Administrative Team
Chuck Kern – Head Principal – ckern@acsd1.org
Brady Humphrey – Assistant Principal – 9th Grade – bhumphrey@acsd1.org
Jeff Lewis – Assistant Principal – 12th Grade – jlewis@acsd1.org
Jeff Stender – Assistant Principal – 10th and 11th Grade – jstender@acsd1.org
Ron Wagner – Athletics and Activities Director – rwagner@acsd1.org

Laramie High School
1710 Boulder Drive
Laramie, WY 82070

Important Phone Numbers
Laramie High School Main Phone – 307-721-4420
Laramie High School Athletics and Activities Line – 307-721-4427
Laramie High School Attendance Line – 307-721-4499
Laramie High School Registrar and Counseling Center – 307-721-4488
ACSD#1 Bus Garage – 307-721-4470
ACSD#1 Central Administration – 307-721-4400
ACES – 307-742-5936
# Laramie High School Weekly Bell Schedule

## 2019-2020 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.)

**PERIOD/TIME**
- 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

**PERIOD/TIME**
- 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 (BOARD POLICY 1004)
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:

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

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

or you can contact:

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. 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 3.5000 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 3.5000 GPA or above for an additional two consecutive semesters, an academic bar will be awarded. A student maintaining a 3.5000 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 students 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. Solverud and 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

Board Policy 4006
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.

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:**
1. **1st Tardy** - Teacher encourages student to get to class on time.
2. **2nd Tardy** - Teacher conferences with student and re-teaches attendance expectations.
3. **3rd Tardy** - Teacher contacts parent/guardian.
4. **4th Tardy** - Teacher assigns classroom detention.
5. **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 Policy 4006.

**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.
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](http://www.acsd1.org) under “SCHOOL BOARD” tab (see also W.S. 21-4-305).

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.

v. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6 1 104(a)(iv) within any school bus as defined by W.S. 31 7 102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

b. As used in paragraph (a)(iii) of this section, "habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
c. The board of trustees shall, subject to the case-by-case modification permitted by subsection (d) of this section, require the district superintendent to expel from school for a period of one (1) year any student determined to violate paragraph (a)(v) of this section.

d. The superintendent with the approval of the board of trustees may modify the period of any expulsion on a case-by-case basis based upon the circumstances of the violation. Upon a violation of paragraph (a)(v) of this section and following notice and hearing requirements of W.S. 21-4-305, the superintendent shall notify the district attorney of the violation together with the specific act in violation of paragraph (a)(v) of this section and the name of the student violating paragraph (a)(v) of this section. Nothing in this section prohibits a district from providing educational services to the expelled student in an alternative setting.

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 (see Board Policy 4023)
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 (see Board Policies 4020 and 4021)
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.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>1st Offense Minimums</th>
<th>2nd Offense Minimums</th>
<th>3rd Offense Minimums</th>
<th>4th Offense Board Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illicit Drug Related</td>
<td>3 – 10 days ISS, OSS, ACES</td>
<td>5 – 10 days ISS, OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>10 days OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>Stipulated Agreement, Expulsion</td>
</tr>
<tr>
<td>Alcohol</td>
<td>3 – 10 days ISS, OSS, ACES</td>
<td>5 – 10 days ISS, OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>10 days OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>Stipulated Agreement, Expulsion</td>
</tr>
<tr>
<td>Violence Incident</td>
<td>3 – 10 days ISS, OSS, ACES</td>
<td>5 – 10 days ISS, OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>10 days OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>Stipulated Agreement, Expulsion</td>
</tr>
<tr>
<td>Physical Injury</td>
<td>3 – 10 days ISS, OSS, ACES</td>
<td>5 – 10 days ISS, OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>10 days OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>Stipulated Agreement, Expulsion</td>
</tr>
<tr>
<td>Other behavior</td>
<td>3 – 10 days ISS, OSS, ACES</td>
<td>5 – 10 days ISS, OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>10 days OSS, ACES, Stipulated Agreement, Expulsion</td>
<td>Stipulated Agreement, Expulsion</td>
</tr>
</tbody>
</table>
**Moderate Infractions:**
Discipline consequences for all moderate infractions will be assigned on a cumulative basis across infractions.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>1st Offense Minimums</th>
<th>2nd Offense Minimums</th>
<th>3rd Offense Minimums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
<tr>
<td>Cheating/Lying</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
<tr>
<td>Cell Phone Misuse</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
<tr>
<td>Unsafe Actions</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
<tr>
<td>Inappropriate Behaviors</td>
<td>1-3 Hours Detention</td>
<td>3-6 Hours Detention</td>
<td>1-5 Days ISS, OSS</td>
</tr>
</tbody>
</table>

**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.

**Student Dress and Appearance (see Board Policy 4016)**
Dress should never interfere with the learning environment of a school, or prove hazardous to the student’s safety or the safety of others and should be age appropriate. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians; however,
appropriateness of dress and appearance shall be determined by the building administrator.

The following is the Students Dress Code for Albany County School District #1.

**Allowable Dress**

- Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes.
  - Shirts and dresses must have fabric in the front and on the sides.
  - Clothing must cover undergarments.
  - Fabric covering all private parts must not be see through.
- Clothing must be suitable for all schedule classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- For after-school and extracurricular activities, students will be expected to dress in accordance with the nature of the activity.

**Non-allowable Dress**

- Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
- Clothing, jewelry, accessories, or mode of appearance that denotes affiliation in any gang or violent group is prohibited.
- Clothing, jewelry, or accessories, that advertise or advocate illegal drugs, alcohol, weapons, or tobacco/nicotine are prohibited. Clothing, jewelry or accessories that pose a risk to self or others are not allowed.
- Clothing with obscene or suggestive images and/or messages are prohibited.

**Consequences for violating the student dress code**

A violation of this policy may result in the following consequences:

- A student may be counseled, asked to change into suitable attire, or asked to return home to change clothes (with parental approval).
- Persistent violation of the policy will result in consequences that are consistent with discipline policies for similar violations (see Wyoming Statute 21-4-306).

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**Drug or Alcohol Offenses (see Board Policy 4035)**

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 up to 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.

**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
Albany County School District One does not condone nor tolerate sexual harassment or discrimination 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.

Tobacco-Free Campus
Policy 4049
The Albany County School District Number One Board of Trustees recognizes that the use of tobacco, electronic cigarettes, and tobacco products represents a health and safety hazard, which can have serious consequences for the tobacco user and nonuser and the safety of the District. Because the use of tobacco and tobacco products in the school and work environment is not conducive to good health and that as an educational organization, the District provides both effective educational programs and a positive example to students concerning the use of tobacco and tobacco products, the Board desires to establish a tobacco free environment within School District buildings, on school district property, and at all school functions and events.

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.

**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, any type of 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.

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 (see Board Policy 4033)
Any student enrolled in the public schools 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 (5) school days is, upon written recommendation of his/her physician, eligible for the District’s Homebound Instruction Program.

The Homebound Instruction Program is normally restricted to then to twelve hours per week or about two hours per day. Any longer period of time might be detrimental to the youngster’s well-being. There is no limit to duration of eligibility as long as the physician concurs.

Referrals for homebound instruction may be initiated by parents, physicians, social agencies, or any public school personnel through the Director of Special Services, who will secure services of a qualified teacher for the student.

When certain conditions are met and the Child Study Committee concurs, homebound instruction may be made available for specific individuals who are in the process of being referred and evaluated for special education services. Each case will be handled individually. Homebound instruction is not to be used as a substitute or replacement of the regular program, unless a physician specifically requests, or mitigating circumstances dictate. A homebound program will not
exceed an average of fifteen hours per week under any circumstance. Final approval of homebound instruction lies with the Director of Special Services

**Immunization Requirements (see Board Policy 4032)**

All students enrolled in District educational programs will have written documented proof of immunization included in the student cumulative education file. The proof of immunization must be signed by either a private licensed physician or his/her representative or by any public health authority on a form provided by the State Department of Health. New students to the District will be allowed no more than thirty (30) calendar days to obtain proof of immunization. If proof of immunization is not provided within this time limit, the principal will not permit the child to continue to attend school until proper proof of immunization is provided. A student will be allowed to attend school while receiving continuing immunization if the school administrator receives written notification by a private licensed physician or hi/her representative or by a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. Once the scheduled deadline for completion of immunization is past, the parent/guardian is responsible for providing a completed official record of immunization or the child will not be allowed to continue attendance in school. Exceptions will be allowed for students providing waivers authorized by the state or county health officer. However, in the presence of an outbreak of vaccine preventable disease as determined by the state or county health authority, these students will be excluded from attendance for the time period determined appropriate by the state or county health authority. Information regarding immunizations required by the State Department of Health are available upon request in the principal’s office at each school.

**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**

ACSD #1 utilizes the Standard Response Protocol framework. 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 (see Board Policy 4039)**

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. An initial canine inspection of LHS facilities will be scheduled early in the school year.
2. Additional canine inspections will be conducted periodically throughout the school year.
3. 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 postvention. 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. If possible remain with your class, however in a crisis situation you are allowed to self evacuate. 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 EVACUATION 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. 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.
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.

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 only permitted on PE and athletic lockers. Administrators have the right to use any method necessary to remove the lock in order to gain access to the 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.
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 (i.e., 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 (see Board Policy 4031)**

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 (see Board Policy 4017)
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 Statute 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 (W.S. 21-4-308)."

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.

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**.
Appendix A

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.
Appendix C

**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: ____________________________
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