



Laramie High School
Student/Parent Handbook
2017-2018

(To be used until 2018-19 handbook is approved in Oct. 2019)

Laramie High School Weekly Bell Schedule

2018-2019 LHS Weekly Bell Schedule

All PERIOD DAYS (Usually Mon., Th., & Fri.)

PERIOD/TIME

First Block 7:55 – 8:45 am

Second Block 8:50 – 9:40 am

Third Block 9:45 – 10:35 am

Fourth Block 10:40 – 11:30 am

LUNCH 11:30 – 12:25 pm

Fifth Block 12:30 – 1:20 pm

Sixth Block 1:25 – 2:15 pm

Seventh Block 2:20 – 3:10 pm

BLOCK DAYS (Usually Odd on Tues. & Even on Wed.)

First/Second Block 7:55 – 9:26 am

Third/Fourth Block 9:31 – 11:02 am

LUNCH 11:02 – 11:58 am

Fifth/Sixth Block 12:03 – 1:34 pm

Seventh/ I & E Block 1:39 – 3:10 pm

HALF DAY (GOLD) SCHEDULE

First Block 7:55 - 8:20 am

Second Block 8:25 – 8:50 am

Third Block 8:55 – 9:20 am

Fourth Block 9:25 – 9:50 am

Fifth Block 9:55 – 10:20 am

Sixth Block 10:25 – 10:50 am

Seventh Block 10:55 – 11:20 am

RELEASED/LUNCH (if served) 11:20 – 11:45 am

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LARAMIE HIGH SCHOOL MISSION STATEMENT

Laramie Senior High School prepares and empowers all students for success in an ever-changing world through a balanced offering of challenging, high quality educational opportunities.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's 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 records 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 education 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 records should write the school principal (or appropriate school official), clearly identify the part of the records they want changed, and specify why it should be changed. If the school decides not to amend the records 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/her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his/her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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:

Stuart Nelson – Title IX Coordinator
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
snelson@acsd1.org

John Weigel – Section 504 Coordinator
(relating to discrimination based on disability)
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
jweigel@acsd1.org

or

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 of 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

ACADEMIC INFORMATION

We believe that all students can learn and perform quality work. We expect each student to take ownership of their education. Successful Laramie High School students will become effective, productive citizens.

Essential Keys to a Student's Success in Achievement

- Positive Attitude. You are in control of your life; assume responsibility for your choices. Smile and appreciate the great opportunities you have to prepare for a successful and productive future.
- Envision the Future. What do you want to be or do when you graduate from high school? Great performers always envision their actions and success before they make the attempt. Think of your future as an adult and set goals for yourself.
- Willingness to Work. Hard work can move mountains. Valuable accomplishments are achieved through hard work and persistence, not by accident.
- Attend class every day and be on time.

Students' Responsibilities

- Attend class regularly.
- Report to class on time.
- Be prepared for class by bringing appropriate learning materials to class. (Examples include: paper, pencil, pen, books, and notebooks.)
- Participate actively in learning activities as directed by the teacher. (Examples include: Ask and respond to questions, read and think about the content, and participate in group activities.)
- Be polite and treat others with the respect and dignity they deserve.
- Follow the directions of LHS staff members.
- Read the handbook to become familiar with the policies and procedures of the School District and LHS, especially as they pertain to attendance.
- Produce quality work.
- Maintain a positive mental attitude.

Parents' Responsibilities

- See that your child attends school regularly.
- Work with your child to provide him/her with a study area in your home.
- Call the high school office within 24 hours if your child is ill, so he/she can be excused. The number is 721-4499.
- Call the high school office to prearrange absences a minimum of 48 hours before the absence is to take place. If an absence is not prearranged and is not a family emergency, it will be unexcused.
- Read the LHS handbook to become familiar with the policies and procedures of LHS, especially as they pertain to excused and unexcused absences.
- Contact your child's teachers if you have questions about his/her progress.

Teachers' Responsibilities

- Attend school regularly.
- Report to class on time.
- Plan meaningful learning experiences for year, semester, month, week, and day.
- Facilitate and direct student learning on a daily basis.
- Monitor students' learning and adjust accordingly.
- Expect all students to learn and treat them with respect and dignity.
- Update grades on PowerSchool in a timely manner.

Administrators' Responsibilities

- Attend school regularly.
- Visit classrooms regularly to assist teachers with the instructional process.
- Plan the instructional year to enhance the learning of all.
- Work with teachers and students to develop a positive learning climate at LHS.

Counseling Department

The goal of the LHS Counseling Department is to assist students in learning and achieving in school, becoming informed and responsible citizens, and developing critical thinking and decision-making skills. This involves a holistic approach advocating wellness and employing academic, personal, and social counseling. The counselors may be reached at 721-4488.

Curriculum Guide

The LHS Curriculum Guide is published each year for students and parents to assist in preparing for spring registration. The guide contains descriptions of all course offerings, requirements and prerequisites. All course offerings are listed subject to modifications or deletions contingent upon student enrollment and teacher availability. **The LHS Curriculum Guide is available at <http://www.acsd1.org/lhs/>.**

Registration and Graduation Requirements

Students register during the spring semester for the following school year. Students are required to earn a minimum of 25 credit hours. Credits earned in the 9th grade will count toward graduation. For more information regarding graduation requirements go to <http://www.acsd1.org/lhs/> and click on Curriculum Guide under the Counseling tab.

Schedule Changes

Students will receive their schedules during May of the previous school year. We strongly encourage students to carefully review their schedule and make an

appointment with their counselor to make any needed changes before school is out for summer.

All schedule changes require a parent signature, and courses taken during 2nd semester also require a teacher signature. A schedule change may be approved as long as there is room in the class and it is made within the first five days of the semester with administrative approval.

If a schedule change is requested after classes have begun, the student may receive a W/F in the course for which the change/drop is requested. The W/F will be entered on the student's permanent transcript.

Schedule changes may be requested for the following reasons only:

1. The student did not pass the course prerequisite (Ex: failed Algebra I and needs to retake Algebra I before taking Geometry).
2. A student failed a semester of a year-long course—one that builds on what is learned the first semester.
3. A student failed a course required for graduation; consequently, he/she needs to have a schedule change to meet graduation requirements.
4. A student who needs a class in order to meet “admission standards” at any post-high school educational setting.
5. The student is physically unable (by doctor's note) to participate in the class.
6. A student who is working toward Graduation Honors.
7. A student is taking a college course.

Hathaway Scholarship

The State of Wyoming provides Hathaway Merit and Need Scholarships for Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.

Home School, Correspondence, or Extension Study

To earn a diploma from Laramie High School, home school students must meet all Laramie High School graduation requirements including the attendance requirement for the number of semesters of full-time attendance. Credit for a maximum of four courses taken through correspondence or extension study may be accepted toward graduation.

Semester Exams

Students are expected to take semester exams at the designated time. In the event that a student will be absent for a semester exam, a request must be made in writing directly to the principal. The principal may approve a pre-arranged absence during semester exams however; students **MAY NOT** take exams prior to the exam window.

Report Cards

Mid-Term progress reports will be issued for each student after the first nine weeks of each semester. Semester report cards will be issued at the conclusion of each semester. In each case, the reports will be given to the students to take home. Parents may request copies by calling the LHS office during business hours.

Letter grades are used to designate pupil progress. Semester grades are the only grades of record. Semester grades will document achievement and credit, and will appear on transcripts.

Grades, attendance and account information for each student are accessible on the internet. The PowerSchool system requires a user name and password that can be supplied to students and their parents/legal guardians who contact the LHS office. ***It is important that students and their parents frequently check PowerSchool for updated information on grades, progress, exams, attendance, account information and teacher communication.***

Incompletes

All requests for an incomplete must be submitted to the principal for administrative review by the student's counselor. Incompletes will only be considered under extreme circumstances. When an incomplete has been approved, the missing assignments must be completed within two weeks of the end of a semester. The incomplete assignment(s) will revert to an "F" if the requirements are not met by the student.

Cumulative Grade Point Average

The semester grade point average (GPA) is the sum of all grade points earned in a semester or term divided by all credit hours attempted for letter grade. Credit hours in courses in which marks of I, S, or U were assigned are excluded. GPA includes all of the courses taken during grades 9-12.

Computing Grade Point Average

The cumulative grade point average is defined as the sum of all grade points earned at either the Lab School or LJHS (9TH), LHS & concurrent enrollment courses taken at UW, LCCC or transferred from an accredited secondary school, with the following exceptions:

1. The credit hours shall not be counted in courses in which marks of S or U were assigned, or in which marks of I (incomplete) are still in effect.

2. Students may repeat a course; however, credit earned in any given course (or equivalent course) is applicable toward graduation requirements only once. The exceptions for repeated credit are in selected Physical Education, Special Education and Music courses. All grade entries remain on the student's record, but only the highest grade(s) earned will be calculated in the LHS cumulative grade point average.

ACADEMIC LETTERS

If a student maintains a 3.50000 GPA or above for two consecutive semesters, he/she will be awarded an academic letter. This letter is similar in size and shape to the athletic letter and recognizes academic excellence. If a student continues to maintain a 3.50000 GPA or above for an additional two consecutive semesters, an academic bar will be awarded. A student maintaining a 3.50000 GPA or above for their four-year high school career would accumulate one academic letter and three (3) academic bars. Award ceremonies are held twice a year. Eligible student will be notified by the principal or assistant principal's office.

HONORS GRADUATES

Upon successful completion of the minimum required credits needed to earn an LHS diploma, seniors have the opportunity to be recognized as honor graduates. **IMPORTANT:** Nine-week progress report grades posted during the 2nd semester of the senior year will be averaged with the student's cumulative GPA to determine a senior's eligibility to graduate with honors. GPA will be calculated and rounded to the ten thousandth decimal place. For example, a GPA of 3.7999 would not qualify as a Cum Laude honors graduate.

Following are the requirements for graduating with honors:

Summa Cum Laude

- Must have a minimum GPA of 4.0000 and the following criteria:
- Meet all course and credit requirements established for graduation
- Successfully complete 5 Advanced Courses (AP, IB, LCCC, UW)

Magna Cum Laude

- Must have a minimum GPA of 3.9000 and the following criteria:
- Meet all course and credit requirements established for graduation
- Successfully complete 4 Advanced Courses (AP, IB, LCCC, UW)

Cum Laude

- Must have a minimum GPA of 3.8000 and the following criteria:
- Meet all course and credit requirements established for graduation
- Successfully complete 1 Advanced Courses (AP, IB, LCCC, UW)
- Have no grades below a C senior year

To be considered for honors graduate status, no more than 20% of the students credits may come from online classes

NATIONAL HONOR SOCIETY

In 1921, the National Association of Secondary School Principals (NASSP) officially established the National Honor Society (NHS). Four main purposes have guided chapters of NHS from the beginning: "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary school." These purposes also translate into the criteria used for membership selection in each local chapter.

LARAMIE HIGH SCHOOL CHAPTER OF NATIONAL HONOR SOCIETY

All sophomores, juniors and seniors who have a cumulative high school GPA of 3.5 or above may ***apply for admission*** to National Honor Society (**Admission is not automatic**). NHS Applications are available in the Counseling Office or from Ms. Wilkison. **Completed applications must be returned by the date set by the National Honor Society.**

In addition, National Honor Society is a service organization. Membership is a highly sought after honor, but it requires commitment to the ideals of the organization. Your acceptance of membership in Honor Society will indicate your willingness to participate in all National Honor Society activities such as meetings and service projects. Your membership in National Honor Society is contingent on your completion of a year-long project which you will define and keep track of as outlined in the membership requirements document. Failure to comply with these requirements will result in dismissal from the National Honor Society.

ATTENDANCE CODE OF CONDUCT

BOE Chapter VI, Section 6

Promptness and regularity are essential characteristics for success in life as well as in school. ***Pupils should make a habit of prompt and regular attendance and avoid all unnecessary absences.*** Absenteeism creates a loss to the student even when such absence is excused and work is made up. In many cases this loss is irretrievable.

Excused and Unexcused Absences

There are two categories of absences: Excused and Unexcused.

Excused absences shall include: approved absences for school-sponsored activities, and approved absences for illness, medical and dental appointments that cannot be held after school, family emergencies, court appearances, and prearranged absences as approved by the administration. A doctor's verification may be required in cases of illness.

Students accumulating ten (10) or more excused absences within any year, may require verification of further absences, i.e. a doctor's note. Students without verification for further absences may be referred to the Albany County Attorney.

Major assignments that were due during a student's school excused and/or prearranged absence must be turned in immediately upon their return to school. Students are not exempt from any assignment due the day they return from an absence if he/she had prior notification and/or knowledge of the due date.

A **prearranged absence** may be approved by the administration **if** all of the following items are completed; otherwise it will be considered an unexcused absence.

1. Parents must notify the Attendance Secretary as soon as possible (a minimum of 48 hours/two school days before absence is to take place) when they know a student will be absent due to a prearranged reason.
2. The Attendance Secretary will issue a Prearranged Absence Form to the student once parent permission has been substantiated.
3. The student must present the prearranged absence form to each of their teachers for signatures and to receive future assignments. It is expected that the assignments will be completed either before the absence if possible, or at the latest, turned in upon return.
4. In the event that a student returns from a prearranged absence early, he/she is not exempt from any assignment due that day if he/she had prior notification and/or knowledge of the due date.
5. The student must return the completed Prearranged Absence Form to the office prior to leaving the building for the prearranged absence. If these steps are not completed prior to the prearranged absence, the absence will be unexcused.

Procedures for prearranged absence requests at the end of a semester:

1. Students are subject to the requirements established by their teachers;
2. Teachers will determine when and if, final exams may be taken prior to the regularly scheduled time;
3. All work must be completed before leaving;
4. No incompletes will be given due to a prearranged absence and grades earned by the last day of attendance are final. Students and their parents should realize that early checkout at semester may negatively affect

grades and that teachers are under no obligation to prearrange for final exams.

5. The student must return the completed Prearranged Absence Form to the office prior to leaving the building for the prearranged absence. If these steps are not completed prior to the prearranged absence, the absence will be unexcused; and
6. The Principal will administrate all prearranged requests.

Unexcused absences shall include appointments other than medical, such as business appointments, hair appointments, job interviews; shopping; recreational activities; needed at home for chores and baby-sitting; oversleeping, missing the bus, car trouble, and staying home to study or prepare school lessons.

Students shall be encouraged to make up any work missed during any absence; however, at Laramie High School, credit will be given only for excused absences. The school reserves the right to indicate the conditions under which pupils may be excused for attendance at athletic contests and other school activities. This includes prearranged absences and other excuses.

Reporting Absences of Students

Any time a student is absent, the parent/guardian must call the school attendance office at 721-4499 before 3:00 pm on the day of the absence.

Parents/guardians may also call 24 hours a day and leave a message. If a phone call is not possible, the student may bring a note from the parent/guardian to the attendance office before class starts on the day the student returns to school.

If an absence is not cleared within 24 hours with a phone call or a note, the absence will be considered unexcused. Any schoolwork missed during an unexcused absence will receive no credit.

The school is under no obligation to accept excuses from parents or legal guardians when the parent or legal guardian did not know the precise whereabouts of the student during the time in question. In addition, parents/guardians may not excuse a student who has missed class while remaining on campus.

Prolonged Illness: Students who miss more than five consecutive days of school in a semester due to medical situations may apply for homebound instruction. The process of application involves stating the circumstances and providing written verification from a doctor. Contact the student's counselor for specific requirements.

Absences and After-school Activities

A student absent during any part of the school day may not participate in any practice, activity, contest/event, or trip on that given day. Absences include Out-of-School Suspension (OSS). Exceptions include a doctor's note or a pre-approved absence by an administrator.

Attendance Law

Compulsory attendance legislation passed by the legislature of the State of Wyoming Effective July 1, 1998.

Be It Enacted by the Legislature of the State of Wyoming:

Section 1. W.S. 21-4-102 (a) (intro) and (ii) is amended to read:
21-4-102. When attendance required; exemptions.

(a) Every parent, legal guardian or other person having control or charge of any child who is a resident of this state and whose seventeenth birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides; provided, that the board of trustees of each school district may exempt any child from the operation of this article when:

(ii) The board feels that compulsory school attendance might work undue hardship. The board may conduct a hearing on issues pursuant to this paragraph by executive session.

Students absent ten (10) consecutive days will be dropped from the roll and may lose credit for the semester. (See section on Prolonged Illness for exception.)

Student's Responsibility Regarding Attendance Policy

Make-Up Work: Students, parents or legal guardians may call the High School Office to make arrangements to pick up their assignments. Students are granted a minimum of two (2) school days to turn in make-up work. The make-up time period begins when the student returns to school. Additional time to turn in make-up work is at the teachers' discretion, however, in no case can the time for make-up work extend past the semester grading period without the principal's pre-approval. Students are responsible for contacting each of their instructors regarding their assignments upon returning to school from an excused absence.

Major assignments that were due during a student's absence must be turned in immediately upon their return to school. Students are not exempt from any assignment due the day they return from an absence if he/she had prior notification and/or knowledge of the due date.

Leaving Assigned Classroom Areas: Students are required to be in classrooms or instructional areas except during passing periods between classes. Students moving about the building without a pass may be subject to disciplinary action.

Leaving the Building During School: If parents wish to have their child leave during the school day for appointments or other excusable reasons, they are asked to send a written request or call the Main Office specifying the time the student is to leave and the method of transportation to be used. The student will receive a pass to leave class at the appropriate time and must check out at the office prior to leaving campus. Students who leave school without signing out will be considered unexcused.

Accidents or Illnesses at School: In the case of an accident or illness students should contact the school nurse, a secretary, teacher, or administrator immediately. Parents will be notified to determine the next course of action.

Lunch time: LHS has a closed campus for Freshman students. Therefore, students in 9th grade are **NOT** allowed to leave campus for lunch. Sophomores, Juniors and Seniors have open campus privileges and are free to leave the campus during their lunch period. It is entirely the responsibility of each individual student to be back in class on time after the lunch period.

The privilege to leave campus during lunch may be revoked for individual students who:

- ***repeatedly return from lunch after the bell***
- ***who transport underclassmen off campus***
- ***or who are failing multiple classes***

Misleading School Personnel: Any attempt to mislead school personnel regarding violations of the attendance policy will be handled as Dishonest Behavior. See Discipline Section. Such violations include, but are not limited to:

- A. lying to school personnel;
- B. writing, or having written false notes;
- C. making, or having made false phone calls; and
- D. altering, or having altered passes, attendance sheets or other school records or documents.

Attendance Infractions/Consequences

Tardies Students who are not in their classroom after the bell rings are considered tardy. Tardies are considered a form of absence with three (3) tardies equaling one absence.

Late Arrival to School Students arriving late to school will report to the office to receive a pass where the tardy will be noted in Power School by the attendance office.

Excused Tardy (Tardy Ex) A tardy is considered excused when students arrive to class with a pass from the office with “Tardy Ex” marked on the pass or with a note from another teacher.

Tardy- (T) Students arriving to class no later than ten (10) minutes after the attendance bell will be considered tardy (T). Tardy students will not earn credit for what they missed during a tardy. Students with multiple tardies are subject to the following classroom disciplinary action:

Classroom consequences:

- 1st Tardy- Teacher encourages student to get to class on time.
- 2nd Tardy- Teacher conferences with student and re-teaches attendance expectations.
- 3rd Tardy- Teacher contacts parent/guardian.
- 4th Tardy- Teacher assigns classroom detention.
- 5th Tardy +- Teacher writes an office referral.

Chronically tardy students will be referred to administration for further disciplinary action including lunch detention, after-school detention, Saturday school and out-of-school suspension. In addition, every three tardies a student accumulates throughout a semester in any one class will equate to one absence.

Unexcused Tardy- (N) Students arriving to class more than ten (10) minutes after the attendance bell will be considered unexcused tardy (N). Unexcused tardy students will not earn credit for what they missed during a tardy. Unexcused tardies will count as an unexcused absence and will be referred directly to the office for disciplinary action.

Unexcused Absence- (U) Student does not arrive to class.

Truancy

Truancy is an unexcused absence from a class without parental knowledge or approval. Disciplinary action for truant students will follow the truancy procedures outlined in BOE Pupil Policies Chapter VI Section 6.

Habitually Truant

Under the legal definition, W.S. 21-4-101, a habitually truant student has accumulated five (5) or more unexcused absences in any one school year. Habitually truant students will be referred to the Albany County Attorney.

Loss of Credit Due to Attendance

A student who receives a total of ten (10) unexcused absences, unexcused tardies, or combination thereof, in a class per semester will be dropped from the roster and not allowed to earn credit. A withdraw fail (W/F) will be recorded on their transcript. An unexcused absence will be earned for every three tardies a student accumulates throughout a semester in any one class.

CODE OF CONDUCT

The purpose of the Laramie High School **Code of Conduct** is to recognize, preserve, and protect the individual rights of students with the necessary conditions of a safe and orderly environment. This environment must be guaranteed against disruption by an individual or group of individuals.

In accordance with the Wyoming and United States Constitutions, procedural and substantial due process will be afforded all students. The procedure to be followed for disciplinary actions including suspension and expulsion will be governed by the **Education Law of Wyoming Annotated**. Students are advised that they are subject to the by-laws and Policies of the Board of Education as well as this Handbook. Copies of ACSD#1 Board Policies are available at www.acsd1.org.

The Code of Conduct will be in effect during school hours, on school property, and at all school sponsored functions and activities. The Due Process procedure used is:

- The student will be informed of the discipline notice.
- The evidence will be presented to the student.
- The student will be given an opportunity to explain the situation and/or his or her behavior.
- The student's parents may be requested to attend a conference with an administrator and relevant parties.

The **Education Law 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 authority of 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 pupils;
- iv. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.

Students who are in violation of the Code of Conduct will be subject to disciplinary consequences ranging from teacher assigned detention, lunch detention, after-school detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS) and expulsion in alignment with the Laramie High School Discipline Matrix.

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 **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.

Major Infractions:

Discipline consequences for all major infractions will be assigned on a cumulative basis across infractions. Legal consequences maybe pursued for each infraction.

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

Moderate Infractions:

Discipline consequences for all moderate infractions will be assigned on a cumulative basis across infractions.

Infraction	1st Offense Minimums	2nd Offense Minimums	3rd Offense Minimums
Insubordination	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS
Cheating/Lying	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS
Inappropriate Language	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS
Cell Phone Misuse	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS
Unsafe Actions	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS
Inappropriate Behaviors	1-3 Hours Detention	3-6 Hours Detention	1-5 Days ISS, OSS

Minor Infractions:

Staff will address minor classroom disruptions and behaviors. Multiple disruptive behaviors will be considered a 1st Offense in the Moderate Infraction behavior matrix.

Bus Behavior

Students are to conduct themselves properly on the school bus at all times. Violations that require administrative discipline may result in the removal of bus

riding privileges in addition to Laramie High School consequences. School Bus Discipline information can be found at www.acsd1.org.

In addition, students and their personal property are subject to searches and the seizure of illegal and/or prohibited items. These searches may be conducted at random or based upon the reasonable suspicion of the driver, supervisor, coach, teacher, and/or an administrator. All illegal activities will be immediately reported to the appropriate local law enforcement agency and any confiscated items will be turned over to them. Parents and LHS administration will be contacted as soon as possible. Students will be subject to relevant school-wide discipline consequences for any illegal activity that takes place while on school sponsored trips.

Dress and Grooming

Dress and grooming are generally considered a matter of individual taste. The primary responsibility of dressing appropriately for school is left to the students and their parents.

Clothing should be worn in the fashion it was intended. Extremes in dress and/or grooming which may be a health or safety hazard, or which may detract from a desirable educational setting are not appropriate for school. Examples of clothing that are not allowed include, but are not limited to, those that are excessively torn and/or are extremely short in length (ex. "short" shorts), swimming suits, tank-tops, tube tops, backless tops, halters, spaghetti-strap tops, one-shoulder tops and those which bare the midriff.

Inappropriate clothing also includes, but is not limited to, those that display profanity, alcohol/tobacco, firearms, weapons, intentional and/or documented as gang-related, sexually oriented, violent, and/or drug related words or pictures. School personnel are responsible for determining whether student dress and/or grooming distracts from the educational program at LHS. Students with inappropriate clothing will be asked to fix the problem or parents will be called.

Drug or Alcohol Offenses

Laramie High School is a drug and alcohol free zone. In cases of drug/alcohol or controlled substance possession or use, the student will be suspended from school for 10 days. The student and parent may choose to sign a contract in which they elect to substitute a series of five (5) or more drug/alcohol counseling sessions in lieu of five (5) days of out of school suspension. Counseling must be scheduled with a chemical dependency specialist on the list approved by the LHS Counseling Department. The family is responsible for the cost of these counseling sessions. The sessions shall be scheduled and attended within a specific time line set by the LHS administration. A release of counseling information between the student's school counselor, including the LHS SBIT Committee, and the counselor doing the assessment will be required.

Should the student fail to attend the counseling sessions as specified by the suspending administrator, the remaining days of the out-of-school suspension will be fully and immediately reinstated. In the event a second drug/alcohol possession and/or use offense occurs within a school year, the student will be suspended from school for 10 days with an administrative review held to determine whether to make a recommendation for expulsion. Should a student be involved in the (or have the intent to be involved in the) delivery, buying, or selling of drugs or alcohol on school grounds, that student will be suspended for 10 days with an administrative review to determine whether to make a recommendation for expulsion.

Harassment, Intimidation and Bullying Policy 4021

Harassment, intimidation and bullying is forbidden by state statute, school board policy, and LHS rules. Some examples are: cutting a student's hair without their permission, threatening or mistreating students, confining and/or binding a student, and the forcing or telling student(s) by other students to dress or behave in an unusual, illegal, unsafe, or peculiar manner. Initiations to any class, group, activity, sport, club, or other school organization is forbidden. This will also include cyber bullying. Please see Chapter VI of the Bylaws and Policies of the Albany County Board of Education for more information on "Harassment, Intimidation and Bullying."

Plagiarism

Plagiarism is the representation of another's work as one's own. Common instances of plagiarism include, but are not limited to, presenting another student's work as one's own work and using information from another source such as a book or the Internet as one's own. It is important that students realize that the consequences of plagiarism frequently result in failing the course in which the plagiarized work was submitted. If a teacher suspects a student of plagiarism, the following procedure will be followed:

1. Upon first concern, the student must present proof of the work's originality to the teacher. **A review committee will be assembled if the teacher is not satisfied with the evidence presented, and the student continues to maintain the work is original.**
2. A review committee consisting of two members of the teacher's department and one member from **another** department will examine the charge of plagiarism. One department member will be selected by the teacher involved; the other member will be selected by the student involved. These two members will then select the third member of the review committee. Upon presentation of information from the teacher, student, and the student's parents (if the student desires), the committee will make a ruling as to the question of whether an act of plagiarism was committed by the student.

3. If the committee determines that the student's work is plagiarized material, consequences will follow the procedure outlined in the LHS Code of **Conduct**. In addition, the student will receive no credit for the plagiarized work and will forfeit the right to make-up or redo the work. **The teacher will refer the student to the office and the infraction will be documented in PowerSchool.**

Public Display of Affection

Inappropriate display of affection such as embracing, kissing and similar conduct may be offensive to other people and is, therefore not acceptable at school. All students are expected to refrain from any display of affection beyond holding hands.

Searches

Students and their personal property, including their vehicles and LHS property are subject to searches and the seizure of illegal and/or prohibited items. These searches may be conducted at random or based upon the reasonable suspicion of the driver, supervisor, coach, teacher, and/or an administrator. All illegal activities will be immediately reported to the appropriate local law enforcement agency and any confiscated items will be turned over to them. The parents and LHS administration will be contacted as soon as possible. Students will be subject to relevant school-wide discipline consequences for any illegal activity while on school-sponsored trips. For canine inspections please see ACSD #1 Policy 4039

Sexual Harassment and Discrimination of Students Policy 4020 and 4021

Albany County School District One does not condone nor tolerate sexual harassment or discrimination (as defined in Section 13 of by-laws and Policies of the Board of Education) of students by employees, other students, or non-employees. Any employee or student who engages in sexual harassment of students will be subject to disciplinary action.

1. Any student who is subjected to sexual harassment should report the incident immediately to the principal, a teacher, a school counselor, or school nurse. If the complaint is made to a teacher, a school counselor, or school nurse, the teacher, counselor, or nurse shall report the complaint 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.
2. The director of personnel and a team will investigate the complaint and cause or recommend immediate and appropriate corrective action to 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.

Tobacco-Free Campus Policy 4049

As articulated in Chapter VIII Section 9 of ACSD#1 Board of Education Policies: recognizing the negative impact of tobacco and tobacco products on users and nonusers alike and safety hazards caused by the use of tobacco, **electronic cigarettes**, and tobacco products, the Board declares all District buildings, District Property, and District vehicles operated by the Board and all spaces within them, to be officially designated tobacco free environments. Therefore, the use/and or possession of tobacco in any form, tobacco products and/or electronic cigarettes or similar devices, by students, employees, patrons, and other non-students is prohibited at any Albany County School District Number One event, in buildings, in vehicles, or on property owned or operated by Albany County School District Number One at any time.

Tobacco Products is defined to mean any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to cigarettes, electronic cigarettes, cigars, pipe tobacco snuff, chewing tobacco, dipping tobacco, nicotine gels or dissolvable.

Electronic Cigarette is defined to mean any product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, which can be used to deliver doses of nicotine vapor or any other substance by means of heating a liquid solution contained in a cartridge or other delivery system.

Therefore, Students in violation of the tobacco-free policy will be subject to disciplinary action and will be referred to law enforcement.

Weapons Policy 4023

Laramie High School students should not be in possession of or use weapons on school premises.

Excerpt from the By Laws and Policies of the Board of Education. Chapter VIII Section 16, Weapons.

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

(1) Type 1: Firearms (as such term is defined in Section 921 of Title 18, United States Code), or deadly weapon (as such term is defined in W.S. 6-1-104(a)(iv).

(2) Type 2: Articles other than firearms and deadly weapons as described above, used or designed to inflict bodily injury and/or to intimidate other persons.

Examples are metal knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.

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

(4) "Possession" means having a weapon actually in an individual's personal possession, backpack or other personal property, or in his/her desk, or locker.

(5) "Use" means threatening to, attempting to, or actually inflicting injury on another person with a weapon.

(6) "Campus" means within the boundaries of the real property used by the school district primarily for the education of any student in any grade from kindergarten through twelfth grade.

b. Possession or use of weapons.

(1) "Possession" of a Type 1 or a Type 2 weapon on campus or within any school vehicle when school activities are in session is prohibited.

(2) "Use" of any type of weapon on campus or within any school vehicle is prohibited at all times.

c. Penalty.

(1) A student who brings, uses, transfers, carries, or sells a Type 1 weapon on any school campus, or in any school vehicle, or at any school activity shall be expelled from school for not less than one (1) year except the Board of Trustees may modify the expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

(2) A student who brings, uses, transfers, carries, or sells a Type 2 weapon on any school campus, in any school vehicle, or at a school activity shall be subject to administrative disciplinary action up to and including expulsion for one (1) year. The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

(3) A student using a Type 3 weapon on any school campus, in any school vehicle, or at a school activity shall be suspended immediately from school and may receive additional disciplinary action up to and including expulsion from school for one (1) year.

The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

(4) A student using any type of weapon on the campus, in a school vehicle, or at a school activity shall be suspended immediately from school and may receive additional disciplinary action up to and including expulsion from school. The Board of Trustees may modify an expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.

(5) Non-students (employees and visitors) and students may also be reported to the proper law enforcement authorities and district attorney for violations of Section

922 of Title 18, United States Code--The Gun Free School Zone Statute, and W.S. 21-4 305(a).

d. Exceptions to the above policy are:

(1) Unloaded guns lawfully stored inside a locked vehicle.

- (2) Weapons intended for use in a program approved and authorized by the District as long as there are appropriate safeguards in place to ensure student safety. Each program must be approved by a school administrator.
- (3) Weapons possessed by a law enforcement officer acting in his or her official capacity.
- (4) Unloaded guns that are possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is approved and authorized by school authorities and provided the hunter meets the Wyoming requirement for knowledge of hunter safety standards.
- (Section 16 revised and received final adoption by BOE on 8/20/03.)

Discipline Appeal Procedure

Students and/or parents may appeal a discipline decision made by an assistant principal to the principal. All appeals must be in writing and delivered to the principal within 24 hours after receipt of the initial decision. A principal's decision may be appealed to an assistant superintendent, and the assistant superintendent's decision may be appealed to the superintendent. The superintendent's decision may be appealed to the Albany County School District #1 Board of Trustees.

HEALTH INFORMATION

Parent/Guardian Contact Information

All students at LHS must have current parent, guardian or designated others contact information on file. This information is necessary for the nurse or administrative staff to be able to contact a person in the event of student illness or injury while at school. If the nurse is unable to reach someone on the emergency contact list, an ambulance may be called. The cost of the ambulance will be the responsibility of the parent/guardian.

Emergency Contact/Health Information

All students at LHS must have a completed emergency contact and health information form. This form is completed online using Info Snap upon initial enrollment and ***then updated yearly***. This form should be updated throughout the year by the parent/guardian as health issues arise. If parent/guardians do not have access to a computer, they should contact the school nurse for help making changes to the form. Students with severe allergies or disorders (seizures, anaphylaxis, etc.) **MUST** have a Health Care Plan on file in the nurse's office. Please contact the school nurse regarding students with special health care needs.

Homebound Instruction

Any student enrolled at Laramie High 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 LHS

counseling department 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.

Immunization Requirements

Students must have a vaccine record of all federally required vaccines or a vaccine exemption form to attend school. Student immunization requirements must be compliant within 30 days of enrollment. If a parent/guardian has questions regarding immunization requirements, they may contact a physician, Albany County Public health or the school nurse.

Nurse Services

The LHS Nurse is available from 7:30 am – 3:30 pm, Monday through Friday. If the nurse is out of her office, a sign on the door will direct the student to the main office for assistance. If you have any questions or concerns, please contact the nurse at 721-4420.

Medications at School

For safety and liability reasons, student medications need to be maintained and administered through the nurse's office. The school nurse **does not** stock any non-emergent medications at school for students (Tylenol, Ibuprofen, cough-drops, Tums, etc.). If students need to take *over-the-counter* medications at school, a medication administration form **MUST** be completed and signed by the parent. If a student needs to take *prescription* medication at school, a medication administration form **must** be completed and signed **by both** a physician and a parent.

The completed form(s) and a supply of the medication in its original container must be kept in and administered from the nurse's office. Some prescriptive medications (inhaler, EpiPen) may be kept with the student however, the proper documentation **MUST** be on file in the nurse's office. All medication forms can be accessed at www.acsd1.org under Laramie High School.

P.E. Restrictions

Students need to work with individual Physical Education teachers when abilities are restricted. A parent note is required on the first day of non-participation in P.E. A doctor's note is required for more than one day of non-participation in any P.E. course.

Health Screenings

Health Screenings (Vision, Hearing, Height, Weight and Scoliosis) are completed per the Albany County School District #1 Board of Education Policy. Parents

may opt out of these screenings by marking "DO NOT SCREEN" when registering their student online.

SAFETY AND SECURITY

Building Security

Laramie High School will be open each weekday at 6:30 a.m. for students to enter the building. Once classes begin, all exterior doors will be locked. Anyone wishing to enter the building must use the buzzer system at the *main entrance, off of Boulder Drive. All visitors must bring a photo ID when visiting our building.*

Visitors will be asked to ring the buzzer outside of the main entrance. Office personnel will use a camera and speaker system to interact with visitors and inquire about the purpose of their visit. Visitors will be buzzed in and directed to the main office where they can drop off items. Parents/visitors wishing to check out their student, get a visitor's pass or make arrangements to visit personnel within the building, will be asked to show a picture ID and sign in. All visitors will be expected to sign out before leaving the building.

Canine Inspection of School

As a part of the district's commitment to maintaining an alcohol, drug, and other contraband free campus and school environment, the Board of Education has adopted a policy on school canine inspection. "The purpose of the school canine inspection is to assure a 'safe, secure and peaceful campus' by conducting a canine inspection of school property and property located on school property in order to insure that our schools are drug and contraband free." The intention is to assure a safe and secure campus rather than to "catch" violators. The procedure at Laramie High School will be as follows:

1. A canine inspection of the LHS facilities will be conducted prior to the beginning of school to assure that no illegal substances are present.
2. An initial canine inspection of LHS facilities will be scheduled and announced early in the school year.
3. Additional unannounced canine inspections will be conducted periodically throughout the school year.
4. In all instances, the Board policy will be followed.

Implementation and Guidelines of School Canine Inspection Policy

1. Upon the request of a school administrator for a canine inspection of lockers, vehicles and/or other property on school grounds, the Community Youth Officer(s) or designated representative will make arrangements with the Canine Unit of the Laramie Police Department and/or the Albany County Sheriff's Office to conduct the inspection. The school administrator shall determine where and when the inspection will take place. The canine may be used during or after school hours at the discretion of a school administrator and the canine handler.

2. The Youth Officer(s) or designated representative may also request that a canine inspection be conducted by contacting the school administrator or designated representative and getting his/her consent. In all cases, the administrator shall determine whether a locker search will be conducted.
3. If the canine indicates through its actions that contraband may be in a locker, the information will then be turned over to an administrator of that building so (s)he may determine whether a search will be conducted and arrange a search of that locker.
4. If the canine indicates through its actions that contraband may be in a vehicle or other property not owned by the school district the following steps will be taken:
 - A. A school administrator will be notified.
 - B. If at all possible, the owner/operator will be contacted and consent will be requested to search the vehicle or other property.
 - C. If permission is denied or if the owner/operator cannot be located in a timely manner, it will be upon the discretion of the law enforcement officers and the school administrator whether to pursue the search.
5. If drugs or other contraband are located it will be upon the reasonable discretion of a school administrator whether the contraband is to be handled criminally and/or administratively under school policy. If drugs and other illegal contraband are located they will be turned over to the police; however, such possession may also be handled administratively under school policy.
6. The canine will not be used to inspect persons, it may be used to inspect luggage before trips.
7. A written report will be prepared by the building administrator following each visit by the canine. The report will be sent to the Superintendent of Schools.

Crisis Management Team

The Crisis Management Team's charge is crisis prevention, intervention and post-vention. Its purpose is to have in place an orderly plan to prevent crisis, intervene during a crisis and to assist students and staff members who are affected by the serious injury, terminal illness, accidental death or suicide of a student or staff member. The contact person is the Principal. Additional information is available in the Crisis Management Response Plan for Laramie High School.

Emergency Evacuation Guidelines

1. School is not dismissed!
2. Students must remain under the direct supervision of their teachers.
3. Teachers and students must follow responsibility guidelines. Everyone has a responsibility to help maintain a safe and orderly climate.

4. Students must stay with their class and teacher. Students who do not stay with their class and report for roll will be considered unexcused and will face possible suspension for insubordination. An emergency evacuation is serious and will be treated as such for the safety of all students and school staff.
5. By working together, we can make an emergency response a safe and smooth procedure.
6. A reward of up to \$1,000 will be made available through CrimeStoppers for information leading to the arrest and conviction of anyone falsely reporting or threatening a bomb-threat.

Student Responsibilities

IN CLASS:

1. Follow your teacher's directions for dismissal from class.
2. Exit to the designated area in a safe and orderly manner.
3. Remain with your class. Report to your teacher in the designated area for roll call and further instructions.
4. In the event that you must be transported to another building, load buses or walk to the school site designated by your teacher.

AT THE EVACUTION SCHOOL SITE:

1. Sit with your class in the area designated by your teacher. He or she will take roll again.
2. Always check with your teacher before leaving the class group for any reason.
3. Follow your teacher's instructions.
4. Every effort will be made to meet the needs that you have and to make your wait as short as possible.
5. Return with your class to LHS and: Follow your teacher's and administrator's directions.

AT LUNCH:

1. If you are off campus at lunch time, park off campus or walk to buses waiting by the tennis courts. Teachers will be available to assist you.
2. If transported to another building, when you arrive there, report to a teacher or administrator in charge to check in.
3. School is not dismissed. Do not leave campus without administrative approval. Failure to follow any of these procedures may be considered an Insubordination Infraction.

Emergency Preparedness Plan

An emergency disaster plan has been developed through the joint cooperation of Albany County School District Number One and various other State and Community agencies. The Safety and Security Handbook is comprehensive in scope and provides for safety measures in case of school emergencies. As part of this plan Laramie High School conducts safety drills on a monthly basis. A

copy of this plan is on file in the Main Office and all school personnel also have a copy.

Lockers and Locks

Lockers are provided for the safekeeping of books and other property needed at school.

1. Use only the locker assigned to you and keep it locked at all times.
2. Do not give your combination to another person, take another's combination or tamper with any other locker.
3. Do not store valuable items in your locker (including your P.E. locker). It is not safe. Stolen property is the students' responsibility and loss.
4. Do not write or mark in or on the lockers. Any damage to the locker and/or the lock should be immediately reported to the Main Office. Students who have damaged lockers will be charged for repair and/or cleaning.
5. Lockers are the property of Albany County School District #1 and students are further advised that lockers may be inspected at any time by the administration. A student's locker may be opened for inspection when the school administration has a reasonable suspicion that it may contain prohibited articles. Prohibited items will be confiscated and illegal items will be turned over to the Laramie Police Department. Also, locker checks may be conducted as determined by the administration in order to recover missing books and other school property, or for other reasons deemed appropriate by the building administration.
6. Personal locks are not permitted on school lockers. Administrators have the right to use any method necessary to remove the lock in order to gain access to the school's locker.

Parking Regulations

Visitor/Parent Parking Visitor parking places are available at the front of the building for visitors and parents.

Student Pickup Parents are asked to pick-up their students on circle drive at the main entrance off of Boulder Drive.

Student Parking Regulations

All students driving a vehicle to school must register their vehicle(s), obtain a parking permit and park on campus. Student parking is permitted in the assigned Student Parking Lot(s). Student drivers are to operate their vehicles in a safe manner that does not endanger the safety, welfare, and property rights of themselves or others. **On-street parking and driving or parking on unpaved property will not be permitted.**

Use of student parking lots is a privilege and failure to observe parking lot rules and regulations can result in the assessment of parking fines and/or loss of on-campus parking privileges.

- Vehicles parked in designated parking areas during the school day must display the appropriate parking sticker. Vehicles without stickers or vehicles displaying incorrect stickers will be ticketed by school authorities.
- The speed limit in all parking lot areas and driveways is 5 MPH.
- All vehicles must yield to pedestrians.
- Vehicles will be towed at the owner's expense if they are blocking traffic, parked in a bus zone, fire lane or designated handicap area.
- Vehicle license numbers receiving more than two parking code violation tickets will be towed at the owner's expense.

Steps for Creating a Safe School

It is everyone's responsibility to create a safe school environment and we expect students and parents to contact an administrator, counselor or trusted adult if they hear or see something that would make their school unsafe (ie: drugs, weapons, violence, self-harm).

Visitors

Students' friends and/or relatives who are visiting from out of town or other schools will not be allowed to attend classes or remain in school during school hours.

GENERAL INFORMATION

Cellular Telephones

Students may possess cellular telephones at Laramie High School. Cellular telephones may be used in the building before school, between classes, during lunchtime and after school. Teachers may give students permission to use their cellular phones for educational purposes during class time. Students who use their cell phones without permission during class time will be subject to classroom disciplinary action. Student's phones may be confiscated by an administrator, or their designee, for the remainder of the day. Parent(s)/guardian(s) may be called to retrieve their child's telephone from an administrator for repeated offenses.

Field Trips

Teachers plan field trips to enhance their curriculum and make learning experiences more relevant and meaningful for students. Prior to any field trip, a form will be sent home with students explaining the trip and securing permission from the parent/legal guardian for the student's participation. Please contact the classroom teacher any time that you have questions about a field trip. **Students must have an updated Emergency Contact/Health Information Form submitted online through Info Snap before they are allowed to travel. The LHS Code of Conduct applies to all field trip participants sponsored by Albany County School District #1.**

Fines and Course Fees

Some courses require a materials fee. Students who choose to take these classes are expected to pay these fees to participate. All fines and debts (club, athletic, scholastic, etc.) owed to the school ***must be paid by the student as part of checkout each year.***

Wyoming State Law states: "No diploma or credit for a course which has been completed successfully shall be denied a pupil who has earned it; provided, such a diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district."

Food Service

Breakfast, lunch items and a variety of snacks that can be purchased between classes, are available in the Cafeteria and the cybercafé (located on the second floor). Lunch menus can be viewed by clicking on "School Lunch Menus" at <http://www.acsd1.org/acsd/school-lunch/>. Students use their student identification card for purchases to allow access to their account balances. In addition to cash, parents/guardians can pay for lunch online using their credit card. Click the "Pay Online" link at <http://www.acsd1.org/acsd/school-lunch/>. If you have questions about the school lunch program, please contact Jill Dunn at 721-4482.

Free or Reduced Lunch

Application forms are available in the cafeteria, the front office and at <http://www.acsd1.org/acsd/school-lunch/> for students whose financial situation may indicate a reduction in lunch pricing.

Guardianship of New Students

The guardianship process must be addressed with each registration request of Laramie High School. For each student under the age of eighteen (18) wishing to enroll at LHS and not living with a parent in Laramie, the adult calling in for the appointment for registration or coming with the student for the registration appointment must present one of the following to the Registrar (prior to the registration of the student):

- A copy of Letters of Guardianship secured through the court system by an attorney.
- A copy of the Petition for Guardianship filed by the attorney to begin the transfer of guardianship process.
- A letter signed by the parent(s) naming guardianship to the adult registering the student.

Hall Passes

All students must sign out of their classroom and have a pass in their possession to be in the hallways while classes are in session.

Identification Cards

ID cards will be issued to all students. This card should be carried at all times. Students who have lost their card will be assessed a \$5.00 fee for replacement.

This card will be used for meal purchases, library use for activity admission and for admission to dances.

Learning Media Services Center

The purpose of the Learning Media Services Center is to provide the atmosphere and resources to support thinking and learning. The Library Media Services Center maintains an eclectic collection of print and non-print text and a variety of computers and other technology for student and staff use.

LMSC Hours: (M-TH) 7:30-4:30 (F) 7:30-3:30 (open during LUNCH)

Lost and Found

Found items can be turned in to the main office. Check in the main office for lost items.

Vending Machines

Vending Machines are located in the commons/cafeteria and can be accessed by students during the school day. Beverages sold in vending machines during the school day meet the requirements of The Healthy, Hunger-Free Kids Act of 2010. Proceeds from school vending machines support LHS activities and athletics.

Posters and Signs

All signs and posters must be approved and signed by the Activities and Athletics Director prior to posting.

Release of Student Information

Laramie High School has the responsibility to protect the privacy rights of students and parents under the provisions of the "Buckley Amendment" (PL-380). All requests for information regarding LHS students are carefully scrutinized.

Throughout the school year, requests for "directory information" are made by many legitimate agencies and individuals (i.e.: University of Wyoming, Wyoming Congressmen, local news publications, and Armed Services representatives), regarding LHS students.

The following items are examples of public information about LHS students which may be released: name, local address and telephone number, honors received, participation in LHS activities and athletics, Honor Roll Category and appropriate statistics for members of athletic teams.

Students and parents may file an official form or written request with the LHS registrar requesting that the release of the above information will not be made without their written permission. Unless such request is received within two weeks of the first day of school or enrollment, the above items will be considered public information and can be disclosed by designated staff members concerning individual students, whether the requests are made in person, in writing, or over the telephone.

SITE Council

The Laramie High School SITE council is a *School Accountability Committee* comprised of students, parents, community members, teachers, classified staff and administrators representing the various communities of LHS. At Laramie High School, Site Council exists to:

- Facilitate quality learning.
- Make a positive difference for students.
- Maintain a positive teaching/learning environment.
- Provide a consistent, structured forum for staff, parental and community involvement in decisions and issues relating to LHS.

Anyone interested in serving on the Laramie High School SITE Council should contact the office of the principal.

Surveys

During the course of the year students may be asked to participate in state or federal survey requests. Parents/Legal guardians may contact the office if they do not wish their son/daughter to participate in a survey.

Teacher Availability

Teachers are available before and after school, and during the preparation period by appointment for parent and student contact. Teachers report 30 minutes prior to the start of the school day and are available until 30 minutes after the last bell.

ACTIVITIES AND ATHLETICS

See the **Laramie High School Activities and Athletics Student/Parent Handbook** for complete information regarding Activities and Athletics including:

WHSAA Sportsmanship Initiative

Statement of Philosophy

10 Reasons Why High School Sports Benefit Students

Code of Conduct

- Eligibility Requirements
- Role of the Parent
- Parent and Coach Communication
- Participation Fees
- Physicals
- Required Paperwork
- Transportation Rules
- Forms

TECHNOLOGY

Technology Conditions, Rules and Acceptable Use Policy for

Albany County School District One

Technology refers to, but is not limited to, the use of computers, networks, the Internet, or any other type of electronic equipment used to enhance the learning of students.

(Note: Any reference to "INTERNET" may also imply use of District E-mail, and/or the District Intranet)

Proper and Ethical Use: With technology as a learning tool, students and staff must understand and practice proper and ethical use. All students and staff must receive information and/or in-service training regarding procedures, ethics, and security relating to the use of the District computers and the Internet before being allowed to use the Internet or Intranet (internal network).

Conditions and Rules for Use:

1. Acceptable Use:

a. The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, your usage must be in support of and consistent with the educational objectives of Albany County School District One. Albany County School District One and all users of the Internet must comply with the existing rules and "Acceptable Use Policies", which are incorporated into this document, and are available from the District. District Technology (i.e. Internet, computers, Intranet) is to be used for schoolwork for students or for work-related activities for employees. Game playing that is not of instructional means or directed by a teacher will be prohibited for students and is especially prohibited for employees.

b. Transmission of any material, over the Internet or Intranet, in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret.

c. Albany County School District One forbids use of the District's Intranet, Internet services, or computers for any commercial or quasi-commercial activities such as raffles, football pools, or any other moneymaking activities. Use for product advertisement or political lobbying is also prohibited.

d. Student access to chat rooms using the Albany County School District network is prohibited, unless directed by a teacher. Any Albany County School District One staff access to chat rooms must be work-related.

e. Computers, Personal Digital Assistants (PDA), or other technological devices that are used in Albany County School District One, must be owned/leased by the school district unless approved and registered with the District Technology Department before being connected to our resources (i.e. printers, Intranet/Internet).

2. Privilege:

Access to the Internet via District infrastructure and the use of District technology is a privilege, not a right. Inappropriate use of these privileges, including any violation of these conditions and

rules, may result in cancellation of the privilege. Albany County School District One, under this agreement, has the authority to determine appropriate use and may deny, revoke, suspend, or close any user account or access at any time based upon inappropriate use or any other good or just cause.

3. Monitoring:

Albany County School District One reserves the right to review and monitor any material on user accounts, hard drives, and networks.

4. Security:

- a. To ensure system security, users must never allow others to use their password without expressed permission.
- b. A security problem on the Intranet/Internet must be reported to a system administrator and not demonstrated to other users.
- c. Attempting to log onto computers, servers on the Intranet/Internet as a system administrator will result in cancellation of user privileges.
- d. Any user identified as a security risk may be denied access to technology devices and services.

5. Vandalism and Harassment:

- a. Vandalism and harassment will result in cancellation of user privileges.
 - i. Vandalism is defined as any malicious attempt to harm, modify, or destroy data or equipment of another user. This includes, but is not limited to, the uploading or creating of computer viruses, and modifying of student/staff projects.
 - ii. Harassment is defined as the persistent annoyance of another user, the interference with another user's work, or making threats or inappropriate comments via the Internet or Intranet. Harassment includes, but is not limited to, the sending of unwanted mail.

6. Procedures for Use:

- a. Student users must always get permission from their instructors before using the network or accessing any specific file or application.
- b. All student users whose parent(s)/guardian(s) have not signed and returned the Opt-Out form ([Appendix A](#)) for Internet use will be allowed access to the Internet and must comply with all rules, policies and procedures that pertain to the District acceptable use policy.
- c. Student use of computers must be supervised at all times by Albany County School District One staff that have completed the Internet Drivers License (IDL) course.
- d. Staff members must complete the Internet Drivers License course before being granted access to the Internet and District's E-mail.

e. All users are required to abide by proper Network/Internet Etiquette “Netiquette” at all times. See [Appendix B](#).

7. Controversial Material:

Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to completely control the content of data. Albany County School District One maintains a “firewall” to filter inappropriate material from being accessed and reserves the right to restrict access to any other Internet material not currently being restricted.

8. No Warranties:

Albany County School District One makes no warranties of any kind, whether express or implied, for the service it is providing. Albany County School District One will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by Albany County School District One’s negligence or by the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. Albany County School District One will not be responsible for the accuracy, quality, and appropriateness of the information obtained.

9. Penalties for Improper Use:

1. Any user violating these rules, applicable state and federal laws, and/or posted classroom and district rules is subject to loss of computer, Intranet/Internet, privileges, and any other appropriate disciplinary actions. The user may also be subject to criminal prosecution.
2. Penalties for improper student use are located in outline [Appendix C](#).

10. Software Licenses

Licensing documentation is required and must be on file for all installed software. If there are any questions relating to the legitimacy of software licensing they must be resolved before an installation may take place. The District may seek repayment of fines or damages from employees or students who violate licensing terms and may take disciplinary action, including dismissal for employees or expulsion for students.

Implementation and Enforcement Procedures

Implementation

Policies and procedures outlined above will be placed in the student/staff handbooks and policy manuals. Handbooks are to be distributed to all employees at the beginning of each year and distributed to all new staff/students at the time of arrival into the District. The technology policies will be posted on the District’s website. Each student will receive a copy of the technology conditions, rules, and policies in the school/student handbook. A parent/guardian must sign and return the Student User Agreement (Opt-Out Form) to deny Internet access. All students who have not returned a signed Opt-Out Form will be expected to obey the conditions, rules, and policies of the District concerning technology. A new Opt-Out Form must be signed for every student, each year to deny Internet access.

New faculty and staff will receive technology policies. Faculty and staff must sign the “Staff User Agreement” ([Appendix D](#)) before being granted privileges to the District’s E-mail/Internet

services. After a staff member has attended the Internet Drivers' License (IDL) course, s/he will be allowed to use the Internet and to supervise students on the Internet. New or revised technology policies will be made known to all staff, students, and parents in writing. Any creation or modification of technology policies or rules must be approved by the Board of Education. The District's Technology Conditions, Rules and Acceptable Use Policy will be reviewed on an annual basis, or more frequently if needed.

Enforcement

The school is responsible for teaching students the responsible and safe use of computers. The classroom teacher must report any infractions of the technology policy or user agreement to the administrative person in each site. The administrator of each site will be responsible for enforcing the acceptable use policy. Any violations could result in revoking computer usage for students or staff. Staff members involved in violations may jeopardize their employment with Albany County School District One. The consequences for student misuse of access privileges are outlined in [Appendix C](#).

To: Parent/Guardian
From: The Albany County School District One

The Internet has become an integral part of our world. It is important that ALL students in Albany County School District One learn how to access the Internet. As a part of the curriculum, your child will learn the proper and safe use of the Internet. Without this opportunity, your child will miss out on a valuable resource not only for his/her acquisition of knowledge, but also for personal growth in the 21st century.

In the fall of 1998, the school board, the superintendent, and the technology director implemented a content-based Internet filter throughout the school district. This "firewall" attempts to protect the district's computers and users from unwanted intrusions from outside the district. It also blocks most materials that might be objectionable; for example, material that is considered to be pornographic, illegal, socially unacceptable, or violent in nature.

In the Spring of 2000, Albany County School District One approved the policy that students would be granted permission to use the Internet at school unless parents/guardians returned a slip to the school saying that the child **DID NOT** have permission to use it.

Internet Curriculum may include—

- E-mail procedures
- Netiquette (which deals with proper behavior on the Internet)
- ~~Browsing and searching the Internet~~ Evaluating search engines
- Evaluating search engines
- Knowledge of bibliographic format to cite resources
- Understanding of safe practices and procedures to follow when using the Internet
- Proficiency in developing projects using Internet resources for content area classes
- Using critical thinking skills to interpret documents found on the Internet

For complete information regarding the conditions, rules and agreement your child will be required to follow, please refer to the student handbook, or access it on the school district's web site at: <http://www.acsd1.org>

Please return this form to your child's school if you *DO NOT* want your child to use the Internet.

Albany County School District #1 Student Opt-Out Form

Date: _____

Printed name of STUDENT USER (last name, first name)

Parent or Guardian: As a parent or guardian of this child, I DO NOT want my child to use the Internet.

Printed name of Parent or Guardian: _____

Signature of Parent/Guardian: _____

Appendix B

Network/Internet Etiquette “Netiquette”

Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Do not engage in activities that are prohibited under state or federal law.

Do not reveal personal addresses or phone numbers of students or colleagues.

Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges and possibly criminal prosecution.

Do not use the network in such a way that you are likely to disrupt the use of the network by other users.

Assume that all communications and information accessible via the network is private property.

Respect others' right-to-freedom from harassment or intimidation. Do not send abusive or unwanted material to others. Do not cause the work of others to be disrupted by your actions.

Respect copyrighted and other intellectual property rights. Copying files or passwords belonging to others or to Albany County School District One may constitute plagiarism or theft. Software licensed by Albany County School District One or merely used on the District's equipment must be used in accordance with that license agreement.

Always identify yourself clearly and accurately in electronic communications. Anonymous or pseudonymous written communications, which appear to dissociate you from responsibility for your actions, are almost always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsibility or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.

Abide by the security restrictions on the computer systems to which you have access.

Distributing your password to others or otherwise attempting to evade, disable, or “crack” the password or other security provisions threatens the work of others and is therefore grounds for immediate suspension of your access privileges. Information residing on institutionally maintained systems, including, but not limited to, student, financial, and personnel records, is made available to users on an individual basis only to such extent as explicitly authorized by the department which has custodial responsibility for that data.

Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when asked to do so by the manager of facilities. Such restrictions are designed to ensure fair access for all users.

Recognize realistic limitations to the privacy, which can be provided in these electronic communications. You have a right to expect the contents of what you write or otherwise create, store, and send to be seen only by those to whom you intend or give permission; however, the security of electronic files on shared systems and networks is approximately that of paper documents in an unsealed envelope: generally respected, but breachable by someone determined to do so.

Student Consequences for Misuse of Access Privileges

First Offense	Loss of access to computers for one week and conference with parent, teacher, student, and Administrator
Second Offense	Loss of access to computers for remainder of semester or four months, whichever is longer and out-of-school suspension for two days and conference with parent, teacher, student, and administrator
Third Offense	Loss of access to computers for the remainder of the school year or six months, whichever is longer and out-of-school suspension for up to ten days with possible recommendation for expulsion.

*Note: Breaking of any state or federal law will automatically be punished as a third offense, (i.e., the student will lose privileges to computers for the remainder of the school year and out-of-school suspension for up to ten days with recommendation for expulsion.) Initial offenses that are deemed serious may be punished as a second or third offense.

Appendix D

Albany County School District One
Staff User Agreement

User: I understand and will abide by the above **Conditions, Rules, and Acceptable Use Agreement**. I further understand that violation of the above **Conditions, Rules and Acceptable Use Agreement** is unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

Date: _____

Building: _____

Printed Name: _____

Employee Signature: _____

CHILD FIND

For Parents Who...

- are concerned about their preschooler’s development,
- would like to know how to help their school-age child succeed in school,
- have questions whether their child has a disability, or
- know their child has a disability and are looking for appropriate education services.

What is Child Find?

The Individuals with Disabilities Education Act requires school districts to locate and evaluate children between the ages of birth and 21, who may have a disability. This process for locating and evaluating children with these issues is referred to as “Child Find”.

School Age Children

The Albany County School District One identifies children five through twenty-one who may have a suspected disability. A parent or school-staff member may refer a student at their local school by contacting the principal or the Special Services office (307-721-4460).

ALBANY COUNTY SCHOOL DISTRICT #1



**Is your residence or housing uncertain?
Do you live at a temporary address?
Do you lack a permanent physical address?**

You can still enroll in school!

The federal McKinney-Vento Act and Albany County School District #1 guarantee that you can enroll in school if you live

- in a shelter(family shelter, domestic violence shelter, youth shelter or transitional living program);
- in a motel, hotel, or weekly rate housing;
- in a house or apartment with more than one family because of economic hardship or loss;
- in an abandoned building, a car, at a campground, or on the street;
- in temporary foster care or with an adult who is not your parent or legal guardian;
- in substandard housing (no electricity, no water, and /or no heat); or
- with friends or family because you are a runaway or unaccompanied youth.

If you live in one of these situations, you do not need to provide

- proof of residency,
- immunization records or a TB skin test result,
- school records, or
- legal guardianship papers

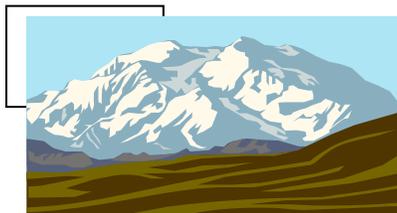
to enroll in or attend school.

You may also:

- Continue to attend the school in which you were last enrolled, even if you have moved away from that school's attendance zone or district;
- Receive transportation from your current residence back to your school of origin;
- Qualify automatically for Child Nutrition Programs for which you are eligible; and
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

If you have questions about enrolling in school or need assistance with enrolling in school, contact: Your local school district liaison: **Ursula Harrison 721-4449**

ALBANY COUNTY SCHOOL DISTRICT #1



- ¿Es tu residencia o habitación inseguro o variable?
- ¿Vives en una dirección provisional?
- ¿Te hace falta una dirección de domicilio permanente?

¡Todavía puedes inscribirte en la escuela!

La ley federal de McKinney-Vento Act y Albany County School District #1 Garantizan que puedes inscribirte en las escuela si vives

- en un albergue (centro de hospedaje familiar, refugio para víctimas de violencia doméstica, asilo para jóvenes
- en un motel, hotel, o apartamento de renta por semana;
- compartiendo una vivienda con otra familia o algún pariente a causa de no poder encontrar alojamiento o por falta de recursos económicos;
- en un edificio abandonado, vehículo, parque, o en la calle al aire libre;
- con una madre o un padre de cría u otro adulto que no es tu padre o guardian legal;
- en una casa o vivienda sin electricidad, sin agua y/o sin calefacción;
- con amigos, parientes, o familiares porque eres un joven fugitivo o sin la compañía de tus padres o guardián legal.

Si vives bajo una de estas condiciones, NO tienes que proporcionar a la escuela

- prueba que vives en el distrito,
- certificado o datos de inmunización,
- archivos o documentos escolares,
- carta de poder o documentos de custodia

para inscribirte o asistir a la escuela.

Puedes también:

- Seguir asistiendo a la última escuela donde estabas inscrito, aunque has cambiado de residencia o domicilio y estás afuera de la zona de asistencia para esa escuela o ese distrito escolar;
- Recibir servicios de transportación de tu domicilio actual a la escuela donde estabas asistiendo;
- Participar automáticamente de programas de nutrición y alimentación por parte del distrito;
- Participar de todos los programas y actividades escolares que se ofrecen a los demás estudiantes y a los cuales puedes ser admitido; y
- Comunicarte con el oficial de enlace con el distrito para ayudar en resolver cualquier desacuerdo que se presente durante el proceso de inscripción en la escuela.

Si tienes preguntas sobre tus derechos a cómo inscribirte en la escuela o si necesitas ayuda para inscribirte en la escuela, comunícate con: Tu oficial de enlace con el distrito: Ursula Harrison 721-4449

**PARENTS RIGHT TO KNOW
(NO CHILD LEFT BEHIND)**

The federal law, commonly called "No Child Left Behind," requires that schools which receive Title I money notify parents that they may request certain information about their children's teachers' qualifications. The specific information about which parents may inquire includes:

1. Whether the teacher has met Wyoming's licensing criteria for the grade level and/or subject s/he teaches;
2. Whether or not the teacher is teaching on emergency licensure or has had licensing criteria waived; and
3. The teacher's college major, any graduate degrees or certifications, and the field of discipline for those degrees or certifications.

In addition, if a child receives services from a paraprofessional, parents may request information about the paraprofessional's qualifications.

If you have questions or desire to obtain this information, you may contact your school's principal or Mr. Michael Hamel, Assistant Superintendent for Human Resources and Quality Learning at 721-4400.

Please rest assured that Albany County School District One takes pride in the quality of teachers and paraprofessionals it employs to serve your children. If you have any questions, please feel free to contact your principal.

Estimados Padres de Familia,

La ley federal, reconocida como el “No Child Left Behind” (NCLB), requiere que las escuelas que reciben fondos federales del Título 1, notifiquen a los padres de familia que pueden pedir cierta información acerca de las calificaciones de los maestros de sus hijos(as). La información específica de que se pueden informar de:

- 1) Si el maestro ha calificado para una licencia del estado de Wyoming para el grado y/o la materia que enseña;
- 2) Si el maestro tiene una licencia de emergencia o si el criterio de su licencia o si ha sido condonado; y
- 3) Cuál fue el área de estudio, si tiene maestría u otros certificados/licencias, y el área de disciplina para esos títulos o certificados.

Además, si su hijo(a) recibe servicios educacionales de un asistente de maestro (para-profesional), los padres de familia pueden pedir información acerca de las calificaciones del asistente de maestro.

Si tiene preguntas o desea obtener esta información, favor de llamar al director(a) de la escuela o al Sr. Michael Hamel, el Asistente Superintendente De Recursos Humanos del distrito al 721-4400.

Asegúrese que el Distrito Escolar del Condado Albany #1 emplea la mejor calidad de maestros y asistentes de maestros para servir a nuestros alumnos. Para más información, llame a la escuela de su hijo(a) o al distrito.

LARAMIE HIGH SCHOOL
AUTHORIZATION TO RELEASE STUDENT
RECORDS

The Family Education Rights and Privacy Act of 1974 gives parents of students under the age of eighteen years, and all students over the age of eighteen years, attending school the right to see, correct and control access to student records. The act further stipulates: "personal information shall only be transferred to a third party on the condition that such party will not permit any other party access to such information without written consent".

Your signature on this release form gives Laramie High School permission to request pertinent information regarding the student named below from his/her former school, health clinic, hospital, treatment center, or other service agency. All information received is considered strictly confidential.

I hereby authorize the school or agency listed below to **release all educational, medical, and/or psychological information**, which has been made a part of the records regarding the student named below. I further release the school or agency listed below from all liability and claims pertaining to the disclosure of the information so requested.

_____ School or Agency Name	(_____)_____ Phone	
_____ Address	(_____)_____ Fax	
_____ City	_____ State	_____ Zip

PLEASE MAIL THE FOLLOWING TO: (if applicable)

- Mail Official Transcripts (fax unofficial)
- Withdrawal Slip (with withdrawal date and grades at time of withdrawal)
- Test Scores (ACT, SAT etc.)
- Birth Certificate
- Immunization Records
- Discipline & Attendance Records
- Standardized Test Scores

Laramie High School
Pam Fisher, Registrar
1275 N 11th Street
Laramie, WY 82072

PLEASE MAIL THE FOLLOWING TO: (if applicable)

- Special Education Records
- Most Recent IEP
- Most Recent Evaluation Paperwork etc.

Laramie High School
Nancy Lockwood, Case Manager
1275 N 11th Street
Laramie, WY 82072

_____ Student's Name	_____ Date of Birth	_____ Grade Level
_____ Parent/Guardian Signature	_____ Date	

1275 North 11th Street * Laramie, Wyoming 82072 * (307) 721-4488 * FAX (307) 721-441

