

Rock River Longhorns

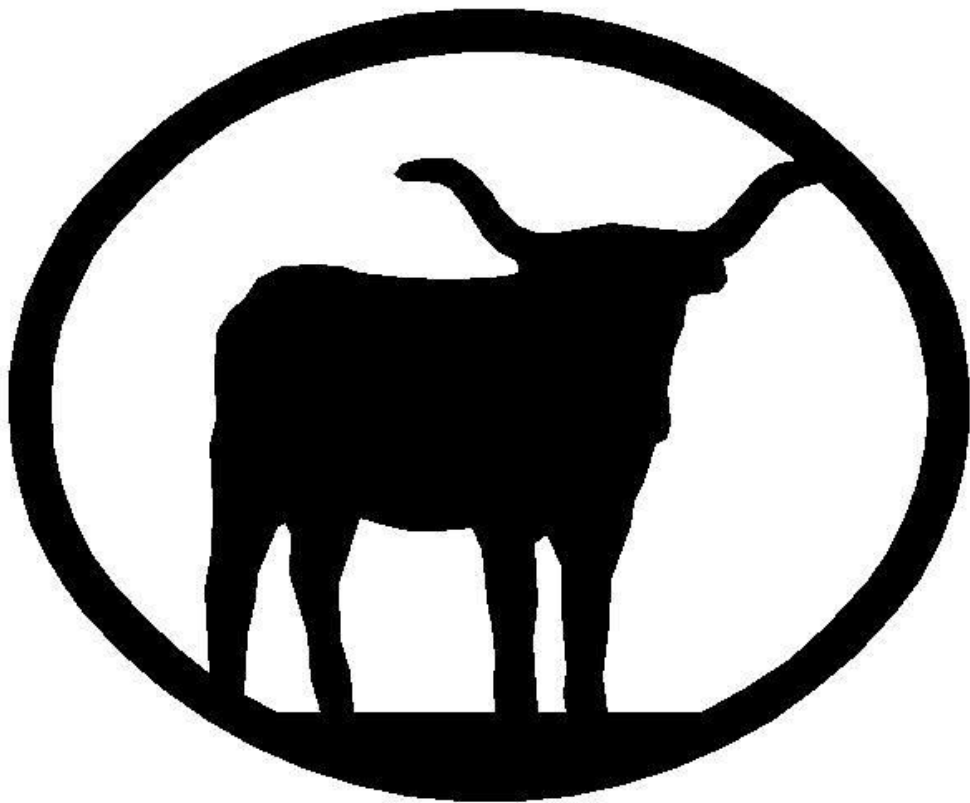


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WELCOME

Rock River School welcomes you to a unique experience in education. There are many opportunities to learn all around us and we encourage each of you to drink deeply from the river of learning that is available to you. Rock River School exists for you to have a place to explore and expand your learning experience. Your ability to learn is based on your own curiosity to experience new things and to deepen your understanding of the foundations and heritage of your own life. As well as to experience learning in the context of working with others. Success in school is directly related to the principles mentioned. Involve yourself in the activities of the school. You will find that your participation will become a rich and valuable experience that will help develop your ability to navigate the journey of this phase of your life. It will develop skills and talents to navigate the rapids and falls you will encounter.

Every landmark along the “River” will provide some anticipation of some new experience or adventure. The teacher provides the canoe for you to ride in, but you are in control of the paddles. The direction you take is entirely up to you. We encourage you to make this educational experience an adventure that will impact your life in a positive way. The more you use the paddles, the easier it will become for you to experience learning in a way you have maybe not realized. Come, Take the journey with us!

Wade Fiscus – Principal

MISSION STATEMENT

The mission statement for **RRS** is:

“ROCK SOLID EDUCATION”

It is the expectation that every individual that is a part of this school will work to uphold that mission as their own. The mission statement is a way for each student to focus on the importance of their education. It is the responsibility of each student to make decisions that will be the most beneficial for their education. The principles in this handbook are designed for each student to know the expectations of administrators and staff members. The handbook also provides each student with the knowledge to make good choices. Good choices yield good consequences. Although, some parts of this handbook will outline negative consequences for poor choices, the purpose of this handbook is to educate each student and parent, so negative consequences are not a part of the educational experience here at Rock River School for all students.

VISION STATEMENT

By definition “ROCK SOLID EDUCATION” is reflected in our vision statement. Everyday our administrator and staff are committed to;

“providing quality, holistic instruction that meets the needs, interests, goals and abilities of each student.”

As a student, you also have the responsibility of preparing yourself each day for class. Your teachers will be better able to meet your needs as a student when you are engaged in your education. Following the guidelines in this handbook will give you the tools to be successful as a student at Rock River and prepare you for what comes after this stage of your life.

ROCK RIVER SCHOOL SONG

When those Rock River Longhorns fall in line. You know we'll sock it to them every time. We're gonna yell and yell and yell and yell, oh, for the R-O-C-K-R-I-V-E-R.
We're gonna fight, fight, fight for victory. We're gonna circle round and hit them hard. We're gonna roll our opponents on the floor, out the door, fight, fight, fight.

SCHOOL COLORS

Royal Blue and White

SCHOOL MASCOT

Longhorns

ACTIVITIES, ATHLETICS & CLUBS

There are several activities, athletics and clubs available at Rock River. Students have the unique opportunity to participate in these activities without exclusion. There is plenty of evidence to confirm that when students are active in participating in these opportunities, they are more likely to succeed in school. We encourage every student to participate in some way in the activities provided. Activities at Rock River consist of athletics; volleyball, cross country, boys and girls basketball and track; student council, FFA and music; and clubs, Fellowship of Christian Athletes and Home Ec. Club. Participation in these activities may be governed by the eligibility rules of the school. Those activities that are governed by the WHSAA and eligibility rules are volleyball, football, basketball, track, FFA and student council. (See Activity Handbook)

Four Day Week Schedule

Beginning this 2017-2018 school year, Rock River School will operate on a four-day week schedule. We believe that there will be many benefits to this schedule. It will be a new experience for most of the staff and the students. The changes to our schedule are not significant, but they will be noticeable. Our intent with this schedule change is to optimize our time at school and to relieve some of the burden of the five-day grind. Students will have the option of utilizing Fridays to get caught up if they are behind in classes. They are also able to participate in activities without missing school to do so. Attendance in class is the single highest indicator of student success in the classroom. Our priority as a staff is to honor this principle as we go throughout the school year. We need your support as students and parents to make this a reality.

This handbook edition is in direct response to the structural change in our schedule. There are new policies that are being implemented this year that support this change at Rock River. We as a staff invite you to make sure you are aware of these policies. Rock River Staff firmly believe in the concept of community. We are aligned in our efforts to promote and maintain this value in our school. "Cowboy Ethics" is a program that we are committed to teaching all students. Working in a society requires a common understanding of the norms for behavior and achievement. We hope that you will see this handbook as a guide to make sure these ideals of community and achievement are protected. This handbook is intended to be more of what you should do rather than a guide for what you can't do. Rules and consequences are designed for the safety and achievement of all students. They are designed to be misery prevention rather than restrictions. Your success in school is founded on the attitude that Rock River has something to offer you academically and in your extracurricular activities. Let's promote the spirit of achievement in all we do!! Hook 'em Horns!!

Notice of Non-Discrimination

Albany County School District shall not discriminate in any manner because of race, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, or age in its programs and activities.

Inquiries relating to compliance with this policy may be addressed to:

Scott James or
Title IX Coordinator
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
sjames@acsd1.org

Debbie Fisher
Section 504 Coordinator
(relating to discrimination based on disability)
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
dfisher@acsd1.org

Office of Civil Rights
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
(303) 844-5695
OCR.Denver@ed.gov

Individuals with concerns or questions regarding discrimination in the provision of employment are advised to contact Taimi Kuiva, Director for Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

In addition, individuals with concerns regarding equitable access should contact Taimi Kuiva, Director of Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

DAILY SCHEDULE

Rock River Jr./Sr. High School

Advisory)	7:45- 7:55	10 min
Period 1)	7:59- 8:51	52 min
Period 2)	8:55-9:47	52 min
I & E)	9:51-10:25	34 min
Period 3)	10:29-11:21	52 min
Period 4)	11:25-12:17	52 min
Lunch	12:17-12:47	30 min
Period 5)	12:51-1:43	52 min
Period 6)	1:47-2:39	52 min
Period 7)	2:43-3:35	52 min

ATTENDANCE

Attendance at school is vital to your education. It is expected that you be in class to receive the full benefit of the instruction and feedback you receive from instructors. It is necessary to emphasize the four-day week calendar for Rock River School is 152 days. We encourage parents to make appointments on Fridays as much as possible. Scheduling appointments or taking kids out of school during the week decreases our ability to instruct students appropriately. Students, who are absent, will need to wisely determine the importance of missing school. Students and parents must be aware that excused absences and unexcused absences have the same effect in the learning process. It is difficult to educate our students when they are not here. There are defined by state statute two different types of absences; excused and unexcused. Excused absences may include; school sponsored activities, medical reasons, i.e. illness and surgeries, family emergencies or absences that have been approved by the administration. Unexcused absences means the absence of any child required by the article [W.S. 21-4-10] to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child. [ACSD #1 BOE Section 4 #4006]

Procedure

Parents must notify the school of their child's absence the day of their absence. The school will notify the parent after 8:30 am of their student's absence by phone or electronic message to ensure that parents are aware of the student absence. Attendance will be recorded in PowerSchool for the student and the parent to be able to track attendance. Questions about a student's attendance should be directed to the administration. Students who are tardy must report to the main office to receive an admittance slip. If the student is more than 20 minutes late it will be considered an absence for that period.

Check Out Procedure

Rock River School is a closed campus school. Students may leave only with parent permission. These absences may be determined to be excused or unexcused. Students must check out with the office when they leave for any reason, and they must check in when they return to school the same day. If arrangements have been made by a parent/guardian in advance, a student may be dismissed during his/her lunch period to go off campus with the parent/guardian. At no time are students allowed to leave school with anyone other than parents or legal guardians without parental permission.

Make up work for absences

We encourage all students to make up all work missed due to absences. It is expected that make up work is completed in a timely manner following the absence. If the assignment is given on the day of the absence the student has one day to complete the assignment upon their return. If the student received the assignment

before the absence, it is reasonable to expect that the assignment should be completed the day of the student's return. Deadlines for makeup work will be established by the classroom teacher.

Rock River Attendance Policy

Attendance at Rock River school is a highly valued characteristic. The attendance policy will be as follows: ***School sponsored absences are not included in the total accumulation of absences. Absences will include both excused and unexcused absences.***

1. The parent or guardian, whose student has accumulated 2 absences in a class will receive a notice, either by phone, electronic means, or hard copy of their current attendance.
2. The parent or guardian will be notified a second time when the student has accumulated their third absence.
3. The parent or guardian will be notified formally a 3rd time on the 5th absence of the student's attendance history.
4. On the 7th absence an electronic or hard copy notice will be sent to inform the parent and the student that every absence after the 7th, will need to be made up. Make up for absences will be determined by the building administrator. An Attendance Contract may be enforced.
5. Upon accumulating 10 absences the student must petition for credit before the attendance committee. The attendance committee will consist of the administrator, the classroom teacher and the school counselor. No petition can be made for a class in which the student is failing. Petitioning for credit will require documentation from doctors and or other specialists to assist in making a good decision. An attendance contract will be enforced.

Extracurricular Activities and Dances

Students are to be in attendance the day of the activity or contest. Students who are not in attendance the day of the contest will not be allowed to participate unless the administrator has approved the absence. Approval of absences the day of the contest must be prior to the absence.

Tardy Policy

A tardy, (T or N) is considered not excused when the student arrives to class late without a signed excuse from school personnel. The following Tardy Consequences are based on tardies per class. Please note, at the end of each Semester, students start at zero.

PowerSchool Tardy Codes:

T = Showed up within 10 minutes of attendance bell

N = Showed up 10 minutes or later after the attendance bell

Tardy Consequences:

1st – 2nd unexcused tardy – warning issued by teacher, teacher and student conference

3rd unexcused tardy – warning issued by teacher; parent contacted by teacher

4th unexcused tardy – teacher referral to administrator; letter sent home via mail by administrator

5th – 6th unexcused tardy – teacher referral to administrator; one (1) lunch detention/after-school detention assigned for each tardy (i.e. one for the 4th, one for the 5th and one for the 6th); parent notified by administrator

7th – 9th unexcused tardy – teacher referral to administrator; two (2) after-school detentions assigned for each tardy (i.e. two for the 7th, two for the 8th, two for the 9th); meeting with administrator, student and parent on 7th tardy; parent notified by administrator

10th unexcused tardy – teacher referral to administrator; parent notified by administrator; meeting with counselor, teacher, student, and parent. 1 day ISS will be assigned for 10th tardy and each tardy after 10. Student may be assigned OSS if admin team determines it is chronic or excessive.

UNEXCUSED ABSENCES:

An absence is considered unexcused or truant when the student intentionally and deliberately failed to report to an assigned class or classes without reasonable cause. (The absences listed below are per class periods.) 10% of semester = 8 class periods

PowerSchool Unexcused Absence Codes:

U = Unexcused Absence of student under the age of sixteen

X = Unexcused Absence of student over the age of sixteen

Unexcused Absences:

1st and 2nd Class U,X - Attendance clerk will notify parent

3rd Class U,X – Administrator will meet with student and contact parent

4th Class U,X – Administrator will call parent and assign 1 ASD/2 LD; Attendance Plan/Contract developed

5th & 6th Class U,X – Administrator will call parent and assign 1 day ASD/2 LD for each absence

7th Class U,X - Administrator will call parent; Administrator, Parent, Teacher, Counselor and Student Meeting and assign 1 days ISS

8th & beyond Class U,X – Administrator will call parent; referral to SBIT to determine if schedule/school plan is appropriate; OSS will be assigned progressively; Referral may be made for truancy (age dependent); Student may be removed from class.

PROCESS FOR TRUANCY INTERVENTION

The process for intervention outlined here is the minimum action required on behalf of the School District in order for the case to be considered for criminal prosecution by the Albany County and Prosecuting Attorney's Office. School Officials will contact parents/guardians and eligible students to check on the status of eligible students who are absent from school or any period of school as soon as possible. School Officials will investigate causes of the student's absence and attempt to address the cause(s) appropriately. An eligible student may be missing school due to significant circumstances. Some circumstances which should be given special attention include but are not limited to: *Social issues and bullying, Bullying, Conflicts with teachers, Difficulties with classes, Health Issues, Habitual sickness, Undiagnosed disability, Family issues, Family member with illness or disability, Homelessness, Severe poverty*

The District Attendance Officer may determine that the absences should not be counted as towards the total unexcused absences for the academic year.

Up to three (3) absences: If an eligible student has accumulated one (1) to two (2) unexcused absences in an academic year, the School Officials will contact parents/guardians, investigate the cause of the absences, and take steps to address these causes. *Also, School Officials shall send or hand deliver the first truancy notification letter to parent/guardian.*

Three (3) to Four (4) absences: If an eligible student has accumulated three (3) to four (4) unexcused absences in a single academic year. School Officials will arrange to meet with the parent/guardian and student. During this meeting, the School Official will discuss and formulate an action plan with the parent/guardian and student. School Officials shall send or hand deliver a Second notification letter to parent/guardian at the meeting and send a copy to District Attendance Officer. The School Official will send a follow up letter and/or email to the parent/guardian summarizing the action plan agreed upon at the meeting. In this letter/email, the School Official will invite the parent/guardian to arrange a second meeting if there are disagreements about the established action plan. School Officials should work with parents/guardians to find the most convenient way to communicate, including but not limited to phone calls, email, texting, and mobile applications.

Five absences or more: If an eligible student has accumulated five (5) unexcused absences in a single academic year, the District Attendance Officer will send the third notification letter and inform the parent/guardian that they may be referred to an outside agency for admission into the Early Truancy Intervention Program. The District Attendance Officer will notify the outside agency to begin the School District's process of intervention if it has been decided the program would be appropriate for the eligible student. The outside agency will create an attendance plan which includes measurable outcomes, to be signed by the student and parent/guardian.

Failure to Comply with Attendance Plan: If the District Attendance Officer and servicing agency determines that an eligible student is not making progress with their attendance plan, then the District Attendance Officer, *in cooperation with the outside agency, will forward all documentation to the County Attorney. The District Attendance Officer will send a letter to the parent/guardian informing them that they have been referred to the Albany County and Prosecuting Attorney's Office for prosecution of the eligible student for truancy or prosecution of the parent/guardian for educational neglect.*

Proper Documentation of Truancy Intervention

To successfully prove a case in court, School Officials, District Attendance Officer, School Resource Officer, and outside agencies must document every action undertaken in a potential truancy case. Therefore, the school shall maintain the following information for eligible students: Attendance records. Log of phone calls to and from parents/guardians pertaining to attendance. Copies of any electronic communication between school officials and parents/guardians. All documentation including letters sent by school officials to parents/guardians. All contacts with the parent/guardian and/or child, school officials, medical personnel, or any other individuals with knowledge of the truant. The person involved in said contacts with eligible student. The time, date, and location of said contacts. A summary of what was said or done during the contacts. Medical documentation or any other document provided that may support an

absence. A copy of all documentation received from contacts. A copy of any attendance plans created by outside agency.

Monitoring progress

After the eligible student has entered the Early Truancy Intervention Program, the outside agency will send the Attendance Plan to the student's school so that School Officials can monitor compliance with the Attendance Plan. The District Attendance Officer and the outside agency will meet monthly to discuss cases in Early Truancy Intervention Program. After an eligible student completes the Early Truancy Intervention Program, School Officials will continue to monitor attendance and send quarterly reports to District Attendance Officer for the remainder of the academic year. These reports should at least include the following: School attendance record, Whether the student is passing school, Whether the student is on track for graduation, Any arrests or contacts with law enforcement.

Initiating Legal Intervention

If at any point the District Attendance Officer requests to pursue court action instead of the process as outlined in the Process of Intervention for Truancy, they will contact the Albany County and Prosecuting Attorney's Office. A determination will be made at a meeting between the Prosecutor Liaison and the District Attendance Officer as to whether any further investigation or information is necessary and whether court action should ultimately be taken against the eligible student for truancy or the parent/guardian for educational neglect. The Prosecutor's Office will file the petition on behalf of the School District in any formal juvenile court matter.

Note – Modifications may be made in the above procedures for students covered by compulsory attendance laws. SRO's are not to be involved in truancy issues unless directed by the district attendance officer and/or the County Attorney.

General Information

Accidents

Students must report **any** accident that they have at school to their teacher. The teacher will send the student to the office for evaluation and referral as needed. The teacher will fill out an **Accident Injury Report** and give it to the office. The office will finish the report with their findings and give it to the principal. If students get hurt when there is not a teacher available, they should go directly to the office for evaluation. The office will fill out the **Accident Injury Report**.

Accident Insurance

The school district attempts to provide safe conditions in the schools in order to protect students from injury. The district, however, **does not** carry insurance to cover medical or hospital cost in case of accidents to students. If parents wish to do so they may secure student accident insurance, which is available. Contact the office for more information.

Bicycles

Students bringing bicycles to school are encouraged to provide a means by which the bicycle may be secured. (Padlocks, locking chain, etc.) Bicycles must be parked out of the traffic pattern of the front doors of the school. The school is not liable for damage or loss of bicycles left on school property.

Bus, transportation, student parking

Riding the bus to and from Rock River is a privilege. Students from Laramie are expected to ride the bus to and from school. Exceptions to this need to have parental permission and or notification to do otherwise.

The following circumstances require parental permission:

- a. Riding with another student in a private vehicle
- b. Release of students to other parties other than the student's legal guardian or parent.
- c. Staying in Rock River for activities other than after school programs, (i.e. tutoring)

Riding on the bus is an extension of the school day. Student behavior is subject to the rules of the transportation department, but will be handled according to Rock River School Discipline Record. Parents should be aware that students who choose to drive from Laramie to Rock River are liable for their safety. Viable transportation is provided by the school district, therefore students who drive to school are liable for their own safety. Student parking is provided in the student parking lot. Students are not to park in the street. Students driving to school must register their vehicle in the main office for safety reasons.

Bus, Activity

The state is requiring schools to minimize bussing and its greatest impact is on activity busses. It may be necessary for parents and students to arrange rides from Rock River to Laramie after home games during the week. Home games on the weekend will require parents and students to provide their own transportation to and from Rock River.

Cell Phones

Every teacher is required to develop guidelines about cell phone use in the classroom. These should be posted in the classroom and be included in class expectations.

Cheating/Plagiarism

Cheating and plagiarism have a negative impact on learning. Students are expected to produce their own work. Students who participate in cheating or plagiarism will be expected to rectify any and all work. Teachers may impose a consequence for these infractions that may require redoing the assignment or the teacher may give a zero for the project or assignment that cannot be made up.

Class Organizations and Meetings

Each grade level class in the secondary school will have a representative to attend student council meetings and to organize activities for the student body. Class meetings must be scheduled during lunch or after school. Class meetings during any other time during the day must be cleared by the administration.

Campus Occupancy

Students are not allowed on campus without supervision from a school employee before 7:30 am and after 3:33 pm. Students who are here after school must be in an activity or in after school tutoring or supervised by a school employee. Students who are staying for after school activities must have a confirmation from their parents to stay with a school employee that has confirmed their sponsorship. Parents may be responsible for the transport of their children home after the activity. (There may not always be a bus.)

Dances

Dances at Rock River School are open to grades 7-12 unless specified. There must always be at least two adult sponsors one of which must be a staff member, teacher or administrator. The dance must be approved by the administrator at least two weeks in advance of the scheduled event. Dances are for Rock River students, but students from other schools may attend by **prior approval** from the administrator. Students who wish to bring a guest from another school must have the guest approval form from the office filled out and signed by the administrator. School sponsored dances are governed by school policies. Students that misuse alcohol, drugs or tobacco will be referred to law enforcement and asked to leave the dance and parents will be contacted. Any students leaving the dance will not be permitted to reenter. Students who abuse controlled substances at any Rock River dance will not be allowed to attend any dances for the rest of the school year.

Discipline Code

The Discipline Code will be in effect during school hours, on school district property, and at all school district sponsored functions and activities.

The **Due Process** procedure used is as follows:

1. The student will be informed of the charges against him/her.
2. The evidence against the student will be explained to him/her.
3. The student will be given an opportunity to explain the situation and/or his/her behavior.

Discipline Procedure

Rock River School is committed to providing a safe and secure learning environment for all stakeholders. We are committed to promoting good behavior and students are expected to govern themselves accordingly in class and in the halls. Behavior at school sponsored activities is equally important. We encourage parents to support us in encouraging students to behave appropriately. The following general procedures will be followed at Rock River School: (See Behavioral Flowchart and Discipline Matrix in the Appendix)

1. Students who need redirection will be asked to be in compliance with the expected behaviors of the classroom, hallways and at activities. Immediate compliance is expected.
2. Students who do not respond to the redirection or who are multiple offenders will be subject to correction, which will include parental contact, and possibly, detention, parent conference, or appropriate

consequence, such as cleaning up a mess they created. Consequences may vary based on the offense and the frequency of the behavior.

3. Students who do not respond to the correction will then be referred to the administrator. Minimum consequence is a conference with student, parent, teacher (if necessary) and administrator. The conference will determine the initial consequence and a plan of action to eliminate the behavior. Severity and duration of the consequence will be determined by the above mentioned discipline team. Consequences will include reflection essays and restorative practices to teach students more appropriate behavior at school.

4. Students who either do not respond to step three, will be subject to consequences that may be more punitive in nature. Administrative responses to these students will be more intense in the interventions imposed upon the student. Parental contact will be notified throughout the process. Also, students who violate matters of the law as defined above will start at this level and may be subject to in-school suspension, out-of-school suspension and or ACES. (See Discipline Record in the Appendix).

Please refer to Albany County School District policy on the district website, www.acsd1.org concerning discipline or contact the administrator at Rock River School.

MAJOR INCIDENTS – DEFINITIONS

Illicit Drug Related:

Drug-related incidents are incidents involving possession or use of substances that include tobacco or illicit drugs (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug related incidents will include the following:

- Possession or use of marijuana, hashish, or other cannabinoids on school grounds.
- Other illicit drugs possession or use on school grounds.
- Being under the influence of marijuana or illicit drugs on school grounds.
- Tobacco possession or use on school grounds.
- Inappropriate use of medication on school grounds.
- Trafficking or possession for sale of marijuana or other illicit drugs on school grounds.

Alcohol Related

Alcohol –related incidents are incidents where students:

- Possessed or used alcohol on school grounds.
- Were under the influence of alcohol on school grounds.

Weapons Possession

Weapons possession is the possession of one of the following items:

- Handgun
- Shotgun or Rifle
- Other type of firearm (e.g., devices designed to expel a projectile, grenade, explosive).
- Knife
- Other sharp object (e.g., razor blade, ice pick, Chinese star).
- Other object (chain, brass knuckle, Billy club, stun gun)
- Substance used as a weapon (mace, tear gas)

Violent Incident

Violent incidents may include, but are not limited to, the following:

- Battery (physical attack or harm): Examples include striking that causes bleeding, broken nose, and kicking a student while he or she is down.
- Fighting (mutual altercation): Mutual participation in an incident involving physical violence where there is no major injury.
- Harassment, nonsexual (physical, verbal, or psychological): Repeatedly annoying or attacking a student or group of students or other personnel that creates and intimidating or hostile educational or work environment. Policy 4021 – Harassment, intimidation or bullying means any intentional gesture, and intentional electronic communication or any intentional written, verbal or physical act initiated, occurring 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 substantial interference with, the orderly operation of the schools; or
 3. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.
- Harassment, sexual (unwelcome sexual conduct): Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Policy 4020 – Sexual is unwelcome conduct of a sexual nature, such as unwelcome sexual, or sex or gender-based conduct that denies or limits a student’s ability to participate in or benefit from a school’s education program. Sexual harassment may include but is not limited to sexual advances, requests for sexual favors, sexual jokes, sexual graffiti or other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment can occur adult to student, student to adult, student to student, male to female, female to male, male to male, and female to female.
- Homicide (murder or manslaughter): Killing a human being.
- Physical altercation, minor (pushing, shoving): Confrontation, tussle, or physical aggression that does not result in injury.
- Robbery (taking things by force): Taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft is that the threat of physical harm or actual physical harm is involved in a robbery.
- School Threat (threat of destruction or harm): Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.
- Sexual battery (sexual assault): Includes rape, fondling, indecent liberties, child molestation. Policy 4020 - Sexual violence is a form of sexual harassment and refers to physical sexual acts against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including sexual assault, sexual battery, sexual abuse and sexual coercion.
- Threat/intimidation (causing fear of harm): Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack. (This category only includes verbal incidents that cause fear. It does not include insubordination, lack of respect, defiance of authority, etc.)

Physical Injury

Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

Other

Other reasons for disciplining a student related to drug or alcohol use, weapons possession, or violence.

The **Education Laws of Wyoming, Annotated** states in Section 21-4-306 that “the following shall be grounds for suspension or expulsion of a child from a public school during the school year:

- (i) Continued willful disobedience or open defiance of the school authority or school personnel;
- (ii) Willful destruction or defacing of school property;
- (iii) Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety, or morals of other pupil;
- (iv) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.”

Based on the above legal foundation, students are advised that:

- 1) If a student is a) willfully disobedient or openly defiant; b) willfully destroys or defaces school property; c) acts in a manner which is clearly detrimental to the education, welfare, safety, or morals of other pupils; d) tortures, torments, abuses, or maltreats another student with physical violence, that student may be suspended for ten (10) days and recommended for expulsion.
- 2) If, in the opinion of the administration, a student engages in the behaviors described in #1, but the administration does not believe the behavior warrants either ten (10) days suspension and/or possible expulsion, the student may be subjected to other less serious consequences as described in this handbook.
- 3) If a student engages in behavior, which is in violation of school rules but does not rise to the level required by state statute for suspension or expulsion, the student may be subjected to other less serious consequences as described in this handbook.
- 4) The disciplinary consequences described in this handbook provide student, faculty, and administrators with guidelines for the application of the disciplinary consequences. Alternative strategies including less severe consequences than listed may be utilized at the administrator’s discretion. The administrator also has the authority to impose more serious consequences than those listed under Minor/Major Discipline Procedures should the circumstances be deemed to warrant such action.

Discipline Matrix Minor Infractions

Infraction	1st Offense Minimums	2nd Offense Minimums	3rd Offense Minimums	4th Offense Board Action
Illicit Drug Related	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Alcohol	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Violence Incident	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated	Stipulated Agreement, Expulsion

			Agreement, Expulsion	
Physical Injury	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Other behavior Related to drugs, Alcohol, weapons, Violence (4th Moderate Infraction	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion

Discipline Matrix Moderate Infractions

Infraction	1st Offense Minimums	2nd Offense Minimums	3rd Offense Minimums	4th Offense Board Action
Illicit Drug Related	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Alcohol	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Violence Incident	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Physical Injury	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion

Other behavior Related to drugs, Alcohol, weapons, Violence (4th Moderate Infraction	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
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Discipline Matrix for Major infractions

Infraction	1st Offense Minimums	2nd Offense Minimums	3rd Offense Minimums	4th Offense Board Action
Illicit Drug Related	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Alcohol	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Violence Incident	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated	Stipulated Agreement, Expulsion

			Agreement, Expulsion	
Physical Injury	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Other behavior Related to drugs, Alcohol, weapons, Violence (4th Moderate Infraction	3 – 10 days ISS, OSS, ACES	5 – 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion

Dress and Appearance

Rock River School promotes a positive learning environment. It is important that students dress appropriately to promote a positive learning environment. It is not the intent of the school to dictate what students wear to school, but there are clothing choices that are not appropriate for school. Clothing should meet the requirements of the class activities and the extra-curricular activities of the school. Clothing that does not cover the body or undergarments sufficiently or creates safety concerns for students or promotes unhealthy lifestyles should not be worn. ([ACSD#1 BOE Section 4 #4016](#)):

Food and Drink

1. Food and drink may only be purchased before and after school and during lunchtime. Food and drink may be consumed in the cafeteria and lobby. Food & beverages may be allowed in the classroom at the teacher’s discretion.
2. Coffee and other beverages other than water are not allowed in the hallways or carpeted areas except during special occasions identified by the teachers or administration. Students who bring beverages other than water to school must drink it-in the cafeteria or lobby.

Fines

Fines may be assessed to students for lost combination locks, lost or damaged books damage to school property, vandalism, etc. **All students are expected to pay all their fines on or before the last day of school.** As outlined by the Wyoming Education Code: “No credit for a course which has been completed successfully shall be denied a student who has earned it, **provided such credit shall not be deemed earned until payment has been made for all indebtedness due to the school district.**” Thus, access to grades will not be allowed until the fines are paid. If you have questions, please call the school at 378-2271.

Field Trips

Students participating in a field trip must have a parent permission slip signed for the teacher or sponsor of the field trip. If the field trip is part of the student’s classroom grade, the student will be expected to attend. If the field trip is an extracurricular activity/field trip, the student must meet all requirements and expectations under the Athletic/Extracurricular Policy.

Grades and Grading

Teachers establish their own grading policies and classroom procedures. Students should make themselves aware of each teacher's grading policies. Grades are designed to reflect the student's understanding of the concepts to be mastered. Mastery of the concepts can be achieved when student's efforts to achieve "A" marks are matched with "A" effort. Rock River staff espouse the premise that all students can learn. The following is the grading scale for Rock River Jr./Sr. High School:

"A" = 90% and above

"B" = 80% - 89%

"C" = 70% - 79%

"D" = 60% - 69%

Courses in which a student's grade is below a 60% will not receive credit for the course. If the course is a required course for graduation the student will be required to retake the course or an equivalency of the course to meet graduation requirements.

The faculty at Rock River is dedicated to helping students achieve success in the school environment. Students that may be struggling with grades will be referred to the Multi-Tiered Systems of Support to provide them with interventions to assist them in their efforts to succeed. Students with teachers will develop appropriate interventions to help students succeed. Parental support in these strategies will be necessary to assist students in their progress. Interventions could include small groups, after school tutoring or other helps as appropriate for the student's needs. Studies show that when parents are involved in their student's academic progress, students perform better. The four-day week allows for us as a staff to really focus on student needs. It will require parents and students to commit to academic achievement with us. Students whose grades are below a 65% will automatically be placed in either after school tutoring or a lunch time small group assistance to help them. Students will be released from this intervention as soon as their grades are above 69%. Eligibility to participate in extracurricular activities is dependent on grades.

Grading, Cont.

See Activity Handbook. All tutoring or small group interventions for students with grades below a 65% take precedence over practice for athletics or other contests or practices for other activities.

- ❖ **Honor Roll** – Each semester students who achieve a 3.0 will be eligible for the honor roll.
- ❖ **Principal's Honor Roll** - Each semester students who achieve a 3.75 GPA will be eligible for this award.

Incomplete grades

The assignments for grades that have been designated as an incomplete on a report card must be made up within two weeks of the end of a grading period and the teacher must submit a grade change form within this time limit. If there are extenuating circumstances, the teacher may file an extension form with the office designating the date when the incomplete grade will be changed. With administrative approval, the extension can be granted for an additional few days.

Graduation Requirements

1. Eight semesters of attendance for graduates.

Attendance: Students are required to be in attendance for eight periods at RRS. Eight semesters of attendance, grade 9 through 12, are required for graduation for all graduates.

Alternatives to this procedure are limited to the following and must have administrative approval. Within the scope of the alternatives listed, no student will be allowed to take less than four classes and a study hall to receive credit for attendance. Exceptions to Board Policy as implemented in this procedure must be approved by the Board of Education.

- ✓ Work Release---Requires parent and employer written approval---seniors only.
- ✓ Returning seniors---The attendance requirement must have been met.
- ✓ Psychiatric/medical recommendation---Written recommendations will be included in student's file.
- ✓ Teenage mothers---Temporary basis only

- ✓ Students on Homebound Instruction---To be on homebound instruction a student must be confined to home or hospital and a doctor's written recommendation will be required.

2. Earn a minimum of 25 credits

3. Pass required courses with a D or better as follows:

a. **English** – 8 semesters of English must include: English 9, English 10, a literature course, a composition course, and *two additional English courses*. *Students who do not earn credit in English 9 and who never-the-less advance to the high school need to take a class with a significant writing component for each semester of English 9 for which no credit was earned.*

b. **Science** – Students must earn 3 credits to satisfy their Science requirement.

c. **Mathematics** – 3 credits of Math

Math courses are sequential and any math course, which is at a higher level than the one previously passed in the junior high, will meet this requirement. Underclassman are encouraged to complete Algebra I Geometry and Algebra II if there is any possibility that they will attend college.

d. **Social Studies** - 3 credits of Social Studies. Students must pass one year of a Civics/Social Studies elective, one year of U.S. History (of which a semester must be Cold War to the Present, and one year of additional Social Studies elective).

e. **Physical Education** -2 credits of P.E./Health including 9th and 10th grade P.E.C

f. **Vocational or Fine Arts Requirements** - Students must earn 1 credit to meet graduation requirements (One year of Vocational or Fine Arts or one semester in each subject area). Departments with courses meeting graduation requirements include: Any Vocation (V) or Fine Arts (FA) classes: Agriculture, Art, Auto, Business, Marketing, Family and Consumer Science, Health Occupations, Mechanical Drawing, Music – Instrumental or Vocal, Woodworking, and Welding.

Hathaway Scholarship

Students wishing to attend college in the state of Wyoming need to be aware of the scholarship opportunities that are available to them. Requirements for the Hathaway Scholarship are over and above the general requirements for graduation from Rock River High School. There are 4 tiers to the Hathaway

Hathaway Scholarship, Cont.

scholarship based on student performance in high school based on GPA and ACT scores. There is also a requirement for college preparatory classes (Success Curriculum) that students must meet as well as the GPA and ACT requirements. Students wishing to qualify for this scholarship should make sure the courses they are taking will qualify for the success curriculum and meet the requirements for the Hathaway scholarship. Please check with the counselor if you have questions about the Hathaway Scholarship.

The three tiers of the Hathaway are:

- **Honors** - Students must have at least a 3.5 GPA and have at least a 25 Composite ACT score. Students must also meet the requirements of the success Curriculum.
- **Performance** – Students must have a 3.0 GPA and a 21 Composite ACT score and meet the success curriculum requirements.
- **Opportunity** – Students must have a 2.5 GPA and a 19 Composite ACT score and meet the success curriculum requirements.
- **Provisional Opportunity** – Students must have a 2.5 GPA and a 17 Composite ACT score and meet high school graduation requirements.

The Success Curriculum is outlined as follows: (These courses are approved as filling requirements for the Hathaway Scholarship in relationship to Rock River High School's course offerings.)

English – Students must complete 4 credits of English

Mathematics – Students must complete 4 credits of mathematics, Algebra I, Geometry, and Algebra II and one elective mathematics credit.

Science – Students must complete 4 credits of science. 3 credits must be from this group; Biology, Biology II, Chemistry, Physics or Physical Science. The 4th credit may be any science elective.

Social Studies – Students must complete 3 credits of Social Studies

Foreign Language – Students must have two years of the same foreign language. At Rock River that can be fulfilled with Spanish.

To meet the success curriculum requirements for the Honors, Performance and Opportunity levels students must also complete the following required coursework:

Two Additional years of foreign language (does not have to be the same as the first two)

or

Two Years of Career or Technical Courses (Ag, Auto or Woods, Business or CAD for example)

or

Two Years of Fine or Performing Arts (such as Art, Music, etc.)

Rock River can meet the needs of any student wishing to qualify for the Hathaway Scholarship. Please see the counselor for more information.

Hall Pass

Students who are in the hallways during instructional time must have a hall pass or be accompanied by a staff member, teacher, or administrator. Students in the hall without a hall pass will be asked to return to their classroom. Non-compliance to the request will warrant a referral through the discipline code.

Home-bound Instruction

Any student enrolled at Rock River School who is injured or is ill and is required by his/her physician to be confined at home or in the hospital for more than five school days is upon written recommendation of the physician, eligible for the district's Homebound Instruction Program. Parents must contact the school to obtain a Homebound Application Form, which must be completed by the parent and physician and returned to the school for consideration by the Director of Special Services. Upon completion of the form and approved by the district officials, a homebound teacher will be assigned.

Inclement Weather/ School Closures / Early Release

School Closure: In the event of a serious storm, listen to our local radio stations for the announcement of school closure and make sure that you have enrolled on the district website for the school messenger. It is found towards the bottom of the home page. You will receive alerts directly to your phone that will inform you of school closures or late starts. Be aware there are days that I-80 is closed and WyDOT will also close highway 30 to keep the tractor trailers from accessing the road. They will give us clearance to travel the road based on the information they receive from their personnel, so that we can hold school. We make every effort to ensure student safety. The district utilizes a number of resources to determine a school closure. The decision to close schools comes from our superintendent, in cooperation with contacts throughout the county. Makeup days for school closures will be made up on the next convenient Friday.

Early Release - In case of inclement weather, the district and school will monitor road conditions and make transportation arrangements for students prior to road closures. Arrangements will be made to notify parents in case of early departures from school. Decisions for early release are also determined by the superintendent.

Internet Access

Albany County School District #1 is committed to providing the best education possible to each student. Access to the internet is a privilege to each student. To safeguard each student's experience with the internet the district guidelines for acceptable use is listed on the district website. It is located under Departments => technology => student guidelines. Students and guardians will sign the acceptable use agreement informing them of the policies set forth by the Albany County School Board on the infosnap. Students using the Internet at Rock River are required to read and submit their verification of accepting the conditions of the Internet agreement. Students who violate the acceptable use agreement will be subject to loss of privilege or other consequences as outlined in the discipline code.

Lockers

Each student will be provided with a locker to store personal belongings and school supplies for the day. Locks will also be provided to help secure belongings, etc. Students who share lockers with other students or who do not lock their lockers are responsible for anything stolen. It is advised that students leave valuable items at home or lock them in their lockers.

Lockers are the property of the school

Students are responsible for the condition of their lockers. Lockers that are defaced or damaged are subject to fines for repair and painting, as determined by the custodial staff or administrator.

Lockers may be searched at anytime, by the administration, to recover school property, or if there is reasonable suspicion the locker contains illegal substances and/or other banned items such as weapons. Discovery of such items will be handled according to the discipline record for Rock River School. Personal locks placed on school lockers may be forcibly removed to examine the locker and its contents if necessary.

Lost and Found

Text books and other school property found in the building will be returned to the department or program to which the items belong. Personal items are kept in a public place outside the main office. Students will have a reasonable opportunity to retrieve any lost items. After a reasonable time lost personal items may be donated to those in need.

Lunch supervision

Students must be in the cafeteria, the lobby, the gymnasium or the library during lunch. Rock River School promotes a positive environment for exercise and or study during this time. Some students may be asked to serve absentee makeup or other detention consequences during this time. A teacher will be designated to serve as supervisor for this type of consequence.

Medications

Parents have the ultimate responsibility for maintaining their child's health and well being. In certain circumstances; however, it will be necessary for the school to assist the parent in that responsibility through supervision of self-administration of medication within the school setting. When your child must have medication of any type, including over-the-counter medicine, during school hours, you have the following choices:

1. You may discuss with your doctor an alternative schedule of medication so it can be given outside of school hours.
2. You may come to school and give it to the child at the appropriate time.
3. You may get a medication form from the school and have your physician fill out and sign the form and then return it to school with the medication. Forms for over-the-counter medications need only be signed by the parents, but all medications must be approved by the principal and/or school nurse prior to the student being allowed to self-administer the medication.

Each medicine to be self-administered by the student shall only occur under the supervision of designated school personnel. Designated district personnel may include school nurse, school secretaries, school monitors, teachers, substitute teachers, and the principal.

Neither the District, nor any of its personnel, shall be responsible for medication self-administered by a student or administered by the parent or legal guardian without supervision by district staff. Likewise, the district and its personnel will not be responsible for the drug itself. Supervising personnel will only ensure that medication is taken in specified dosages at specified times.

The "Request for Supervision of Self-Administration of Medication at School" form must be completed and maintained on file with the school office prior to students being allowed to take any medication.

Medication, which is to be student-administered under the supervision of school personnel, will be in its original pharmaceutical container. If not in the original container, it shall not be taken. Medications must remain in the designated secured area of the school (school office or nursing office). **Students are not permitted to keep their medicine while at school.**

EXCEPTION: Inhalers may be carried by a student if the "EXCEPTION" has been signed on the "Request for Supervision of Self-Administration of Medication" form by the parent/legal guardian and the physician and is on file in the school nurse's office. A record shall be maintained of each time the medication is taken, including the child's name, medication name and dosage, time, date, and signature if the person who supervised the self-administration. In fairness to those supervising the self-administration of medications and for the safety of your child, this policy must be followed strictly. The only way medication

can be taken at school is with the school medication form filled out and signed by the parents/legal guardian and/or physician, and the medication supplied to the proper school personnel in the proper container.

Progress reports / Report cards

Students and parents have access to progress reports at any time. Login information is available at the main office. We encourage students and parents to access this resource often to monitor student progress. Final grades are only given at the end of the semester when credit is given. Hard copy reports will be sent out after each semester. Reports may be withheld because of outstanding fines.

PROMOTION STANDARDS 7 - 8 GRADES

Students who are in Grade 7 and 8 shall be promoted to the next grade when they have met, or exceeded the following grade standards for a year's work. The yearly grade will be the average of both semester grades.

1. The student shall have passed three of the four academic areas of English, Social Studies, Math and Science.
2. The student shall have passed two of the three remaining courses of Vocational Survey, Art/Music, and P.E.

Public Displays of Affection

It is inappropriate for couples to display physical affection between each other beyond that of holding hands in the school environment. To promote a positive learning environment other forms of public affection are distracting to that environment. Students should comply with the 1st request to cease public displays of affection. Students who are asked repeatedly will be subject to the discipline record.

Safe Schools

Procedures for ensuring a safe environment at Rock River School is outlined in district policy for identifying bullying, sexual harassment and other practices that may create a hostile environment for students. Rock River staff members are trained in providing proper supervision and support for students that may experience one or more of the above named circumstances. Reporting possible violations of bullying and/ or sexual harassment is first in the process. Without this step, it is difficult to assess the rest of the allegation. Students or parents must report the incident as quickly as possible. The administrator will follow the protocol as outlined in school board policy to determine whether there is bullying or not. The same procedure is followed for sexual harassment.

Scheduling classes

It is the intent of Rock River School to provide a well-rounded education. The programs that are offered at Rock River provide for a wide variety of interests. Rock River however has limited options to accommodate every individual request. To be able to maintain programs students should look for options to meet their needs as closely as possible within the framework of the master schedule. Exceptions to courses outside of the master schedule will not generally be accepted. Circumstances for alternative schedules will only be granted under the criteria determined by the administrator. When scheduling classes students will be required to meet with the counselor or administrator to request schedule changes. Changes of classes must occur within the first two school days of the semester. Exceptions to the master schedule may include any of the following:

- **Dual enrollment** – Students wishing to take dual enrollment classes must have at least a 3.00 GPA and meet the ACT requirement for the course. Dual enrollment courses are courses where the student may earn both high school credit and college credit simultaneously. They are typically online courses and require a great deal of personal motivation to be successful. Administrative approval is also necessary.
- **Online High School Courses** – Students who have exhausted all the possibilities for electives may request the opportunity to take an online course to avoid repeating a class and not receiving credit. Students must be on track for graduation, have a 3.0 GPA. Exceptions will be based on teacher and administrator approval. Students requesting an online course for credit recovery of graduation requirements may take the online course at their own expense. Students requesting an online course in lieu of a graduation requirement may be granted permission at the expense of the student. All course requests outside the master schedule must be reviewed by the counselor and the administrator to determine the appropriateness of the course. All online or independent study

course must either be a direct match with career interests or tied to graduation progress or college preparation. Administrator may deny the request because behavior violations or other circumstances.

- **Teachers' Aides** – Requests for teacher aides will only be considered by the administrator. Only seniors will be considered as possible teacher aides. Students must have documented interest in the teaching profession (as documented with the school counselor) , a 3.00 GPA and approval from the administrator and cooperating teacher. (There are FERPA laws that restrict this option)
- **Study Hall** – Study hall is usually assigned to students by the administrator and/or teacher. This is only for a documented individualized learning plan.

SEXUAL HARASSMENT AND DISCRIMINATION OF STUDENTS

ALBANY COUNTY SCHOOL DISTRICT #1 DOES NOT CONDONE NOR TOLERATE SEXUAL HARASSMENT OR DISCRIMINATION BY EMPLOYEES, STUDENTS, OR NON-EMPLOYEES. ANY EMPLOYEE OR STUDENT WHO ENGAGES IN SEXUAL HARASSMENT WILL BE INVESTIGATED IN A MANNER, WHICH PROTECTS THE COMPLAINANT AND MAINTAINS CONFIDENTIALITY TO THE GREATEST EXTENT POSSIBLE. The district's complete policy can be accessed on the district's website at www.acsd1.org.

- a. Any student who is subjected to sexual harassment should report the incident immediately to the principal of the school, a teacher, school counselor, or any staff member. If the complaint is made to a staff member, the staff member should report it to the principal, Director of Personnel, or Superintendent of Schools. All complaints of sexual harassment will be investigated in a manner, which protects the complainant and maintains the student's confidentiality to the greatest extent possible.
- b. The principal, the Director of Personnel, or Superintendent of Schools will investigate the complaint and recommend immediate and appropriate corrective action be taken. Information about the investigation and the results will be shared with the complainant. A report will be filed with the Superintendent of Schools summarizing the complaint and the action taken.

Students – 18 Years Old

Students who turn 18 years of age become the guardian of their school records. Parents/guardians must have a release form from their student to have access to student records after the student turns 18.

Eighteen-year-old students must have an "Age of Majority" form on file in the office to be allowed to excuse themselves for absences. Students are only allowed to excuse themselves four (4) times a semester. After that you need a medical excuse from the doctor or a written excuse from a parent/guardian.

Transfer to other schools

Students who move during the school year should tell the Office at least two weeks before they leave. They will receive a check out sheet to be signed by all their teachers and receive a grade in each class. They must make sure that all books, fees/fines, and school materials are returned and paid in full.

VALEDICTORIAN, SALUTATORIAN

Only those students earning a cumulative grade point average of 3.0 or above may be considered for the positions of class valedictorian and salutatorian. If only one student in the graduating class has a GPA above a 3.0, they will be valedictorian and salutatorian, respective of their ranking. If three or more students have GPA's above 3.0, the top two students will be valedictorian and salutatorian. If the top two students have the same GPA the student with the highest ACT score will be valedictorian. If no student in the graduating class has a GPA of 3.0 or above, no valedictorian or salutatorian will be named. Rather, the senior class, with the class sponsor and principal's approval, will elect a student to give a senior address. The senior address speech will have to be approved by the principal two weeks prior to graduation. The selection of the Valedictorian and Salutatorian shall be based on a core curriculum and all elective class enrollments, the cumulative GPA, and ACT scores. A student must be in attendance at PHS for a minimum of two semesters.

Additional Requirements:

To be considered for the Valedictorian or Salutatorian award, a student must have taken the following core curriculum classes:

ENGLISH: Four units are required (of which at least three units are to have a substantial writing component.)

MATHEMATICS: Four units are required to include minimum course selections at a level no lower than Algebra I, Algebra II, and Geometry.

SCIENCE: Four units are required, one of which must be a lab science.

CULTURAL CONTEXT ELECTIVES: Three units are required to be drawn from Social or Behavioral Sciences, Visual or Performing Arts, Foreign Language, or Career Vocational.

The Valedictorian and Salutatorian will be selected based on the following criteria:

1. Students must be enrolled at Rock River High School for two entire semesters to be considered for Valedictorian or Salutatorian.
2. Selections will be made 2 weeks prior to graduation based on all completed coursework and final grades.
3. Selection of Valedictorian/Salutatorian uses a formula that gives 40% weight to ACT scores and 60 % to cumulative GPA's.
4. The formula is as follows:
 - a. $(\text{Unweighted GPA} \times 10)(0.6) + (\text{Highest ACT Score})(0.4)$
 - b. 0.5 for each semester of AP courses completed with a C or higher

An example is provided below:

John is in his final semester of school at RRHS. 2 Weeks prior to graduation, John has a 4.0, his highest ACT score is a 30 and he has completed 5 semesters of AP courses.

Standardizing GPA					
Step 1	Standardizing GPA score for use in calculation below	4.0 x 10			40
Score Calculation					
	Factor	Score	Weighting	Calculation	Score
Step 2	GPA	40	60%	40×0.60	24
Step 3	ACT	30	40%	30×0.40	12
Step 4	AP Courses	5	0.5 per course	5×0.50	2.5
Total Score					38.5

The student receiving the highest total score will be named Valedictorian and the student receiving the second highest total score will be named Salutatorian.

The Valedictorian and Salutatorian will be determined two weeks prior to graduation to ensure accuracy. Once the Valedictorian and Salutatorian are selected, no further calculations will be made at the end of the school year.

VISITORS

Requests to have student visitors will be handled on an individual basis. Students must get permission from all teachers, and the principal. Parents/Guardians are encouraged to stop in and visit with us any time. Please check in at the office when you come. The school is private property and reserves the right to refuse access to anyone disrupting a safe and productive learning environment.

Appendix A

Staff / Faculty

Principal	Jeremy Qualls
Administrative Assistant	Tammie Sims
Attendance/ Library Secretary	Kim Moore
Athletic Director	Ty Vallier
Building Maintenance Foreman	Bryon Kerker
Custodian	Amber Dennett
Custodian	Stacey Senske
Paraprofessional	Amber Summers
Paraprofessional	Sandy Broyles
Paraprofessional	Pam Pearson
Kitchen	Amanda Hargrove
Kitchen	Susan Bunce
Kitchen	Jacie NewKirk
Elementary	
Kindergarten Teacher	Katie Nichols

Grades 1-2.....	Stephanie McKinney
Grades 3-4.....	Lindsey Findley
Grades 5-6.....	Kelly Vallier
Title I Teacher	Dallie Bowers
Resource Teacher	Tambra White
Secondary	
Art K-12.....	Mackenzie Wiginton
English	Jennifer Bennett
FACS.....	Hali Lewis
Mathematics	Tracey Wallace
Music K-12	Marcus Stowe
Physical Education K-12	Casey Alexander
Resource	Tambra White
Science	Christopher West
Social Science	Mahx Godin
Spanish K-12	Kason Winters
Vocational/ Agriculture	Ty Vallier