interscholastic athletics must purchase insurance available through the school or the parent or guardian must sign a waiver to the effect that such coverage is not necessary. All students and parents must also sign the District's CODE: JICH-BH2- EXTRA-CURRICULAR SUBSTANCE ABUSE TESTING POLICY FORM.
6. Expenditures for activities programs are incorporated as a part of the general school budget. Coaches of each activity will submit their budgetary needs to the athletic director for approval and inclusion in the general budget. No expenditures for activity purposes may be made

in excess of those listed in the budget without approval of the superintendent.

7. District participation in any and all activities shall be subject to approval by the Board. This shall include approval of membership in any league and association or conference.

8. The student handbook, activity handbook and coaches handbook will be considered a part of this policy.

PARTICIPATION IN HIGH SCHOOL ACTIVITIES

Any high school student may, subject to the rules and regulations of the District, the activity sponsor or coach, and the WHSAA, if applicable, participate in Big Horn County School District No. 2 high school activities, subject to the following:

1) Students who have not yet reached the age of thirteen (13) years as of September 15 of the applicable school year, and who are high school students, and who wish to participate in activities sponsored by the Wyoming High School Activities Association, may petition the high school principal or his or her designee to participate. Because the request could result in younger age students participating with older students in physical activities, the principal or his/her designee will determine the student's fitness to participate in the activity, taking into account the safety, health and welfare of the students.

a) Factors to be considered in determining whether an underage student may participate in high school activities include, but shall not be limited to, the following: the student's age, size, skill level and experience in the particular activity, the amount of physical contact in the relevant activity and the risk of injury.

b) For purposes of this sub-section, a "high school student" shall be defined as a resident student who is enrolled full time as a student in a school, which may include a virtual school, or a home school, and whose curriculum is equivalent to the curriculum offered by the high school. If any part of the curriculum for such student is not equivalent to a high school curriculum offered by the district, the student shall not be deemed a high school student.

STUDENT PHYSICALS FOR SCHOOL ATHLETICS

All students who participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all forms required. All such examination results must be on file in the school where the student is to participate in athletics. The same or additional forms may be utilized to secure parental permission for the student to participate in athletic events.

**TRAINING, INFORMATION AND RESTRICTIONS ON PARTICIPATION
FOR STUDENT ATHLETE CONCUSSIONS**

Because a concussion is a type of traumatic brain injury, it should always be treated carefully and seriously. Young athletes are particularly vulnerable to the effects of a concussion, which has the potential to result in short or long-term changes in brain function or, in some cases, death. Any time the signs or symptoms of a concussion are observed by or reported to school personnel, precautions should immediately be taken. The school district has developed protocols for the training of coaches and athletic trainers to facilitate the recognition of symptoms of concussions and to address restrictions concerning participation in school athletic events after suffering a concussion or head injury. The district has also developed protocols which require providing information to students and parents on head injuries and concussions and related restrictions on participation in athletic activities. The school administration and Activities Director shall take the appropriate steps to ensure that the district's coaches, athletic trainers, volunteers and other individuals responsible for coaching, providing athletic training, or advising school athletic teams, comply with the district's protocols as set forth in Regulation JJIF-R(1).

STUDENT DISCIPLINE

The Board believes that effective pupil discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

School rules and regulations are applicable to school grounds and adjacent premises, all activities sponsored by the school, and all situations while students are arriving in school-provided or school-arranged vehicles as well as while students are walking to and from school. The Board, administrators and teachers have joint responsibility for the maintenance of student discipline. The help of the pupil's parents will be of invaluable aid to the Board and the school staff in maintaining discipline. The Board and staff needs, seeks, and expects this help.

A teacher or administrator may use reasonable force (defined in Board Policy, School Building Policy, and administrative directives) as necessary to maintain discipline, prevent injury to another person, or protect himself from attack while acting within the scope of his employment. The Board shall give support and protection, legal and otherwise, to its staff in carrying out their respective responsibilities in the maintenance of good school discipline so long as the conduct is reasonable.

Procedures for handling general and major discipline problems, which are designed to achieve these broad objectives and maintain the necessary degree of order in the school, will be developed and included within policy and student handbooks. Generally the teacher shall have the primary responsibility and authority for the maintenance of discipline in all school situations. If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to the principal or his/her designee who has responsibility and authority to use such reasonable measures as may be necessary to maintain appropriate discipline. The principal shall establish and implement the rules and regulations for discipline in his/her school which govern the conduct of students.

The principal has the authority to impose suspension on students for failure to comply with school rules and regulations and if it should become necessary, to recommend to the superintendent of schools the expulsion of students.

Staff will report all threats to the building administrator or designee. The building administrator or designee will investigate and determine the extent of the threat. Serious threats will be reported to law enforcement.

Students who participate in a demonstration which in any way disrupts the normal procedures of the school or who maliciously defies school policy or in any way vandalizes school property shall be suspended from school. If a student fails to leave the school grounds, he/she will be referred to the police for trespassing and disturbing the peace. School authorities will honor requests for dialogue with students concerning curriculum and policies providing that the dialogue places emphasis on student responsibility as well as student rights.

DETENTION OF STUDENTS

The school principal or teacher may detain a student for disciplinary reasons before school hours, after school hours, or during the noon recess. In the case of bus students, arrangements must be made for the student's transportation home. Twenty-four (24) hour notice will be given so that the parents may arrange transportation.

Students who are detained after school should not be left alone during their detention. Their supervision must be provided, or arranged for, by the teacher or principal who detains them. Detention is to be limited to a maximum of 60 minutes per day unless the principal or teacher has made arrangements for a longer period with the parents. Parents of elementary children will be notified if their child is to be detained.

PROBATION OF STUDENTS

When a student's behavior is detrimental to other students, the learning situation, or himself, that student may be allowed to continue attending school on a probationary status in lieu of suspension or expulsion so long as he complies with the provision of the probation. Rules for probation shall be established in each building which shall include provisions for:

Administrator--parent--student conference

Time limitation

Behavior expectations

Academic expectations

SUSPENSION OR EXPULSION OF STUDENTS

The Board of Trustees may suspend or expel a student from school for up to one year for any reason authorized by the Wyoming Education Code, specifically including, but not limited to:

1. continued willful disobedience or open defiance of the authority of school personnel;
2. willful destruction or defacing of school property during the school year or any recess or vacation;
3. any behavior which in the judgment of the Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by W.S. §21-4-306(b);
4. torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence;
5. for misconduct set out in Policy (JIC).

The Board delegates to each principal the right to suspend a student for not more than ten (10) consecutive school days for each offense on the grounds listed above. Only the Board may expel a student unless otherwise expressly provided for in Board policy. The Superintendent and Board shall be notified of all out-of-school suspensions and cases which warrant expulsion consideration.

Prior to suspending a student from school, the principal shall inform the student of the reasons for the suspension and the evidence against him and shall give the student a chance to present his version of the charges against him and to present evidence in his behalf. However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard as soon thereafter as practical, not later than seventy-two (72) hours after the suspension, not counting Saturdays and Sundays. Oral notice will be given immediately, if possible, and written notice within twenty-four (24) hours to the student's parents and guardian stating the reason for the suspension or contemplated expulsion.

No student may be suspended for more than ten (10) days or expelled without an opportunity for a hearing, if requested. Written mutually agreed upon expulsion agreements between the Board and parents may be utilized as well. The hearing shall be held in accordance with the procedures set forth in the Rules of Practice Governing Hearings and Contested Cases found in Policy BEE-R.

Suspension or expulsion from school shall not be imposed as an additional punishment for

offenses punishable under the laws of the State, except where the offense was committed at a school function or is of such a nature that continuation in school would be detrimental to the welfare, safety or morals of other pupils. No suspension or expulsion shall be for longer than one (1) calendar year.

STUDENT INSURANCE COVERAGE

The school district may at its option, acquire student accident insurance providing broad coverage for students at minimal or no cost to parents. If such insurance is purchased, it should provide protection and coverage for students while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere. This plan may permit additional insurance coverage or may provide coverage for students participating in inter-scholastic activities.

Before any student will be permitted to participate in any school sports activities, he/she must be covered by insurance or a waiver must be presented that absolves the school district of any liability for accidents. The school district reserves the right to require a waiver of liability form from the students and parents of students who desire to participate in inter-scholastic athletics in any event.

STUDENT HEALTH SERVICES AND REQUIREMENTS

Student Health Services

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about an awareness on the part of students of regular health care.

The objectives of the school health program are:

1. To promote good health habits among students;
2. To stimulate a sanitary and healthful environment in school;
3. To assist in detecting and recommending correction for medical, psychological, and physical handicaps of students.

Health Records

Health records will be maintained by the nursing staff and kept in the student's cumulative record folder.

Physical Examination

Annual examination shall be required for participants in secondary athletic programs.

Annual Screening Programs

Vision screening will be planned and administered by nursing personnel for selected grades. Hearing screening will be planned and administered by speech correction personnel for selected grades.

Communicable Diseases

Students showing symptoms of a communicable disease, infectious condition, illness or disability of a serious nature, will be referred to the school nurse who will do an initial examination and make recommendations regarding the students as provided in Board Policy JLCC.

IMMUNIZATION OF STUDENTS

Every student attending, full or part-time, any class, shall within thirty (30) days after the date of school entry, provide to the appropriate school official written documentary proof of immunization. For purposes of this section, documentary proof of immunization is written certification by a private licensed physician or his representative or by any public health authority, that the student is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine-preventable disease as designated by the state health authority. No administrator shall permit a student to attend school for more than thirty (30) calendar days without documentary proof of immunization. If the immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continued immunization pursuant to a written schedule specified by the student's physician or a public health official. Waivers of this requirement shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

The written documented proof of immunization on a form provided by the state health officer shall be an integral part of the child's school records.

COMMUNICABLE/INFECTIOUS DISEASES

The principal and/or school nurse will consult as needed with local health department officials for specific measures in handling suspected cases of communicable disease. School officials will cooperate with the local health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of susceptible persons from school. Students infected with a serious communicable disease will not be automatically excluded from school attendance. Possible exclusion cases will be individually examined by the principal and school nurse and such other persons as may be appointed by the superintendent. In the event of a need to exclude a student from school for more than ten (10) days, the principal and/or superintendent shall make a recommendation to the board who shall make the final decision.

If in the judgment of the school building administrator there is a reasonable risk of the student transmitting the disease to others, the school building administrator may exclude the student from school for up to ten (10) days and may require that the student be examined by a physician designated by the district. The school building administrator may require a written statement of health from the district physician in order for the affected student to re-enter school. If the exclusion from school is to last for more than ten (10) days, that decision shall be made by the school board.

Criteria will be established to determine whether a student with communicable, contagious and/or infectious disease, including common childhood diseases, will be permitted to attend classes. All cases will be reviewed on an individual basis, with consideration given for the infected student's health and safety as well as for the health and safety of other students and employees.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternative educational program.

Records of a student who has a communicable, contagious, and/or infectious disease, other than a common childhood disease, will be kept confidential and the name of the individual will not be revealed publicly. Information regarding the child and the disease or infectious condition will be released to those school personnel needing to be aware of the condition for health and safety purposes.

In the case of any decision to exclude a student made by the building administrator, the decision may be appealed to the superintendent who shall review the matter and render a decision within three (3) working days. Any decisions that are made by the Board of Trustees shall be final.

AIDS is a reportable, sexually transmitted, disease (STD); therefore, the county health officer and/or the state health officer or AIDS program coordinator at the State must be notified.

ADMINISTERING MEDICINE TO STUDENTS

General Information

It is the responsibility of the school nurse to oversee that procedures are in place for the safe administration of all prescription and non-prescription medications, including proper authorizations, storage, administration, and documentation.

Except in an emergency situation no medication, internal or external, herbal or homeopathic preparations and vitamins will be dispensed by the school nurse or school personnel, unless requested in writing by the student's parent/legal guardian and as required by the student's physician. The following exceptions are permitted: cough drops and common topical first aid creams/ointments, may be administered when proper consent is provided by the parent.

Parents/guardians are responsible for notifying the school of any health conditions, medications, or related changes in their child's conditions or medications. All medications brought to the school must be in the original container provided by the pharmacy, appropriately labeled with the child's name and directions for administration. Medications in baggies, sealed envelopes, etc. will not be accepted

Authorization

If a parent/guardian or physician requests that prescription medication be administered during the school day or during school-related activities for more than one week, the Medication Authorization Form must be signed and on file in the school before any medication is dispensed. Prescription medications needed for less than one week such as antibiotics require parental authorization along with the correctly labeled prescription bottle. All medication authorization forms will automatically expire at the end of the school year. Parents are responsible for signing and submitting a new Medication Authorization Form at the beginning of the school year if medication is continued from one year to the next.

Overt-the counter (OTC) medications should be administered to school children by parents whenever possible. However, over-the-counter medications such as Acetaminophen, Ibuprofen, diphenhydramine and others can be provided to the school by a parent/guardian for individual student use during the school day. The determination of the need for an OTC must be made by the licensed school nurse. If in the nurse's opinion, an OTC is likely to alleviate the student's discomfort and allow them to return to school participation then the school nurse may choose to administer or delegate the administration of the medication. When necessary, over-the-counter medications may be administered at the school under the following criteria:

- a. Parents/guardians must supply the school with a small un-opened bottle of the Over-the-Counter medication(s) for their student.
- b. Parents/guardian must sign an authorization for the occasional use of the Over-the-Counter medication.
- c. Medical authority for the use administration of OTC medications may be granted annually as a "standing order" for the district by a local medical authority so long as the parent approves of the medical authority. In the event the parent does not approve of the medical authority a separate written note from the parent's physician will be required.

- d. Unless otherwise prescribed by a healthcare provider, package instructions will be followed for correct dosing and administration.

Written authorization of medication during school hours should include the following:

- a. Child's name
- b. Name of medication
- c. Medication dosage, route, and time of administration
- d. Duration medication is to be given.
- e. Parent signature
- f. Physician signature for prescription medications

If a parent sends medication to school to be given, but written authorization is not completed by the parent and/or medical provider, only the school nurse may call the student's parent or provider to take a verbal telephone order. A signed written authorization should follow within 24 hours. In addition, the proper authorization along with signatures, must be submitted by the parent/guardian before a second dose of medication may be given at school, by school personnel.

Self-administration of Emergency Medications

The District may, but is not required to, have available stock EpiPens, inhalers, and other emergency medications for use in emergency situations. Medical authority for the use of stock emergency medications may be granted annually as a “standing order” for the district by a local medical authority.

Students who have known potentially life threatening conditions may arrange with the school nurse to carry emergency medications, such as epinephrine, glucagon, and inhalers, pursuant to W.S. 21-4-310, under the following conditions: (1) written authorization is obtained from the parent, (2) written authorization is obtained by a medical provider, and (3) written authorization is signed by the school nurse. Written authorization from the medical provider, and school nurse signifies that, in their professional opinion the student is self-directed and knowledgeable about the medication, demonstrates the ability to self-administer the medication properly and has the maturity and responsibility necessary to carry and administer the medication safely. It is the responsibility of the student to report each instance of self-administration to the school nurse or health office staff.

The school district retains the discretion to reject requests or revoke the privilege of self-administration for any student who self-administers inappropriately, who is judged to lack the necessary maturity and sense of responsibility, or who is found at any time to be improperly using or distributing his/her medication. The parent/guardian shall be notified if privileges are revoked, and the medication shall be confiscated and returned to the parent.

Storage and Disposal

All medications stored at the school must be kept in a locked cabinet or in a secured room, out of the reach of children. If medication must be refrigerated, it shall be stored in a secured or locked refrigerator or in a locked secondary storage container. Access to stored medication and to medication cabinet keys shall be limited to designated school personnel authorized to administer medication. Emergency medications required for potentially life-threatening conditions, should be clearly labeled and stored for immediate access.

It is the responsibility of the parent to obtain any unused medication from the school when the school year ends, the student transfers to another school or the medication is discontinued. Any medication not picked up by the parent/guardian will be destroyed or disposed of properly by the school nurse. Disposal of needles, syringes, and other sharp medical items shall only be in approved, biohazard sharps containers. A second staff member will assist in the proper disposal and documentation of controlled substances.

Transportation of Medications

Medications should be transported to and from school by the parent/guardian and given directly to school personnel. If this is not possible, the parent is to call the school and inform the school nurse or health office staff that a student is bringing medications. All prescription medication delivered to the health office will be counted and recorded by two individuals. Verification of the count between the parent and staff is recommended. (Exception: High school students may independently deliver their medication to the health office other than controlled substances which may never be self-carried)

Field Trips/School-sponsored trips

Special accommodations for medication administration may be made by the school nurse for field trips. If it is necessary for a supervising teacher to administer medication they will be given instruction from the school nurse.

For school-sponsored trips indicating the need for multiple doses of medication, a parent/guardian will complete a form indicating the student's need for medication along with the name of medication, dosage, route, time medication is to be given, and condition requiring the medication. The information form must be returned to the sponsor prior to the trip. For extended trips requiring the need for multiple doses of a medication, the original appropriately labeled container(s), filled with the calculated number of doses, will be required.

Nursing Delegation

Each school year, building principals in consultation with the school nurse will delegate to appropriate school personnel the authority to administer medication to students. The school nurse will train and supervise those personnel in the proper administration of medications to students. All delegation of the authority to administer medication will be in accordance with the Wyoming State Nurse Practice Act. Delegation by the school nurse will be in place for one academic year or until revoked by that school nurse. **No school staff shall administer any medication to a student unless training has been provided and formal delegation has been granted by the school nurse.**

Any school employee who administers any medication to a student in accordance with written instructions included on medication label, and/or from a parent or guardian shall not be liable for damages or subject to prosecution in any criminal proceedings for an adverse drug reaction suffered by the student as a result of administering such medication.

Records

Medication administration records and authorization forms will be maintained as part of the student's health record/electronic health record.

Medication errors

Any medication error is to be reported to the school nurse, parent, and if medically indicated the prescribing practitioner. The school nurse and building administrator will review all reports of medication errors and take necessary steps to avoid problems in the future. In the event, a dose has been exceeded, school staff will call appropriate medical personnel or Poison Control for consultation and intervention advice.

Adopted: 2/10/2014
Amended: 12/11/2017

BIG HORN COUNTY SCHOOL DISTRICT #2

Phone: (307) 548-2247 (Elem)

Phone: (307) 548-6553 (M.S.) or (307) 548-2256 (H.S.)

PRESCRIPTION MEDICATION ADMINISTRATION REQUEST FORM

Student Name: _____ DOB: _____ Grade: _____
 Age: _____ Weight: _____ Allergies: _____
 School: _____ Teacher: _____

(TO BE COMPLETED BY PARENT/GUARDIAN)**By Signing Below**

- I authorize the release of information between the school and physician pertinent to my child's medication. I understand that I must provide the medication to the school in a pharmacy labeled container. I will notify the school immediately of my child's health status changes, or any change in the medication.
- I acknowledge having read and understood the policy of this district regarding administration of medication at schools.
- I authorize administration of the below medication by the following means:

(Indicate with your initial who can administer medications)

_____ I request that the medication listed above be administered by the school nurse or her designee.
 _____ My child has been instructed in the proper use of the above medication. I request that he/she be permitted to carry and self-administer the medication as needed. I understand that it is my child's responsibility to report each instance of self-administration to the nurse, principal, or office staff. The school will not be held liable for the improper use or misuse of any medication self-administered by a student.

_____ Parent/Guardian Signature _____ Date _____ Contact Number _____

(TO BE COMPLETED BY PHYSICIAN OR PRACTITIONER)

Name of Medication: _____ Dose: _____

Time to be administered: _____

Start date: _____ End date: _____ Expiration date: _____

Route of medications (please circle one):

Oral **Inhaled** **Topical** **To eyes – Right/Left** **To ears – Right/Left** **Other:** _____

Possible side-effects: _____

Other medication currently taken by student AND Dose: _____

Diagnosis/Health Concern: _____

Additional information: _____

_____ Physician Signature _____ Date _____ Contact Number _____

(TO BE COMPLETED BY SCHOOL NURSE FOR STUDENTS PERMITTED TO CARRY MEDICATION)

School Nurse Signature: _____ Date: _____

Big Horn School District #2**Standing orders for over the counter-medications (OTC)**

Medication	Dose	Route	Frequency	Indications
Tylenol	<input type="checkbox"/> As directed on bottle per weight and age <input type="checkbox"/> _____	Oral Chewable Liquid	<input type="checkbox"/> PRN <input type="checkbox"/> At least 4 hours between doses <input type="checkbox"/> _____	Antipyretic and minor pain relief
Ibuprofen	<input type="checkbox"/> As directed on bottle per weight and age <input type="checkbox"/> _____	Oral Chewable Liquid	<input type="checkbox"/> PRN <input type="checkbox"/> At least 4-6 hours between doses <input type="checkbox"/> _____	Antipyretic and minor pain relief

Tylenol and Ibuprofen not to exceed 20 doses in one academic year without personal physician authorization.

Medication	Dose	Route	Frequency	Indications
Benadryl	<input type="checkbox"/> As directed on bottle per weight and age <input type="checkbox"/> _____	Oral Liquid	<input type="checkbox"/> PRN <input type="checkbox"/> At least 4-6 hours between doses <input type="checkbox"/> _____	Mild allergic reaction or allergies
Cold Tablets (acetaminophen 325mg, guaifenesin 200mg, phenylephrine HCL 5mg)	<input type="checkbox"/> As directed on bottle per weight and age <input type="checkbox"/> _____	Oral	<input type="checkbox"/> PRN <input type="checkbox"/> At least 4-6 hours between doses <input type="checkbox"/> _____	Mild cold symptoms
Cough Drops/ throat lozenges	Per package labeling	Oral	Per package labeling	Cough and/or sore throat
Anbesol	<input type="checkbox"/> As directed	Topical	PRN	Oral/dental pain relief
Antacid	<input type="checkbox"/> 500mg <input type="checkbox"/> _____	Chewable	PRN	Mild GI discomforts (heartburn, indigestion, etc)
Hydrocortisone Cream	Apply topically to affected area	Topical	PRN	Pruritic lesions and rashes (contact dermatitis)
Triple Antibiotic	Apply topically to affected area	Topical	PRN	Superficial abrasions or small lacerations

I hereby authorize the school nurses of Big Horn County School District #2 to administer these over-the-counter medications as directed according to manufacturer's guidelines, provided the student has no contraindications or allergies to said medications.

The school nurse must make an assessment to determine the need for any medications. The nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to administer medication.

The school nurse is not obligated by this document to dispense medications where, in his/her judgment, such use would not be appropriate despite the above mentioned indications.

Physician signature
Revised: 8/3/2018

Date

Big Horn School District #2

Standing orders for Non-Patient Specific Epi-Pen

Medication	Dose	Route	Frequency	Indications
Non-patient specific Epi-Pen	<input type="checkbox"/> 0.3mg <input type="checkbox"/> 0.15mg	Intramuscular	PRN	Severe allergic reaction

I hereby authorize the school nurses of Big Horn County School District #2 to administer this prescription medication as directed according to manufacturer’s guidelines, provided the student has no contraindications or allergies to said medication.

The school nurse must make an assessment to determine the need for any medications. The nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to administer medication.

The school nurse is not obligated by this document to dispense medications where, in his/her judgment, such use would not be appropriate despite the above mentioned indications.

Physician signature

Date

Big Horn School District #2**Standing orders for Non-Patient Specific Albuterol**

Medication	Dose	Route	Frequency	Indications
Non-patient specific Albuterol	MDI: 90 mcg per actuation <input type="checkbox"/> 1-2 puffs <input type="checkbox"/> 2-4 puffs	Inhalation	<input type="checkbox"/> PRN <input type="checkbox"/> At least 4 hours between doses <input type="checkbox"/> Other: _____	Acute Asthma Exacerbations/Moderate to Severe Breathing Difficulty

I hereby authorize the school nurses of Big Horn County School District #2 to administer this prescription medication as directed according to manufacturer's guidelines, provided the student has no contraindications or allergies to said medication.

The school nurse must make an assessment to determine the need for any medications. The nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to administer medication.

The school nurse is not obligated by this document to dispense medications where, in his/her judgment, such use would not be appropriate despite the above mentioned indications.

 Physician signature

 Date

PERMISSION FORM TO ADMINISTER EMERGENCY MEDICATION

Student Name: _____ DOB: _____

I hereby give permission for the school personnel listed below to administer the medication identified below for my child. I release the persons listed below and this school district and its agents from liability.

Emergency medication(s) to be administered: _____

Personnel who have my permission to administer the medication(s) are:

Please check one of the following statements.

_____ In the event the school personnel listed above are not available to administer the medication listed above when my child is in an emergency situation requiring the medication, I hereby authorize anyone who is willing to administer the medication.

_____ In the event the school personnel listed above are not available to administer the medication(s) listed above when my child is in an emergency situation requiring the medication, no one other than a medical professional, is authorized to administer the medication. In checking this item, I accept all consequences which may arise from this delayed treatment, which may include severe injury or death.

Parent/Guardian Signature

Date

Comments:

FIRST AID AND EMERGENCY MEDICAL CARE

No treatment of injuries, except emergency first aid, is permitted in the schools. For purposes of this policy, first aid is the immediate help given by the best qualified person at hand or on call in case of accident or sudden illness. The school's obligation continues after the emergency until the injured person has been placed in the care of the family or of a physician with notification to the family. Dressings put on by a physician should not be disturbed or second dressing applied at school. However, observation of discoloration or excessive swelling of the injury should be reported to the family or the family physician at once.

The school district will provide and maintain first aid kits in all schools. The school district will provide or make available periodic first aid training to staff members. The district may require some or all staff to acquire first aid training. First aid training will also be included in the high school physician education curriculum.

GUIDANCE AND COUNSELING

The focus of the counseling and guidance program in the district is on the developmental needs of all students and at the elementary and secondary levels. Counselors demonstrate respect for the dignity and worth of each individual, and encourage each student to develop individual responsibility and decision-making skills. Counselors coordinate the school guidance program and involve all staff members in designing and implementing plans to meet three major goals:

- * Educational Development - Students will participate in planning their educational experiences so that their education is consistent with educational requirements and career aspirations.
- * Personal/Social Development - Students will develop appropriate behaviors for a variety of social settings. Students will develop awareness of self and confidence in their own abilities in order to enhance their career and development.
- * Career Development - Students will develop career options consistent with their interests, abilities, and values. Career development includes focus on the four areas of vocation, avocation, family life, and citizenship.

Within the framework of the counseling and guidance goals, specific student and curricular objectives are being developed.

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school personnel, and parents and guardians. Consistent with the rights of the individual and obligations of the counselor as a professional, the counseling relationship and resulting information in most instances is treated as confidential. This information may be shared with building administrators or with the student's parents.

STUDENT PSYCHOLOGICAL SERVICES/TESTING

Psychological testing will be conducted when deemed necessary for identifying primary and secondary handicapping conditions and providing data for establishing programs to help students develop their potential. Psychological tests will be administered to students only by certified school psychologists, psychometrists or psychologist contracted for that purpose. Adherence to this policy will ensure quality psychological services and will protect the educational rights, dignity, and privacy of students and parents.

Psychological evaluations will be made only after informed and written consent of the child's parent or guardian is obtained, unless the student is of legal age to give his informed and written consent. Psychological data will be only one of several criteria for determining any change in a student's educational program. Psychological data older than three years will not be used as the basis for prescriptive teaching or placement.

To ensure confidentiality of psychological records, written parent consent is required prior to the release of psychological data except to school personnel involved with the child's educational program. Requests from all persons, agencies or organizations desiring access to records of students shall be in writing and signed. Access will only be allowed as provided by law.

Parents shall have the right to inspect all psychological records pertaining to their child. Parents shall be given the opportunity to have a hearing to challenge the contents of their child's psychological records. Students who have attained the legal age of eighteen (18) shall have the same rights as their parents.

SUICIDE PREVENTION

The Board of Trustees recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students who experience serious depression are unable to benefit fully from the educational program of the school. Moreover, such students pose a danger both to self and possibly to others.

Students identified as self-destructive are in the need of appropriate help as quickly as possible. The primary efforts of school personnel working with a depressed or suicidal student are support, parental contact and referral. To that end, student confidentiality may be waived in life-threatening situations.

The Board of Trustees directs the administration to:

- * develop guidelines or procedures to effectively intervene in life-threatening situations; and
- * enlist the support, awareness and involvement of all district staff in the identification of suicidal signals and utilize existing school staff for program implementation.

SUICIDE INTERVENTION PROCEDURE

RATIONALE: To provide intervention and/or emergency action for students who demonstrate suicidal ideation or suicidal behavior.

1. Stabilize Student
 - A. Do not leave student alone.
 - B. Remove student from harmful environment and/or remove harmful instruments/substances from environment.
 - C. If student refuses to cooperate with key point B, above, call 911.
 - D. Refer to social workers, counselor, school nurse or administrator.
 - E. If suicidal student calls in on the phone:
 1. Stay on phone.
 2. Have colleague notify authorities with location of student.
2. Person to whom student was referred notifies, informs, and documents team members: administrator, and/or counselor, and/or school nurse, and/or social workers, and/or teacher.
 - A. See Incident Suicide Crisis Report Part IV.
3. Assess and document behaviors of student.
 - A. See Incident Suicide Crisis Report Part I.
4. Notify parents and document.
 - A. See Incident Suicide Crisis Report Part II.
 - B. If notified by phone, have a second witness on phone and document.
5. Make appropriate referrals and document (i.e. DFS, county counseling, police).
 - A. See Incident Suicide Crisis Report Part III.
6. Obtain parental and administrator signatures.
 - A. See Incident Suicide Crisis Report Parts V, VI.
7. Complete Confidential Report and forward to Superintendent.
 - A. See Incident Suicide Crisis Report Part VII.

INCIDENT SUICIDE CRISIS REPORT

STUDENT NAME: _____ DATE OF BIRTH: _____ AGE _____
SCHOOL _____ GRADE _____ SEX _____ DATE _____
NAME OF PARENT/GUARDIAN _____
PHONE: WORK _____ HOME _____

I. CHECK APPROPRIATE CONCERNS REGARDING SUICIDAL STUDENTS:

- ___ High level of depression
- ___ High level of agitation
- ___ Possible use of drugs or alcohol
- ___ Verbalizes suicide intent
- ___ Definite suicide plan
- ___ Suicide attempt/gesture during last three (3) months
- ___ Suicide method is readily available
- ___ May be of danger to other persons
- ___ Unwilling to give assurance not to commit suicide
- ___ Written suicide ideation
- ___ Other concerns (specify): _____

BEHAVIORAL OBSERVATIONS THAT ARE CONCERNS: _____

II. DESCRIBE CONTACT WITH PARENT, WHAT DID PARENT SAY?

ACTIONS TAKEN:

CONTACTED PARENT: YES _____ NO _____ BY _____

DATE: _____ TIME: _____ PHONE _____

WITNESS: _____

Signature

Action taken if not available _____

DEPARTMENT OF FAMILY SERVICES: (Phone) _____

COUNTY COUNSELING: (Phone) _____

POLICE: (Phone) _____

EMERGENCY: 911

III. INTERVENTIONS

IV. CHECK INTERVENTIONS USED:

_____ AGENCY/PRACTITIONER REFERRAL NAME: _____
 _____ DATE: _____
 _____ NO REFERRAL/PARENT INFORMED OF AVAILABLE
 RESOURCES.
 EXPLANATION: _____

V. Informed the following school personnel:

Name	Time	Date
Administrator: _____		
Nurse: _____		
Social Worker: _____		
Counselor: _____		
Other: _____		

I (we) have been advised of the above concerns regarding my (our) child and the school district's recommendation of possible interventions on my child's behalf.

 Signature of parent/guardian Date Witness

In the event of agency referral:

I, _____ hereby give permission to _____
 County School District No. __ to release all confidential information on _____
 to _____ (agency).

 Parent/Guardian Date

VI. Parent Comments:

VII. Administrator's Signature: _____

 Date Time

VIII. CONFIDENTIAL REPORT TO SUPERINTENDENT
REGARDING SUICIDE CRISIS

STUDENT'S NAME _____ AGE _____

SCHOOL _____ GRADE _____ SEX _____

ACTION TAKEN: PARENTS CONTACTS: _____

REFERRED TO: _____

SIGNATURE

POSITION

DATE

REPORTING CHILD ABUSE/CHILD PROTECTION

The Board recognizes that because of school employees' sustained contact with school-age children, they are in an excellent position to identify abused or neglected children and refer them for treatment and protection. Therefore, in accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the responsible Social Services agency or local law enforcement.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The Child Protection Act provides immunity to employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report.

REPORTING CHILD ABUSE

Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, neglect) should immediately report the situation to the principal. This oral report should be followed at once by a written report sent by the employee to the principal.

The written report should include:

- a. Name, age, and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.
- c. The nature of the child's injury or condition; information on conditions leading to suspected abuse and/or neglect -- (all with dates as appropriate).
- d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The principal shall contact the responsible Social Services agency or local law enforcement using procedures and forms as may be required by that department. After the report is made to the responsible Social Services agency or local law enforcement, district and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of suspected abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child as deemed appropriate. Once a report of child abuse is given to the responsible Social Services agency or local law enforcement, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, the school will not:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. This does not preclude taking action in an emergency situation.
- c. Convey messages between the agency and the parents or guardians.

Authorized school and district personnel may make available to the responsible Social Services agency or local law enforcement personnel the health or other records for investigative purposes.

HOMELESS CHILDREN

It is the policy of Big Horn County School District No. 2 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assuring that those rights are fully protected and honored. Any person or agency who is aware of any child of school age who meets the definition of a homeless student, or in the event of the enrollment of a student who meets the definition of a homeless student, the person, agency, or principal of the school where the student may be enrolled is requested to contact the District Homeless Liaison.

The superintendent shall appoint a designated District Homeless Liaison. who will respond to the referral to assist in developing an action plan to provide the students with a free appropriate public education.

Homeless children and youth, who are seeking admissions in Big Horn County School District #2, shall be enrolled immediately. Lack of school records, immunization and medical records, birth certificates, or other documentation from the previous school shall not delay the enrollment of a homeless child or youth. Guardianship issues, dress code requirements, and residency are not used as obstacles to delay or deny enrollment.

Schools in Big Horn County School District #2 shall take measures to ensure that homeless children and youth are not stigmatized or segregated based on their homeless status.

Homeless students or their parent/guardian may appeal any decision made by the school, including those regarding admissions, placement, and the provision of FAPE, in accordance with Board Policy JII (Student Grievances). Homeless students and their parent/guardian shall be informed of the right to appeal disputed decisions made by the school district. The parent of a homeless child or youth, or an unaccompanied homeless youth will be informed of their right to appeal local decisions to the State Coordinator of Homeless Education.

Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

- Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled-up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- Migratory children who qualify as homeless because they are living in circumstances described above.

In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless. The terms “homeless” or “homeless individual” do not include any individual imprisoned or otherwise detained.

Expanded Definitions:

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes, or awaiting foster care placement, will not be considered homeless. Children who are awaiting foster care placement are not considered homeless unless they meet the definition of “homeless children and youths” as described in the policy.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Migratory Children and Youth

Migratory children will not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered homeless.

Unaccompanied Homeless Youth

Children or youth who are not in the physical custody of a parent or guardian and meet homeless criteria as defined in this policy. These students will be considered homeless even if their parents have provided and are willing to provide a home for them.

Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth that were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

STUDENT DISMISSAL PRECAUTIONS

No school or grade may be dismissed before the regular hour for dismissal except with the approval of the office of the superintendent of schools. No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone than a school employee, police officer, court official, parent, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

STUDENT AUTOMOBILE USE

Parking on school property is a courtesy extended to students and others by the Board. Students driving cars or motorcycles to school must park them in areas designated by the school administration. Vehicles are to be driven in a safe and prudent manner while on or immediately adjacent to the school grounds. Students who fail to operate their vehicle on or adjacent to school grounds in a safe and prudent manner are in violation of and in open defiance of school authority, rules and regulations. Violations which result in personal injury or property damage may result in an immediate suspension or expulsion from school. Other violations may be handled in the following manner:

- a) First Offense. Student will be warned by the principal. His/her parents will be notified.
- b) Second Offense. A conference will be held with the student, parents and/or guardians, the principal. The student will be notified at this time that the violation warrants disciplinary action as decided by the principal. The student will be required to complete a driver safety program.
- c) Future violations will be grounds for out-of-school suspension and possible expulsion as well as revocation of any privileges to operate or park a vehicle on school premises.

SECLUSION AND RESTRAINT IN SCHOOLS

General Statement of Policy.

It is the policy of Big Horn County School District # 2 to regulate the use of seclusion and restraint with students pursuant to W.S. §21-2-202(a)(xxxii), W.S. §21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter 'Rules'). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint.

Code: JLJ-E(1)

PHYSICAL RESTRAINT INCIDENT REPORT

Student Name:		Grade:	School:
Incident Description			
Date Incident Occurred:	Time restraint began: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Time restraint ended: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
Location of incident: <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Cafeteria <input type="checkbox"/> Playground <input type="checkbox"/> Other: _____	Behavior(s) that lead to restraint:		
Behavior(s) directed at: <input type="checkbox"/> Staff <input type="checkbox"/> Peers <input type="checkbox"/> Self <input type="checkbox"/> Other: _____	Thorough description of efforts made to deescalate and alternatives to physical restraint that were attempted: (include positive behavior interventions used)		
Student's behavior during restraint:		Student's behavior after restraint:	
Description of any injury to student and/or staff and any medical or first aid care provided (<i>as per district policy, if injury occurred, complete Injury/Incident Report in addition to this form.</i>):		Follow Up (<i>check all that apply</i>): <input type="checkbox"/> Determination by staff member that student was no longer a risk to himself or others <input type="checkbox"/> Intervention by administrator(s) to facilitate de-escalation <input type="checkbox"/> Law enforcement personnel arrived <input type="checkbox"/> Staff sought medical assistance <input type="checkbox"/> Other (<i>describe</i>):	
Post physical restraint physical condition (if any):			
Staff Administering/Observing Restraint			
<u>Name</u>		<u>Position</u>	
Parent Notification		Contact Method	
Name of parent(s) contacted:		<input type="checkbox"/> Written	
Phone #:		<input type="checkbox"/> Verbal	
Date and time of contact:		<input type="checkbox"/> Both	
<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.			

This report has been prepared by:

(Name)

(Position)

(Date)

ISOLATION ROOM INCIDENT REPORT

Isolation Room means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes. The student is not released from the Isolation Room and permitted to rejoin the learning environment or school activity until directed by staff. An Isolation Room is not the same as locked seclusion, which is a prohibited practice.

Student Name:	Grade:	School:
Incident Description		
Date Incident Occurred:	Time seclusion began: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Time seclusion ended: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Location of incident: <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Cafeteria <input type="checkbox"/> Playground <input type="checkbox"/> Other: _____	Behavior(s) that lead to seclusion:	
Behavior(s) directed at: <input type="checkbox"/> Staff <input type="checkbox"/> Peers <input type="checkbox"/> Other: _____		
Thorough description of efforts made to deescalate and alternatives to seclusion that were attempted: (include use of positive behavior interventions)		
Student's behavior during seclusion:	Student's behavior after seclusion:	
Location of seclusion area: Seclusion room meets the following criteria: <input type="checkbox"/> Allow staff full view of the student in all areas of the room <input type="checkbox"/> Free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets	Follow Up: <input type="checkbox"/> Determination by staff member that student no longer required seclusion <input type="checkbox"/> Intervention by administrator(s) to facilitate de-escalation <input type="checkbox"/> Other (<i>describe</i>):	
Staff member(s) responsible for continuous monitoring of student's status during seclusion:		
Staff Administering/Observing Time Out:		
<u>Name</u>	<u>Position</u>	
Parent Notification	Contact Method	
Name of parent(s) contacted:	<input type="checkbox"/> Written <input type="checkbox"/> Verbal	Contacted by the following staff member (<i>include name and position</i>):

Phone #:

Date and time of contact:

A.M. P.M.

Both

This incident report has been prepared by:

(Name)

(Position)

(Date)

SECLUSION AND RESTRAINT IN SCHOOLS

I. **Definitions.**

All definitions used in this policy shall be consistent with the definitions in the Rules. For the purpose of clarity, the following definitions are restated:

- A. **“Emergency”** means a situation constituting an imminent risk to health or safety.
- B. **“Imminent Risk”** means an immediate and impending threat of a person causing substantial physical injury to self or others.
- C. **“Prohibited Practices”** means that certain activities or objects are prohibited from being utilized with students under any circumstances. Prohibited elements include:
 - 1. **“Aversives”** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors.
 - 2. **“Locked Seclusion”** means a seclusion room with a locking device that is engaged by leverage of an inanimate object, key, or other mechanism to keep the door closed without constant human contact. The term does not include a securing mechanism requiring constant human contact, which upon release immediately permits the door to be opened from the inside.
 - 3. **“Mechanical Restraints”** include devices or equipment designed or utilized to restrict the free movement of all or a portion of a student’s body. The term does not include assistive or protective devices or equipment prescribed by an appropriately trained professional or professional team that are used for the specific and approved purposes for which such devices or equipment were designed and prescribed.
 - 4. **“Prone Restraints”** include holding a student in a face down position or in any position that will:
 - a) obstruct a student’s airway or otherwise impair the ability to breath;
 - b) obstruct a staff member’s view of a student’s face;
 - c) restrict a student’s ability to communicate distress;
 - d) place pressure on a student’s head, neck, or torso; or
 - e) straddle a student’s torso.

D. “**Restraint**” means the use of physical force, with or without the use of any device or material, to restrict the free movement of all or a portion of a student’s body. Restraint does not include comforting or calming a student, holding the hand or arm of a student to escort the student if the student is complying, intervening in a fight or using an assistive or protective device prescribed by an appropriately trained professional or professional team. The term does not encompass any of the prohibited practices described in this rule.

E. “**Seclusion**” means removing a student from a classroom or other school activity and isolating the student in a separate area. Seclusion occurs when a student is placed in a room or location by school personnel, purposefully separated from peers, and prevented from leaving that location. Separation in an area where the student is prevented from leaving is always considered seclusion. There are two distinct categories: i) Seclusion from the Learning Environment, or ii) Isolation Room. The term does not include a student- requested break or in-school suspension, detention or other appropriate disciplinary measure. Seclusion does not include “time out”, which means providing the student with a brief opportunity to regain self-control in a setting that does not physically remove the student from peers or the learning environment, and the student is not physically prevented from leaving the “time out” area. The use of “time out” is not regulated by this policy.

1. “**Seclusion from the Learning Environment**” means visually or audit orally isolating the student from the classroom or other school activity, away from peers in an area that obstructs the student’s ability to participate in regular classroom or school activities. The student is prevented from rejoining the learning environment or school activity until directed by staff.

2. “**Isolation Room**” means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes and in compliance with Wyoming Department of Education Physical Space Requirements for Isolation Rooms. The student is not released from the Isolation Room and permitted to rejoin the learning environment or school activity until directed by staff. An Isolation Room is not the same as locked seclusion, which is a prohibited practice.

II. **Staff Training.**

A. The district adopts the Mandt System evidence-based model for the purpose of training and safe implementation of seclusion and restraint.

B. A core group of classified and non-classified staff shall be certified consistent with the Mandt System for the safe and appropriate use of physical restraint. This core group of staff shall be recertified according to Mandt System’s standards.

1. The initial training for each staff member shall be completed in accordance with the model program.
 2. The ongoing training shall be completed in accordance with the model program.
- C. All staff shall receive training in the prevention of physical restraint and seclusion including skills training related to positive behavior supports, safe physical escort, conflict prevention, de-escalation, and conflict management. Professional development in this area will be ongoing.
- D. In addition to the ongoing training for all staff referred to above, all staff shall also annually receive information regarding the implementation of this policy, including information regarding the staff members assigned as core group of staff in paragraph B.

III. Seclusion and Restraint Procedures.

A. Restraint.

1. Non-emergency situations: only trained, certified staff pursuant to paragraph III.C above shall be permitted to utilize restraint as part of a planned behavior intervention.
2. Emergency situations: Any staff member may intervene for purpose of restoring safety in a bona fide emergency situation constituting an imminent risk to the health or safety of students, staff or others.
3. Durational guidelines: The following durational guidelines are to be followed when implementing a restraint:
 - a) the minimum amount of time necessary to de-escalate the conduct necessitating the restraint will always be used.
 - b) The duration of the initial restraint and any additional restraint needed thereafter to de-escalate the situation shall be that recommended by the evidence-based model referenced in II(A) above.
4. Administrative review: In the event that implementation of the restraint exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately be contacted and review the following elements to determine if and under what conditions the restraint may continue:

- a) the reason for the restraint, including the likely harm to the student or others;
- b) the type of restraint being used;
- c) the factors, if known, which precipitated the conduct necessitating restraint;
- d) other options available to eliminate the risk of harm or safety to student or others;
- e) the likelihood that continued restraint will prevent harm to the student or others.

5. Debriefing: After restraint has been implemented, the following debriefing procedures will be utilized:

- a) A conference will be held involving all staff present and/or involved with the restraint, as well as the responsible administrator. The debriefing will include:
 - 1) a discussion of the factors that precipitated the conduct necessitating the restraint;
 - 2) a review of all interventions and de-escalation techniques, procedures or efforts utilized in advance of the restraint;
 - 3) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;
 - 4) a review of training received by staff involved with the restraint procedure and a determination of whether such restraint was done in compliance with this policy;
 - 5) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for restraint.

6. Documentation: The completion of an incident report as referenced below is required for each restraint.

B. Seclusion

- 1. There are two regulated seclusion categories: Seclusion from the Learning Environment, or Isolation Room.
- 2. The use of a locked seclusion room is prohibited in all school facilities.

3. The use of an Isolation Room will be limited to locations specifically built and/or modified for that purpose, meeting all relevant health and safety codes and the Wyoming Department of Education Physical Space Requirements for Isolation Rooms.

4. School staff must be able to see and hear the student in seclusion at all times.

5. Students placed in seclusion must be permitted access to normal meals and personal hygiene opportunities. Meals and bathroom breaks may be separate and supervised if needed to ensure safety.

6. Seclusion from the Learning Environment: The following requirements apply:

a) Durational guidelines: These durational guidelines are to be followed when implementing a Seclusion from the Learning Environment. Seclusion should not be used any longer than necessary to allow a student to regain control of his/her behavior. Initial Seclusion from the Learning Environment and any additional exclusion shall be in accordance with the training and recommended durational guidelines from the evidence-based model referenced in II(A) above.

b) Use of a debriefing procedure and an incident report following the implementation of Seclusion from the Learning Environment is not required.

7. Isolation Room: The following requirements apply:

a) Durational guidelines: These durational guidelines are to be followed when implementing a seclusion from the Learning Environment. Seclusion should not be used any longer than necessary to allow a student to regain control of his/her behavior. Initial Seclusion from the Learning Environment and any additional exclusion shall be in accordance with the training and recommended durational guidelines from the evidence-based model referenced in II(A) above.

b) Debriefing: After a removal to an Isolation Room has been required, the following debriefing procedures will be utilized:

(i) A conference will be held involving all staff present and/or involved with the Isolation Room, as well as the responsible administrator. The debriefing will include:

- (A) a discussion of the factors that precipitated the conduct necessitating the Isolation Room;
- (B) a review of all interventions and de-escalation techniques, procedures or efforts utilized in advance of the Isolation Room;
- (C) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;
- (D) a review of training received by staff involved with the Isolation Room procedure and a determination of whether such Isolation Room was used in compliance with this policy;
- (E) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for the Isolation Room.

c) Administrative review: In the event that implementation of the Isolation Room exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately be contacted and shall review the following elements to determine if and under what conditions the Isolation Room may continue:

- (1) the reason for the restraint, including the likely harm to the student or others;
- (2) the type of restraint being used;
- (3) the factors, if known, which precipitated the conduct necessitating restraint;
- (4) other options available to eliminate the risk of harm or safety to student or others;
- (5) the likelihood that continued restraint will prevent harm to the student or others.

8. The use of appropriate disciplinary measures involving such things as after-school detentions or in-school suspensions and/or other disciplinary measures is not regulated by this policy and may continue in accordance with the approved district policies and procedures relating to such disciplinary measures.

C. **Documentation.** The completion of an incident report is required for each use of an Isolation Room as referenced below.

D. **Incident Report.** For each incident involving a need to implement a restraint or remove a student to an Isolation Room, a Physical Restraint Incident Report or Isolation Room Incident Report will be filled out. The Physical Restraint Incident Report is attached as Exhibit JLJ-E(1) and the Isolation Room Incident Report is attached as Exhibit JLJ-E(2).

E. **Parent Notification.** Parents shall be notified of each use of regulated seclusion or restraint procedure according to the following schedule:

1. An attempt shall be made to contact the parent by phone as soon as reasonably possible after the event.
2. Written notification of the regulated procedure should be sent to the parent within twenty-four (24) hours of the regulated procedure unless the parent and school have agreed to an alternative time frame.

IV. **Enforcement Procedures**

A. **Complaint Process:** The following process for the receipt of complaints from any individual or entity regarding the use of restraint or seclusion shall be utilized:

1. Parent shall be directed to provide written notice of their complaint, specifically including the following:
 - a) the conduct complained of;
 - b) a statement as to whether or not they felt the conduct violates this seclusion and restraint policy and, if so, how;
 - c) a statement of other options or alternatives that the complainant believes should have been utilized in lieu of the restraint or seclusion procedure used; and
 - d) a statement as to the remedial action being requested.
2. Subsequent to receipt of the written complaint, the investigation process shall be initiated. The investigation process shall include the following requirements:
 - a) the responsibility administrator (principal or special education director) or his/her administrator designee shall immediately conduct an investigation, including meeting with the complainant and with all staff involved separately, interview witnesses, gather information regarding the event being complained of. The administrator in his/her discretion may elect to have a meeting

involving the complainant and the staff who are being complained about, after which the administrator shall make a written determination as to the complaint with a finding as to whether or not the seclusion and restraint policy was complied with, as well as recommendations for any subsequent action or changes involving the student impacted by the restraint or seclusion, as well as any remedial actions applicable to the staff involved. A copy of the decision shall be provided to both the complainant and the staff being complained about.

3. In the event the complainant is not satisfied with the decision of the responsible administrator, the complainant may appeal that determination to the superintendent of schools who, in his/her sole discretion, may elect to conduct an additional investigation or, alternatively, review the information provided by the complainant, the staff complained about, and the investigating administrator and either affirm, reverse or modify the decision. The determination of the superintendent shall be submitted in writing to the complainant, the staff complained about, and the original investigating administrator.
4. In the event the complainant is not satisfied with the decision of the superintendent, the complainant may appeal the decision to the board of trustees. The board of trustees shall review all information submitted to and reviewed by the original administrator and the reviewing superintendent. The board in its sole discretion may elect to receive verbal communication from the complainant, the staff complained about, or the building administrator. Should the board elect to receive input from the original investigating administrator or the superintendent, the board shall extend an equal opportunity to the complainant to present information. In the event the board elects to receive verbal information, such information shall be informally presented to the board. No formal contested case hearing will be initiated.
5. The board will, at the next regular board meeting following the first meeting at which the information is presented to the board, render a decision upon the complaint, which decision shall thereafter be submitted in writing to the complainant, the superintendent, the original investigating administrator, and the staff member(s) being complained about.

V. Publication of Policy

This policy shall be adopted in the regular course of policy adoption by the board and included with other policies within the district and maintained in the official policies of the district. All students and parents shall be given notice that the district has a seclusion and restraint policy and advised as to where such policy may be reviewed. District policies and regulations published on an official school website shall include a complete

copy of this seclusion and restraint policy and parents and students shall be notified as to how that website may be accessed or, alternatively, that the policy may be reviewed at the administration office of the district. Notification of the existence of this policy and where it may be reviewed shall be included in all student handbooks. In addition thereto, to the extent a behavioral intervention plan, IEP or other behavioral document applicable to any student incorporates the possibility of utilizing a restraint or seclusion procedure, the student and parent shall be given a copy of this policy for review.

STUDENT AWARDS, HONORS AND SCHOLARSHIPS

The Board wishes to encourage and applaud any students whose outstanding achievement in academics, sports or co-curricular activities earn student recognition both in and beyond the school district. The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity.

The Board authorizes the superintendent to review and approve, or reject, proposed trophies, prizes, scholarships, or other awards from non-school donors. In each case the superintendent should determine whether or not the proposed award or scholarship is consistent with the school's goals and objectives.

EMPLOYMENT OF STUDENTS

With the approval of the high school principal, a senior student may be gainfully employed during and up to one-half of the school day provided:

1. A written request for the employment is made by the student's parents or guardian;
2. The student has a bona fide job offer and the work permit if one is required;
3. The student's work schedule covers a continuous block of time either in the morning or afternoon so the student will not be required to come to and from school more than once a day;
4. The work schedule will not interfere with the student meeting graduation requirements and will not require the school to make any adjustments in its regular daily class schedule. The student shall not ask or expect the teacher to spend extra instructional time to accommodate the student's desire or need to have part-time employment.

STUDENT GIFTS

Gifts to School Personnel

The acceptance of gifts or favors can, to some persons under some circumstances, place the person accepting such gift or favor in a situation where a return obligation might be indicated. Further, the tendering of gifts to teachers, principals or to other school personnel by pupils, might place an undue hardship on one group of individuals as opposed to another and thus create problems of embarrassment.

In accordance with the intent of this policy, gifts of an especially sentimental nature, of little or no monetary value, such as valentines made by pupils, cookies, and other tokens of this nature, should not be encouraged but may be accepted if they have not been solicited by an employee of the district.

It is therefore the policy of this district that the soliciting of money, gifts, or donations from any individual or group, such as classes, athletic groups, musical groups, etc., is prohibited, and the acceptance of money or donations from these individuals or groups by school employees is not permitted unless permission is granted by the superintendent.

Gifts to Students

Students shall not be presented with gifts or privileges which could be interpreted as endowing them with a special status by members of the staff of the district, other than privileges earned through competition or regularly established programs or through their own academic or other school achievements with the approval of the principal.

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Data in the cumulative record shall be factual and objective. The cumulative records shall be limited to identifying data, academic work completed, level of achievement, attendance data, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents and legal guardians of the student. Any other access will require a subpoena or the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission or consent required of and the rights accorded the parents of the student shall be accorded to the student.

District officials will forward transcripts and disciplinary records involving suspension or expulsion from the cumulative record upon the request of bona fide educational institution with whom the student intends or is instructed to enroll, parent, legal guardian, or the student if he has attained eighteen years of age or is attending an institution of post secondary education.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

REQUEST FOR DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

(Completed form to be retained, on file with student records, by appropriate school district administrator cooperating in this disclosure request).

Name of Organization or Agency Making Disclosure Request

Signature of Representative or Person Making Disclosure Request

Date of Report

Student Name

Description of Student Records for which Disclosure Request is Made

Statement of Relationship or Description of Legitimate Educational Interest of Person Making Disclosure Request:

AUTHORIZATION FOR DISCLOSURE

Permission is hereby granted to _____ to disclose the educational records of _____ (school official) (student name). I understand that the educational records will be examined by _____, and certify that I am fully authorized to grant permission for this disclosure. My relationship with the named student is: _____.

(Signature of Person Authorizing Disclosure) (Date)

RECORD/REPORT OF DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

Date of Disclosure

Statement of Examiner: "I certify that I have, this date, examined the educational records of _____ (name of student), and that I have been advised that the disclosure of the information to a third party, without prior consent, is prohibited."

(Signature of Examiner) (Date)

BIG HORN COUNTY SCHOOL DISTRICT #2
Notification of Rights under FERPA
For Elementary and Secondary Schools

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 education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day 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 arrangements 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 believes are inaccurate, misleading, or otherwise in violation of the 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 right to a hearing regarding 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 parent 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.

(4) 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 are:

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

Big Horn County School District #2 will make available to the public directory information pertaining to students at Big Horn County School District #2. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within fifteen (15) days from the date of this notice.

BIG HORN COUNTY SCHOOL DISTRICT #2

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (Aprotected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

- a. Protected information surveys of students;
- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policy/administrative regulation Code JRA, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

1. Student educational records and progress records will be maintained on established forms which have been adopted for district-wide use (cumulative folders, health records, history sheets, achievement test labels, attendance registers, etc.). Additional information reports such as observation notes, letters from parents, teacher comments, etc. will be placed in the educational records of students only upon the advice of the school principal or other school official who is responsible for the maintenance of student educational records.
2. The additional information reports, considered to be the property of the school district, shall be maintained in files other than student cumulative folders. This policy shall apply to lesson plan books, grade books, observation notes, evaluation comments, case study records, and other similar record forms developed by teachers, psychologists, therapists, social workers, and other similarly trained professional employed by the school district.
3. Achievement tests may be administered without prior parental permission and the results of those tests may become part of the student's educational records. In addition, other tests may be administered upon approval of parents or the appropriate school officials. Results of those additional tests may also be placed in the educational records of students.
4. In compliance with applicable governmental regulations, the record-keeping practices of the school district shall include the following:
 - a. Provision to annually inform parents of their rights regarding the educational records of students;
 - b. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records;

- c. Announcement of the location of student educational records and the responsible school district officials.
5. Disclosure of directory information will be made without prior or written parental permission. Directory information, for the purposes of the school district, may include: student name, address, telephone listing, electronic mail address, photograph, grade in school, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended. Any student or parent who objects to the disclosure of directory information should provide the school with a written objection prior to the start of school or within fifteen (15) days after notification of the school's intent to make public directory information, whichever is later.
6. Personally identifiable information, for the purposes of the school district, may include such information as: names of parents and other family members, health records, identifiers such as student or social security number, descriptions of personal or educational characteristics, test scores and other similar information. Personally identifiable information generally shall require written consent prior to disclosure.
7. Officials of the school district may disclose the educational records of students, without prior or written consent:
 - a. When parents or legal guardians seek to examine the records of their own children;
 - b. When parents request that records be transferred to schools or school districts in which the students seek or intend to enroll;
 - c. When requested by school officials from schools or school districts in which students seek or intend to enroll;
 - d. To officials and employees of the school district who have a legitimate educational interest in those records;
 - e. To eligible students (those who have reached 18 years of age or are attending a post-secondary educational institution) who seek to examine their own educational records;
 - f. To comply with a judicial order or lawfully issued subpoena, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order;
 - g. To appropriate organizations and governmental officials (as specified by the Family Educational Rights and Privacy Act, P. 99.31).

8. Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students. Records of disclosure will be maintained by the school district.
9. Unless it has received legal evidence to the contrary (legal instrument or court orders governing such matters as divorce, separation, or custody), the school district will presume that both parents of students have the legal authority to examine the educational records of their children.

RIGHTS OF PARENTS UNDER THE PROVISIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. Parents, legal guardians and eligible students under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of 45 days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.) it may presume that either parent has legal right of access to the records of students, and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored (costs of reproduction will be borne by the parent).
5. Parents, legal guardians, and eligible students who feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students may request that the records be amended.
6. If the school agrees with the request, the records will be amended and the parent will be advised, in writing, of the agreement.
7. If the education agency does not agree with the request for amendment, the parent must be advised of his right to a hearing. (Central administration instructions should be sought at this point, for the regulations governing hearings are lengthy, detailed and explicit).
8. If the hearing determines that an amendment will be made, the records are amended and the parent informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, the parent must be advised of his right to place a statement of disagreement in the educational record of the student. The disagreement statement must remain as part of the student record as long as the record is

maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

STUDENT RECORDS AND NON-CUSTODIAL PARENTS

The Board believes it is appropriate to afford noncustodial parents* the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to the records shall be in accordance with policy JRA. Upon request, noncustodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. These rights include but are not limited to:

1. Parents may initiate a written request to the building principal for the standard information listed below:
 - a. school calendar
 - b. grade reports
 - c. conference dates and times
 - d. progress reports
2. Parents may request and be granted a mutually agreeable conference arrangement in addition to that provided the custodial parent.

It shall be presumed that there is no legally binding instrument or court order preventing the full implementation of this policy unless a copy is provided to the appropriate school administrator for verification by the custodial parent or his/her representative.

* A noncustodial parent refers to the parent who does not have custody of the child, but does have the right to information about the child's education.

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL**

The parents of a student enrolled in Big County School District Number 2 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- * political affiliations or beliefs of the student or the student's parent;
- * mental or psychological problems of the student or the student's family;
- * sex behavior or attitudes;
- * illegal, antisocial, self-incriminating, or demeaning behaviors;
- * critical appraisals of other individuals with whom respondent has close family relationships;
- * legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- * religious practices, affiliations or beliefs of the student or the student's parents; and
- * income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Big Horn County School District Number 2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the

student. Such written request shall be delivered to the Principal's office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The school district may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy.

Each parent of a student at Big Horn County School District Number 2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

Code: JRAC-BH2-A

CONSTITUTIONALLY PROTECTED PRAYER

At no time shall a student or staff member be prevented or denied participation in constitutionally protected prayer in Big Horn County School District #2 schools.

IDENTIFICATION CARDS

To ensure the safety for all students and staff in Big Horn County School District #2, picture identification cards will be required of all students (as deemed appropriate by administration), teachers, staff and administrators. During working hours on scheduled school or professional development days, all employees and visitors will wear an identification badge. The identification badge will be visible at all times.

STUDENT FEES, FINES AND CHARGES

The school shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Costs of major projects in woods, crafts or industrial arts classes, when the items produced will be retained by the student, will be paid by the student. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost.

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage.

All credits, report cards, and grades will be upheld until proper settlement of fines, bills, or assessments is rendered.