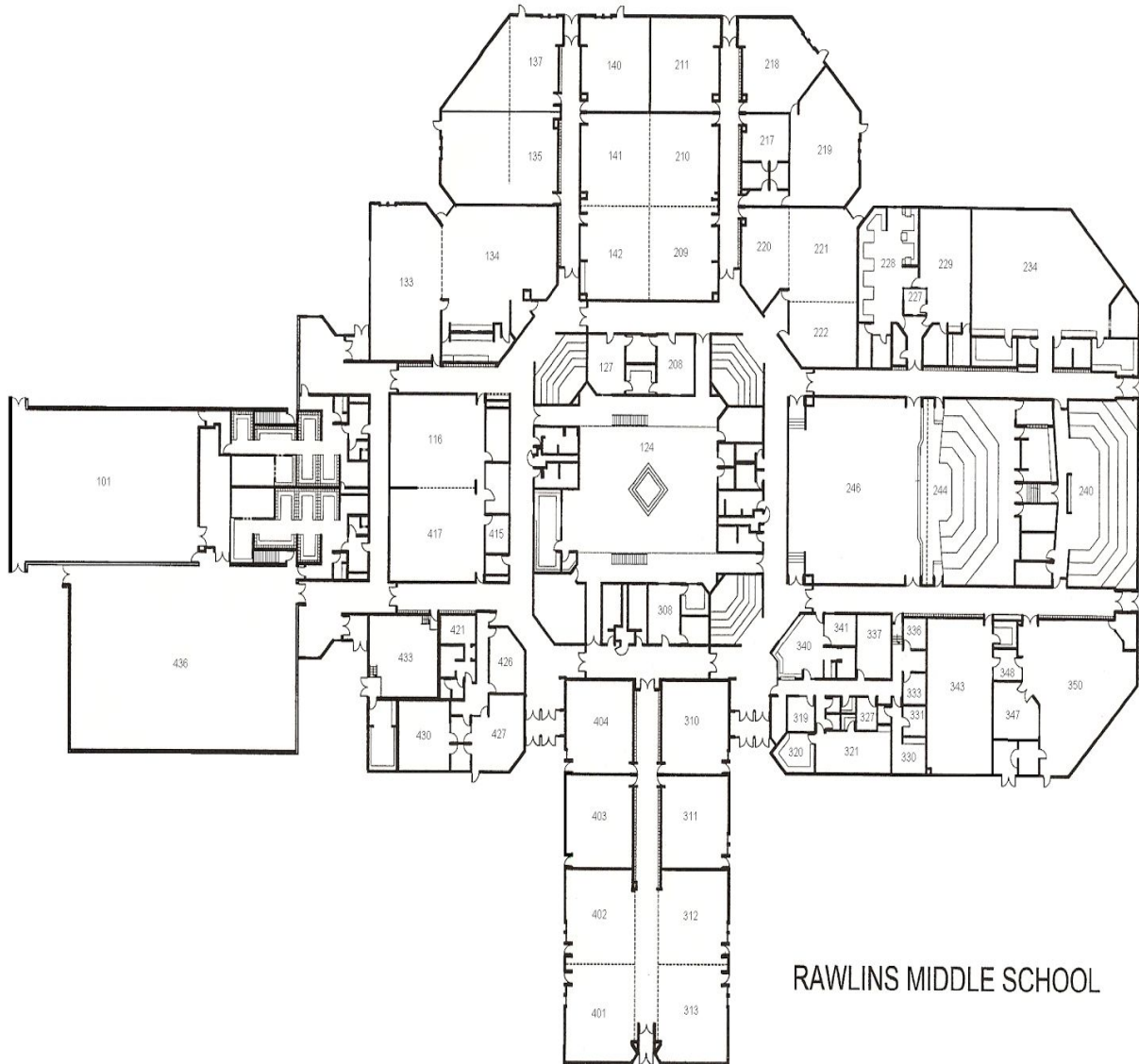


**Rawlins Middle School
1001 E. Brooks
Rawlins, Wyoming 82301
307-328-9205**



2017-2018 Student Handbook



Contact Information:

- Website: www.crb1.net
- Middle School Phone Number: 307-328-9205
- Middle School Address:
1001 East Brooks Street
Rawlins, WY 82301
- School Mailing Address:
615 Rodeo Street
Rawlins, WY 82301

Room Assignments

- 319 Ryan Searle, Principal
- 337 Travis Moore, Assistant Principal
- 426 Richard Maners, Counselor
- 421 Lindsey Lampert, School Psychologist
- 331 Brittany Weimer, Nurse
- 340 Deborah Walker, Principal's Secretary
- 340 Susann Ward, Attendance Secretary

2017-2018 School Calendar RES/RMS/RHS/CHS

AUGUST '17

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-16—New Teacher Orientation
17-18 & 21— Professional Dev
22-First Day of School

1-New Year's Day
2-Back to School
19-End of 2nd Quarter
26-Professional Dev (Half Day)

JANUARY '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-Labor Day
29-Professional Dev

16-Professional Dev(Half Day)
19- President's Day

FEBRUARY

S	M	T	W	Th	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

OCTOBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-Fall Break
27-End of 1st Quarter

9-Professional Dev
26-30-Spring Break
23-End of 3rd Quarter

MARCH

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3- Professional Dev
10-Parent Teacher Conferences
22-24-Thanksgiving vacation

13-Parent Teacher Conferences

APRIL

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-29-Winter Break

23- CHS Graduation
25-RHS Graduation
28-Memorial Day
31-Last Day of School(Half day)
31-End of 4th Quarter

MAY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1-Teacher work day

4 & 5-Contingency Days

KEY	
	Holidays
	Prof. Day Teachers Only
	Teacher Work Day
	End of Quarter
	Parent Teacher Conference-No School
	Initial Contract Day- New Teachers
	First and Last Day of School

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MESSAGE FROM ADMINISTRATION TO STUDENTS

Welcome to Rawlins Middle School, home of the Colts! We are incredibly excited and motivated to have you attend our school this year. We are principals with principle, passion, and persistence. It is our number one goal to help reach your goal. In order to accomplish this we will discuss, write down, and follow up with you on the goals you set this school year. We will also provide for you a taste of college and university opportunities by taking you to several campuses this school year. Everything we do at RMS is to prepare you for a successful high school career, and then give you opportunities to see and feel what college will be like.

We welcome your parents/guardians into RMS to discuss how we can best assist you be successful. We feel privileged to have you attend our school. This is your opportunity to prove that hard work makes all the difference in learning and achievement. We look forward to working with you this year.

Sincerely,

Ryan Searle-Principal
Travis Moore-Assistant Principal

Mission Statements:

District: “Educating today’s students for tomorrow’s opportunities.”

School: “Inspiring and empowering learners to meet the challenges of tomorrow”

Vision Statements:

District: “Inspiring excellence-every student, every day.”

School: “Educating through rigor, relevance, and relationships.”

School Song:

Outlaws fight, Outlaws fight, Outlaws fight to the very end. Outlaws fight, Outlaws fight as we put over one more win. Outlaws fight, Outlaws fight for it’s Outlaws that we love best. Hail! Hail! The gang’s all here and it’s goodbye to all the rest.

Yay red! Yay white! Yay Outlaws, fight, fight, FIGHT! Outlaws fight, Outlaws fight, Yay Outlaws, FIGHT! Outlaws fight, Outlaws fight, Yay Outlaws, FIGHT!

Outlaws fight, Outlaws fight, Outlaws fight to the very end. Outlaws fight, Outlaws fight as we put over one more win. Outlaws fight, Outlaws fight for it’s Outlaws that we love best. Hail! Hail! The gangs all here and it’s goodbye to all the rest.

Go Big Red, Go Big Red, Go Big Red, Go Big Red!!

Mascot: Colts

Colors: Red and White

RMS FACULTY AND STAFF

English/Language Arts

Kate Axlund
Shelly Ford
David Johnson
Emily Pariseau
Stacey Peres
Marlana Shellito

Special Education

Judy Stepp
Tera Voss
Kimberly Hodges
Anthony Hudson
Rob Tillotson

Para Professionals

Windi Cragoe
Sarai Zamarripa
Mandy Frakes
Linda Hughes
Becky Martinez
Megan Cragun
Amy Poplin
Michelle Greer
Tiffany Wrigley

Secretaries

Debbie Walker
Sue Ward

Instructional Facilitator

Jacinda Waldrip

Math

Alexandra Cape
Robert Fabin
Taryn Geroche
Joseph Backstrom
William Neuenschwander

Exploratory Teachers

Frank Arce-PE/Health
Caitlin Cantrell-Choir/Music
Jamie Chapman-Art
Charli Fisher-PE/Health
Tammy Partlow-STEM
Stephanie Trimble Band/Music

Custodians

Alicia Ayala
Frances Archuleta
Jeff Daniels
Ida Lovato

Counselor

Richard Maners

Assistant Principal

Travis Moore

Science

Diane Espy
Stacy Jeffress
Angie Roybal

Social Studies

Nathan Lee
Ryan Schumaker
Richard Thompson

ESL

Vera Hale
Maria Guzman

School Psychologist

Lindsey Lampert

Principal

Ryan Searle

RMS DAILY SCHEDULES

MONDAY THROUGH THURSDAY

6th		
HERD	8:30-8:46	HERD
1st	8:49-9:34	Math
2nd	9:37-10:22	Math
3rd	10:25-11:10	CAT/PE
Lunch	11:10-11:40	Lunch
4th	11:43-12:28	CAT/PE
5th	12:31-1:16	ELA
6th	1:19-2:04	ELA
7th	2:07-2:52	Sci/SS
8th	2:55-3:40	Sci/SS

7th		
HERD	8:30-8:46	HERD
1st	8:49-9:34	Sci/SS
2nd	9:37-10:22	Sci/SS
3rd	10:25-11:10	Math
4th	11:13-11:58	Math
Lunch	11:58-12:28	Lunch
5th	12:31-1:16	CAT/PE
6th	1:19-2:04	CAT/PE
7th	2:07-2:52	ELA
8th	2:55-3:40	ELA

8th		
HERD	8:30-8:46	HERD
1st	8:49-9:34	ELA
2nd	9:37-10:22	ELA
3rd	10:25-11:10	Sci/SS
4th	11:13-11:58	Sci/SS
5th	12:01-12:46	Math
Lunch	12:46-1:16	Lunch
6th	1:19-2:04	Math
7th	2:07-2:52	CAT/PE
8th	2:55-3:40	CAT/PE

FRIDAY

6th		
1st	8:30-9:06	Math
2nd	9:09-9:45	Math
3rd	9:48-10:24	CAT/PE
4th	10:27-11:03	CAT/PE
Lunch	11:03-11:33	Lunch
5th	11:36-12:12	ELA
6th	12:15-12:51	ELA
7th	12:54-1:30	Sci/SS
8th	1:33-2:10	Sci/SS

7th		
1st	8:30-9:06	Sci/SS
2nd	9:09-9:45	Sci/SS
3rd	9:48-10:24	Math
4th	10:27-11:03	Math
5th	11:06-11:42	CAT/PE
Lunch	11:42-12:12	Lunch
6th	12:15-12:51	CAT/PE
7th	12:54-1:30	ELA
8th	1:33-2:10	ELA

8th		
1st	8:30-9:06	ELA
2nd	9:09-9:45	ELA
3rd	9:48-10:24	Sci/SS
4th	10:27-11:03	Sci/SS
5th	11:06-11:42	Math
6th	11:45-12:21	Math
Lunch	12:21-12:51	Lunch
7th	12:54-1:30	CAT/PE
8th	1:33-2:10	CAT/PE

COMMUNITY COMPACT

This compact, or agreement, has been created by your School Community Council (SCC), an advisory group comprised of parents, teachers, staff and the principal of Rawlins Middle School, representing sixth through eighth grades.

Special attention was paid to the three areas of greatest shared responsibility between the school and the home – reading, study habits, and respectful responsible behavior, as well as ways students, teachers and parents communicate together.

This compact reflects those goals most important for our school to be successful as a community.

PARENT’S/ FAMILY’S RESPONSIBILITIES:

We will:

Goal 1: Quality Curriculum and Instruction

- Be the primary role model for academics; encourage and include your student in daily academic functions (menu planning, family budgeting, daily newspaper reading).
- Talk to your student about what they read, including textbooks and recreational reading.
- Provide multiple types of materials for your child to read.

Goal 2: Self-directed Learning

- Check our student’s assignments daily (in the student planner, Infinite Campus, or teacher websites and social media).
- Establish a study place at home that is quiet, well-lit, and where our student can sit to study at a consistent time each day.
- Assist our student with learning resources by providing books and taking him/her to the library.

Goal 3: Respect and Responsibility

- Make sure that our student attends school regularly, is on time, and is prepared to learn, with necessary supplies and assignments completed.
- Check our student’s assignments weekly.
- Expect our student to behave responsibly and treat other people with respect. (refer to the six Ps)
- Learn how to access our student’s Infinite Campus account and information to do regular check-ins weekly.
- Talk with your student routinely about decision-making and taking responsibility for the positive and negative outcomes of his or her choices.

Goal 4: Community

- Attend parent-teacher-student conferences, open houses, and school events.
- Communicate with our student’s teachers about his/her progress and ask how we can provide support.

STUDENT RESPONSIBILITIES:

I will:

Goal 1: Quality Curriculum and Instruction

- Talk to my family honestly about what I am doing and learning in school.
- Read daily for pleasure as well as to learn.

Goal 2: Self-directed Learning

- Use my planner to record, organize and prioritize my classwork daily.
- Study daily at home in a consistent, quiet, and well-lit place.
- Complete my daily assignments in a thorough and legible way, and turn in on time.
- Seek help from my family and teachers on my assignments.
- Take advantage of Colt Learning Lab.

Goal 3: Respect and Responsibility

- Be prepared, polite, prompt, productive, participate in class and have a positive mental attitude.
- Look for the good in other people and pay a sincere compliment to someone (family member, teacher, friend) each day.

Goal 4: Community

- Attend parent-teacher-student conferences and keep my parents informed about what I am doing in school.
- Demonstrate good citizenship and school pride at all times.

TEACHER'S RESPONSIBILITIES:

I will:

Goal 1: Quality Curriculum and Instruction

- Focus on enhancing literacy skills in all content areas by students reading and writing daily.
- Model and practice good academic instructional strategies at all times in the classroom.
- Keep parents informed of their students' progress through sharing appropriate data and assessments on a daily basis.

Goal 2: Self-directed Learning

- Help students to use their planner to accomplish their classwork.
- Explicitly teach academic skills.
- Provide assignments to help students to practice and master material and enhance general knowledge.

Goal 3: Respect and Responsibility

- Teach, model, practice, and expect students to be prepared, polite, prompt, productive, participate in class and have a positive attitude.
- Provide information for students to record in their planner regarding assignment expectations and timelines.
- Keep Infinite Campus updated to reflect student progress in a timely manner.

Goal 4: Community

- Communicate frequently (through various methods) with parents about their student's progress, and provide support.
- Hold at least two parent-teacher-student conferences a year.
- Encourage parents to participate in school events by giving them specific invitations and assignments to attend.

SECTION 1: ACADEMIC AND BEHAVIORAL SUPPORTS

COMMUNITY CORE VALUES

It is important for everyone to have a clear understanding about expected student behavior guidelines. At RMS, our actions are guided by our community core values. Our core values are explained through the six P's. Each P stands for one of our community core values: Prompt, Prepared, Polite, Positive Mental Attitude, Participate, and Produce. Expected behaviors that represent each one of these core values are posted in the various areas of our school such as the lunchroom, hallways, and classrooms. Students are to display expected behaviors in all parts of the school community including assemblies, on the bus, field trips, and activity/athletic events. No student has the right to disrupt the learning of other students.

6 P's of our Classroom Culture:

Prompt

- ✓ on time, in classroom and in assigned area or seat
- ✓ reasonable request, do it promptly

Prepared

- ✓ tools of the trade
- ✓ physically
- ✓ emotionally

Polite

- ✓ respect and dignity

P.M.A. (Positive Mental Attitude)

- ✓ believe that you can do anything
- ✓ you are responsible for everything in your life
- ✓ never be helpless or hopeless

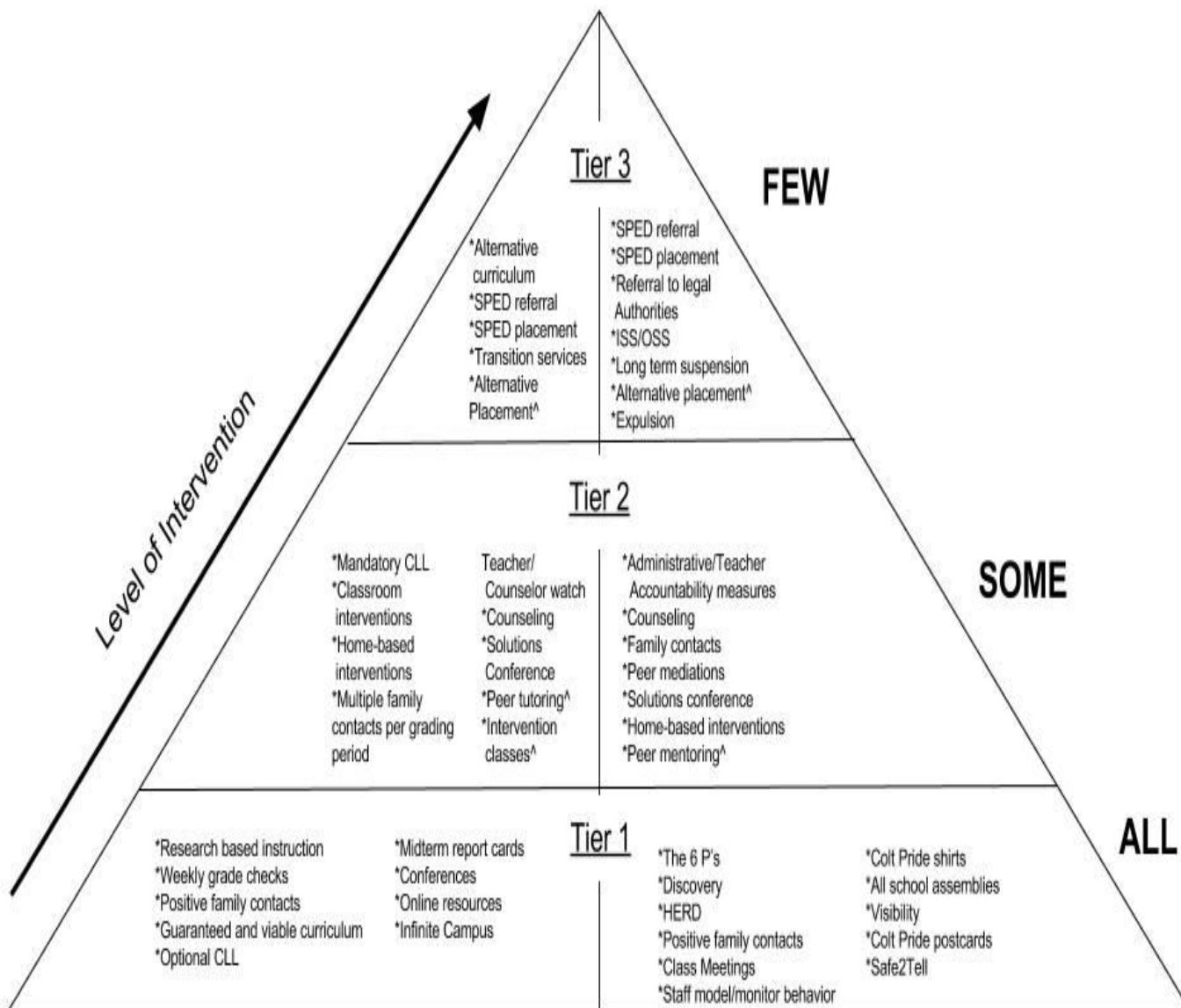
Participate

- ✓ think about the topic
- ✓ get your voice in the room
- ✓ raise your hand

Produce

- ✓ take care of business
- ✓ no excuses

Our primary purpose at RMS is student learning. The pyramid of interventions below was developed in support of this purpose. This multi-tiered system of support (MTSS) is designed to guide staff, students, and families. Actions and interventions not listed may be developed to support individual students. All students receive the supports listed in Tier I. Some students receive the supports listed in Tier II, and a few students will require the supports listed in Tier III. Specific interventions and supports can be utilized as needed to support all students in their learning. Not all students will participate in all interventions.



[^]Interventions and supports that are being considered but have not yet been fully developed and/or implemented at RMS

DISCOVERY

The Discovery program is a concrete, skills based program to help students develop the positive social skills necessary to be successful in school and in life. Discovery is one part of our multi-tiered system of support (MTSS). The purpose of Discovery is: to develop a strong sense of community and establish a positive support system for all students; to teach, practice, and provide feedback on positive social skills; to reinforce a positive school culture and to provide students with clear expectations. The Discovery program is taught during HERD and throughout the school day and year.

The redirect process is one part of the Discovery program. All RMS staff use a consistent redirect process to support students in displaying appropriate behavior based on our community core values (The 6 P's). Having a consistent process helps students understand what is expected of them in all school settings. Students earn redirects when their behavior is disruptive to their learning and that of others. Earning a redirect is not a punishment, but rather a tool to help students understand their choices are disrupting learning and to help them correct the behavior. Earning multiple redirects in a class may result in a hallway conference, a call home, and/or an office referral.

SECTION 2: BEHAVIOR EXPECTATIONS

SCHOOL-WIDE DISCIPLINE GUIDELINES

These guidelines are intended to help school personnel communicate student expectations and consequences to both students and parents. In addition they are designed to enhance fairness, clarity, and consistency among staff when applied with good judgment and common sense.

Each of the following categories has a range of consequences for each disciplinary infraction that allows for latitude in decision-making. This range is also on a continuum, which results in a more severe consequence for each repeated offense. The building administrator has final decision making authority when determining behavioral consequences.

<u>Category</u>	<u>Typical Infractions</u>	<u>Handled By</u>	<u>Range</u>
<u>A. Minor Infractions</u>			
	Insubordination Defiance Disruption Dress Code Inappropriate language Other Physical contact/Physical aggression Property misuse	Teacher and/or Administrator	Warning to multiple detentions/Friday/ Saturday school or other consequences determined by administration

<u>Category</u>	<u>Typical Infractions</u>	<u>Handled By</u>	<u>Range</u>
<u>B. Major Infractions</u>			
	Abusive Language/Profanity Bullying/Harassment Defiance/Insubordination/Non-compliance Disrespect Disruption Dress Code Forgery/Theft/Plagiarism Inappropriate displays of affection Inappropriate location Lying/Cheating Other Physical Aggression Property Damage/Vandalism Skipping class Tardy Technology violation Truancy	Administrator	Detention(s) to 10 Days Suspension* or other consequences determined by administration

C. Matters of Law

Alcohol/Drugs/Tobacco Arson/Explosives Extortion Threat to/Assault of school official False alarms/Tampering Bomb threat Major vandalism/Theft Other matters of law	Administrator	Suspension to Recommendation for Expulsion, Police Notification
---	---------------	--

*Suspension may be in-school suspension (ISS) or out-of-school suspension (OSS) at the administrator's discretion.

DRESS GUIDELINES

We believe that all students should demonstrate their commitment to excellence through their clothing. It is our desire to create a safe and secure environment conducive to learning, and dress is one area that often distracts from our goal. The RMS dress code is meant to be a fluid document. As changes occur that become distractions to the learning environment, or safety of our students, they will be addressed. These guidelines are not to limit a student's expression, but to provide a secure and non-threatening environment for all of our students. We appreciate your support in complying with these guidelines. Decisions about appropriateness of attire are at the discretion of the administration. Students in violation of this policy will be given the opportunity to fix their appearance. Failure to comply will result in the student's parents or guardian being called to take the student home to correct their dress and may result in additional disciplinary consequences.

Tops: Clothing should cover the body and represent the dignity of each individual. Midriffs and cleavage should be completely covered. Tops should fit the student properly. Skin tight and oversized shirts are prohibited. Tank tops may not be worn by themselves. Examples of tops that would not meet code include, but are not limited to:

- Tops that reveal midriffs or undergarments (including bra straps).
- Clothing that portrays suggestive, derogatory, insulting pictures or writing, or in any way can be construed to have a "double" meaning.
- Any article of clothing that refers to any type of alcohol, drug, or act that is illegal or hazardous to one's health.
- Clothing that depicts the "Playboy Bunny" or other sexually suggestive pictures, symbols or wording.
- Apparel with emblems, printing or offensive pictures, etc, that creates animosity between groups and/or individuals (This would include but not be limited to swastikas).
- Shirts may not bear the number 13.
- All ICP (Insane Clown Posse) apparel. Including hatchetman and Wicked Clown pictures, logos or words.
- Shirts depicting gangsters or gang lifestyles (i.e. Scarface shirts, pictures of guns or other weapons).
- Clothing with directional wording (North, South, East or West) is not permitted (this includes but is not limited to "Southpole" brand clothing).
- Gang colors worn, written, or prominently displayed in any manner.

Pants: Clothing worn on the trunk should be appropriately sized, not baggy or tight. Pants should also not have any logos, pictures or writing that has been deemed inappropriate in the "Tops" section. Pants should cover the body and not expose underwear. Holes above fingertip length are unacceptable. Pants must be free of chains and other hanging accessories. Pajama pants are not acceptable.

Dresses/Skirts/Shorts: Length and cut of dresses, skirts and shorts should be appropriate for the school setting. Dresses must comply with the "Tops" section of this code. Hemlines should reach to at least fingertip length.

Belts: Belts should be of an appropriate size and length. The belt should be contained within the belt loops of the pants or skirt, not hanging down. Inappropriate belts must be removed. Belt buckles must follow the guidelines for tops in reference to imprinting and appropriate characters or wording.

Shoes: Shoes must be worn at all times while at school. Bedroom slippers are not acceptable footwear. Steel toed boots are also prohibited. Roller skates or shoes with wheels are prohibited.

Headwear: We proudly display the United States flag in our building. In order to show respect, hats or headwear should be removed before entering the building. Bandanas of any color or design are not allowed. Exceptions will be made for religious or medical reasons when requested in writing by a parent to the principal.

Accessories: All jewelry or accessories should be free from any distracting symbols or logos. Studded bracelets and neck chokers are not acceptable. Chains that connect to wallets or other items should be removed before entering the building. If jewelry is deemed inappropriate for safety reasons in PE classes, students will be asked to remove the jewelry for that class period.

Hair/Skin: If hair color or style becomes a distraction in the classroom, parents will be notified. We discourage students from writing on their skin.

Backpack/duffle bags/purses: All backpacks, duffle bags and purses should be placed into a student's locker upon entering the building.

Outerwear: Outerwear is considered jackets, coats, hats, gloves, ear muffs, etc. All outerwear should follow the guidelines in the "Tops" section of this code. All outerwear must be stored in the student's locker during the school day.

Miscellaneous - Clothing such as see-through garments, fishnet tops, tank tops with enlarged arm holes, clothing allowing a bare midriff, pants worn below the waist, shorts in poor repair, short shorts and tight fitting shorts shall not be allowed at school. Wallet chains are not acceptable. The building administration reserves the right to determine whether or not an article is appropriate.

ELECTRONIC DEVICES

Electronic devices can be used as an educational tool with teacher permission. Classroom teachers are responsible for monitoring the use of electronic devices in their rooms. They are not allowed to be used in the hallway or restroom. If a student needs to use their device they are required to ask the teacher first.

STUDENT BEHAVIOR ON SCHOOL BUS

The school bus is a part of our school community and students are expected to demonstrate behaviors that support our community core values while on the bus. The driver of the school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the responsibility of the bus driver to report any student misbehavior by submitting the incident, fully documented on the District Bus Behavior Report, to the building principal. The building principal shall then be responsible for taking appropriate disciplinary action to address inappropriate bus behavior.

Students will:

1. Be at the bus stop before the scheduled departure time.
2. Form a line away from the street or roadway while waiting for the bus.
3. Remain in a line until the bus comes to a complete stop and the door is open before approaching the bus.
4. Remain seated while the bus is in motion.
5. Keep hands, arms, legs or any other part of the body inside the bus.
6. Respect the rights of others.
7. Respect school property.

8. Keep the bus free of litter.
9. Talk and visit at an appropriate volume and use appropriate language.
10. Be picked up and returned to their assigned bus stop. Permission to ride a different route will be requested in writing from the parent and approved by the building principal.
11. Cross roadways only when the driver signals to them, crossing in front of the bus in full view of the driver and not behind the bus.
12. Use the rear exit door only in case of emergency.
13. Sit in assigned seats when directed to do so.

Disciplinary actions may be implemented for student behavior problems and may include any or all of the following:

- Loss of bus privilege
- Parent conference
- Suspension or recommendation for expulsion from school
- Any other consequence deemed appropriate by administration

FOOD, DRINKS, AND SNACKS

Food, candy and other snacks are acceptable only at designated times and places. Students can have a clear water bottle filled with water during class and passing periods. Teachers will determine the rules for their individual classrooms. Should teachers choose to allow snacks, they must follow the RMS healthy snack guidelines. Energy drinks are never acceptable. Sunflower seeds and shelled nuts are not permitted in the school building. Any infraction will be dealt with by staff. If this rule infraction becomes chronic, the student will be referred to the office.

SECTION 3: ATTENDANCE

ATTENDANCE (Board Policy JE)

Our education program at Carbon County School District One provides students the necessary skills and knowledge to continue their education at the next level. We also recognize the close relationship between attendance and achievement. The school cannot teach pupils who are absent. Frequent absences disrupt the continuity of the instructional process.

If a student is absent, his/her parent/guardian shall call the school before 8:30 to report the student's absence and the reason for being absent. The school telephone number is: 307-328-9205. If his/her parent/guardian does not call the school, they will receive a phone call. If families are unable to be reached by phone, the student must bring a note upon his/her return.

Rawlins Middle School will send letters of attendance home at 5, 10, 15 and 20 absences for the year. Campus administration will call home on 15 absences for the year. The Superintendent will call home on 20 absences for the year. School excused absences, such as sports trips, and medically excused absences will not count toward the letter. Any student with ten or more absences in any one school year may be referred to the Board of Trustees for determination that the child is a habitual truant. The Board, in turn, may notify the County Attorney, who then is to initiate proceedings in the interest of the student under the *Juvenile Court Act*. In addition, Wyoming State Statute 21-4-101 through 21-4-107 outlines attendance law and allows for the criminal prosecution of any parent, guardian or custodian of any child who willfully fails, neglects, or refuses to send their child to school

Medically excused absences can only be documented by a note from the doctor, dentist or orthodontist that was visited. A parent call or note will change the absence to Parent Excused. Parent excused

absences are counted for the attendance letters.

RMS ABSENCE CODES

E: Excused from class present in building; A: Absent from class reason unknown; P: Parent excused (parent called in or sent a note); M: Medically excused (appropriate documentation required); T: Tardy; S: School excused (absence due to school sponsored event); X: unexcused; I: In School Suspension,;and O: Out of School Suspension; Z: excused tardy.

CHECKOUT

Students who must leave school for any reason during the day are to be excused from and return to the main office, by signing in and out. Parents must come into the office to check out a student.

TARDY POLICY

Tardies will be tallied cumulatively for all classes. The office will run a report at the end of each day. Students with 10 or more tardies per trimester will be required to serve a detention. Students who are habitually tardy, may be assigned additional disciplinary consequences. Tardies will be reset at the end of each trimester. A student more than 15 minutes late to a class is considered absent.

SECTION 4: ACADEMICS

GRADING

It is the belief of the staff at Rawlins Middle School that grades are communication of learning and all students should reach a minimum level of mastery. Students will have the opportunity during a grading period to increase any failing grade to a passing grade. To facilitate clear and consistent communication with students and families, all RMS staff will utilize the RMS grading norms. At the end of the grading period, grades are final. Students earning an A, B, C, or D will earn a credit for the course. Any student earning an F will not receive credit for the course and may be required to attend summer school.

RMS Grading Scale: A 100-90, B 89-80, C 79-70, D 69-60, F 59-0.

INCOMPLETE GRADES

Students with extenuating circumstances may be assigned an incomplete for a grading period. Incomplete work must be turned in within 1 week (5 school days) following the completion of the grading period unless special arrangements have been made. Failure to do so may result in failing the class.

HONOR ROLL

At the end of each grading period a 4.0 honor roll and a 3.0 or higher honor roll will be published. Each student shall be responsible to check the honor roll and to notify the office in case of an error. All courses will be included in determining the GPA. To be eligible for the honor roll a student must be enrolled at least as a half-time student.

GUIDANCE SERVICES

The guidance counselor is available to all students unless written notification from the parent/guardian states otherwise. The counselor can help with educational planning, personal problems, informing the student and parents of overall progress, testing results, etc. The counselor can assist in arranging conferences with teachers and can refer a parent to private agencies for additional help if the need arises.

SUMMER SCHOOL

Students may be required to attend summer school for poor academic performance and/or excessive absences. It may also be used in lieu of grade level retention. Students with failing one or more class at the end of each grading period may be required to attend summer school in order to earn promotion to the next grade. The final decision on summer school attendance, promotion, and retention is made by the building principal.

ASSISTANCE AND INTERVENTIONS

At RMS our fundamental purpose is student learning. In support of that purpose multiple interventions are available to support students. The library is open daily at 7:55 am. Students who arrive early to school are encouraged to go to the library to catch up on work. Staff are available to assist students in the morning and after school. Students are not to linger in the hallways before school. Students should be in the library, cafeteria, classroom, or another supervised area.

The Colt Learning Lab (CLL) is one of primary interventions that provides the time for students to complete work deficiencies and to gain understanding of the necessary concepts required for mastery of content. A deficiency might include, but is not limited to, incomplete or failed assignment or assessments, projects, or any assigned task important to the learning process. CLL will be available before school, after school, during lunch, and on designated Friday afternoons. Students may choose to participate in the various levels of CLL. Based on habitual deficiencies and/or failure to effectively utilize optional CCL, students will be assigned to different levels of CLL. We are committed to partnering with parents and students to ensure academic excellence.

If students willfully refuse to engage in CLL in a meaningful way, we will respond with a required meeting involving the student, parent(s), teaching team, guidance, and administration to develop a plan.

ASSIGNMENTS - MAKE UP WORK

When students are absent due to illness, school activities, or for other reasons, it is the student's responsibility to ask for make up work. If students know they are going to be absent, they should request work from their teachers in advance. Parents may request from the attendance secretary a list of makeup work for a child who is ill for two or more days and obtain that list at the end of the day (3:30 p.m.). If the student is ill for only one day please have the student obtain makeup work upon his/her return.

Students who know that they will be absent should request advance make-up work through the office. The student must bring a note or a parent must call to excuse the child. After the form is received students may visit each of their teachers for their assignments. If an emergency situation exists, parents and administration may work out a schedule for completion of make-up work. Any class work or homework that is not written on the advance make-up form will be made up after the student returns to school. Students will have one (1) day for each day missed to complete and turn in work missed due to an excused absence. Students will have one week to turn in late assignments. ~~Teachers will not accept assignments over one week late.~~

BAND/CHOIR

Students may choose to participate in band as part of the exploratory rotation. Students in 7th and 8th grades have the option to take choir as a year long course. If a student chooses to participate in a year long exploratory class, they will be assigned at least two trimesters of PE/Health. They will have the option to request another exploratory course in place of PE/Health for one trimester.

Families that cannot afford to rent an instrument from an outside source can check with the band director about the availability of a school owned instrument. The rental fee for a school owned instrument is \$50 per year. The amount may be paid in the following installments: \$25 due in August and \$25 due in January.

SPECIAL EDUCATION/504 SERVICES

Carbon County School District One provides appropriate special education and related services for children with any disability, as mandated by the Rules and Regulations governing the Individuals with Disabilities Education Act (IDEA) amendments of 1997. For those students with qualifying disabilities under Section 504 of the *Rehabilitation Act of 1973*, Carbon County School District one provides either accommodations or related services in the general educational environment in order to allow the student to have equally effective participation in the school's programs. Information is available in the principal's office for those parents who suspect their child has a disability or who have concerns regarding their child's academic performance.

SECTION 5: GENERAL GUIDELINES AND PROCEDURES

INTERNET/E-MAIL USE

Students are responsible for good behavior on school computer networks. Network use is governed by the general school rules for behavior and communications. Independent student use of telecommunications and electronic information resources will be permitted upon district acceptance of agreement forms submitted by parents of the students. Student network agreement forms must be on file in the office before a student will be allowed access to the network.

LOCKERS

You will be assigned a locker and combination. The lockers are the property of the middle school and are subject to search. You are expected to keep your locker clean. Students are accountable for contents of their locker. It is your responsibility to ensure the locker is clean and free of any tape, stickers or writing at the end of the year. Lockers are not to be shared and combinations may not be exchanged.

LUNCH/BREAKFAST

Students use lunch accounts for all their meals or milk purchases. Students are expected to have money on their account to purchase lunch/breakfast. Parents in need of free or reduced lunch information should contact the school office. Students should not give their account number to another student. Middle School breakfast costs \$1.75 and lunch is \$2.50. Extra milk costs ~~\$-.40~~ **\$0.50**

NUISANCE ITEMS

Nuisance items are any items that disrupt the regular learning environment for the individual or the class. These items will be confiscated and will not be returned.

PARENT INVOLVEMENT

Parents are encouraged to visit classrooms at any time. We ask that all parents check in at the office. Parents are encouraged to contact teachers via e-mail or telephone. If the teacher has a class in session your call will be sent to their voicemail in order not to disrupt teaching. Parents are encouraged to attend our professional development days and any workshops that are offered to our staff. Parents are asked to participate in parent and community outreach activities. If at any time a parent is not satisfied or has suggestions for improvement they are encouraged to contact the principal at 328-9205.

PHYSICAL EDUCATION ATTIRE

School appropriate t-shirt with either short or long sleeves (no v-necks or scoop necks), athletic shorts that are school appropriate (no spandex), extra tennis shoes that are worn only indoors and kept in PE locker. Physical education attire must adhere to the RMS dress code.

SCHOOL ISSUED ELECTRONIC DEVICES

School issued technology should be used in accordance with district policy. These devices are distributed for educational purposes only. Any abuse of the devices or of the privileges associated with the devices will result in consequences which can range from financial to disciplinary.

SCHOOL LATE-START OPTION

In the event of bad weather the administration will institute a late-start schedule to allow road crews and custodians to remove snow from walkways and roads. Buses will run on late-start days exactly two hours later than usual. Schools will release at their regular times and extra-curricular activities will operate as usual, unless officials determine otherwise.

SKATEBOARDS/SCOOTERS/BIKES

If students choose to ride skateboards or scooters to school, they must arrange for appropriate storage. All bikes are to be stored in the bike rack during the school day. Students should not bring non-human powered transportation to school including, but not limited to, hoverboards and Segway scooters.

TEXTBOOKS

Lost, damaged or stolen books are the responsibility of the student. Check with the teacher or the librarian to determine the cost of the books. Students who owe fines or charges for books will be expected to reimburse the school. Money will be returned if books are found.

VISITORS

All visitors must register at the main office. Current liability does not allow students from other schools to attend classes. Unregistered visitors could be subject to charges of trespass.

SECTION 6: ACTIVITIES

ACTIVITIES HANDBOOK

Detailed information, policies, and procedures related to activities can be found in the activities handbook. All parents/guardians of students choosing to participate in activities must sign an acknowledgement that they have received and reviewed the activities handbook and attend a parent meeting before their student can participate in any activity.

ELIGIBILITY

Rawlins Middle School students who are involved in any activity sponsored by the school must maintain a high standard of academic success. Students will be considered ineligible if they have a failing grade in any class for two consecutive weeks. If they have one failing grade, they are given a probation for one week. If they have two or more failing grades the first week, they are automatically ineligible and do not receive a probationary period. If they have any failing grades after the one week probation, they are ineligible until they have all passing grades.

Eligibility is determined on a weekly basis. Students have until the end of the school day on Friday to turn in work. Grades to determine eligibility will be pulled on Monday at 10:00 am. Any student who is failing will be ineligible to participate in school activities for the week. A student has the opportunity to become eligible for the following week's activities if he/she improves his/her grade(s) to a passing level. Eligibility runs from Monday to Saturday. That period of time constitutes one week. Eligibility will be checked starting the third week of the trimester.

Students are expected and required to attend practices even when they are ineligible. Any student who receives suspension (ISS or OSS) will be ineligible to practice or participate in any contest during their suspension. The students will not be allowed to attend or observe any activities, games, or special events during the time they are out of school suspended. The above eligibility policy outlines the minimum standards to which all RMS programs will operate. Individual coaches may increase eligibility standards.

DRUG/ALCOHOL/TOBACCO/ELECTRONIC NICOTINE DEVICES/VAPING PENS USE REGULATIONS

Rawlins High School/ Rawlins Middle School administration and coaches believe that efforts should be made to prevent athletes and participants of all co-curricular activities from using steroids, drugs, alcohol, and tobacco, electronic nicotine devices or tobacco products. Use or possession of steroids, drugs, alcohol, tobacco, electronic nicotine devices, vaping pens, or tobacco products will lead to suspension from school and from participation in interscholastic events and co-curricular activities. **No use of, sale of, distribution of, possession of, or being under the influence of illicit drugs, controlled substances, alcohol, or tobacco in any form-including electronic cigarettes or vaping pens, is permitted. The consequence for failing to abide by rules during the season is immediate dismissal from the team and/or activity season as defined by the WHSAA and Rawlins Middle School. Any letters, honors, or post-season recognition will be denied. Additional violations have the following consequences:**

2nd Offense during middle school: One calendar year suspension from participation in sports/activities.

3rd offense during middle school: Will not be allowed to participate in any sport or activity at Rawlins High School/Middle School for the remainder of their high/middle school career.

This may include suspension from or denial of participation in activities other than that in which the violation occurred. Training rules in effect beginning with the day of the first practice.

If a violation of the training rules occurs outside the sport season, the student will be suspended for fifteen (15) calendar days into the succeeding sport in which they will participate-this suspension may go into the following year. Example: If a violation occurs after a winter or spring sport, and the athlete does go out for a fall sport the next year, the athlete will have a fifteen (15) calendar day suspension. After the fifteen (15) day suspension is complete, the athlete must then complete the required practice days as determined by the WHSAA. Upon completion, the athlete will begin with a clean record.

Athletes will be allowed to practice during this time. Additional violations will have the following consequences:

2nd Offense during middle school: One calendar year suspension from participation in sports/activities.

3rd Offense during middle school: Will not be allowed to participate in any sport or activity at Rawlins High School/Middle School for the remainder of their high/middle school career.

Middle students upon entering high school start with a clean slate concerning training rules.

Athletes must complete a sport in “good standing” after a violation to be cleared for a succeeding sport. “Good standing” is defined as the athlete being eligible to compete in culminating events if qualified or as determined by the coach. If an athlete does not complete the season, the succeeding will start with a fifteen (15) calendar day suspension, after completing the required practice days as determined by the WHSAA.

Students involved in extracurricular clubs/activities that violate the TRAINING RULES for ALCOHOL, TOBACCO/ ELECTRONIC CIGARETTES or VAPING PENS, ILLICIT DRUGS, and CONTROLLED SUBSTANCES will be suspended for one (1) major event/trip outside of Rawlins.

Implementation of policy procedures will begin at the start of each new school year. Students will begin each school year with a clean record, with the exception as stated in procedures. A violation of this policy does not state that a student must be given a ticket by law enforcement to be in violation of the policy. The building administration will investigate any incident if an individual is willing to make a statement in writing of a student's violation. Students participating in multiple activities will serve one suspension as determined by the administration or activity director. Suspensions shall begin the first working day the activity director is notified.

EVENT BEHAVIOR EXPECTATIONS

1. There will be a designated seating area for all middle school students when at Rawlins High School athletic events. Students not seated in the designated area will be seated with their families.
2. No ball of any type should be brought to the games, matches or meets.
3. All students need to be respectful of supervisors at events.

WHEN ATTENDING BAND AND CHOIR CONCERTS OR PLAYS:

1. Audience will not be allowed to enter or leave the Fine Arts Auditorium while the performance is going on.
2. If you have a young child that is having difficulty, please exit the Fine Arts Auditorium so others can enjoy the performance without disruption and noise.
3. It is inappropriate to holler out names, make catcalls, or talk during the performance and between numbers. Please be courteous to the students who have worked very hard to prepare for the performance.
4. Clapping after a solo is appropriate for a jazz ensemble but please wait to clap for soloists in a concert ensemble until the piece is done. It is great to show appreciation to the performer.

5. Cell phones should be silenced or turned off during performances.
6. Flash photography or use of a light of any kind to film is not allowed.
7. When filming, be aware of the people around you and be sure you are not blocking their view with your camera or when standing up to film.
8. Parents and young children are not allowed on the stairs leading to the stage or on the stage before, during, or after the concert.
9. Anyone not following our expectations may be asked to leave.

PHYSICALS

All students must have a physical in order to participate in athletics. Physicals must be done after May 1st to be valid for the next school year.

SECTION 7: HEALTH AND MEDICATION

ACCIDENTS

All accidents involving student injury must be reported to the office so first aid or other assistance may be given. A report must be filled out and turned into the office.

MEDICINE

Students needing to take medicine during the school day must have a parent/guardian sign a form and bring both the form and the medicine to the office. Prescription drugs need to be accompanied by a physician's signature and in the original container. The medicine must remain and be consumed at the office.

INSURANCE

An accident insurance policy is arranged by the District covering accidental injuries sustained by students while under the supervision of the school authority. The coverage will not duplicate the benefits available from other active coverage. Claim forms and filing instructions are available at the school. While insurance has been provided/arranged for students, this does not mean the District will pay for those items not covered by that insurance. Parents should be advised that this insurance may or may not cover all remaining medical expenses. Proof of insurance is required for participation in athletics.

SECTION 8: DISTRICT POLICIES

GLOSSARY OF TERMS

- Behavior Contract: A behavior contract is a written agreement between the student and the school which stipulates that certain behaviors will be expected and practiced by the student for a specified length of time. Parents will be consulted when a behavior contract is signed by the student.
- Core Team: Core subject teachers: Math, Science, Language Arts/Reading and Social Studies.
- ISS: In-School-Suspension is a process of working with students whose behavior conflicts with school or classroom regulations. In-School- Suspension is a form of isolation in which students are placed in a strict environment. Their activities are limited only to daily class work. In-School Suspension is designed to help students decide to function properly.

- OSS: A student who is suspended Out-of-School may not be present on school premises during school hours and not participate in or attend any school activities. However, assignments can be obtained from the student's teachers after school and turned in to be graded.
- Tardy: Arrival to the classroom later than the time set for the class to begin.
- Truancy: Absence from school or classes without permission from parent, teacher or school authorities.

LEGAL DEFINITIONS

Criminal Acts. The commission of or participation in any criminal acts in school buildings, on school property or at school sponsored activities is strictly prohibited. Conduct and actions prohibited under the laws of the State of Wyoming include but are not limited to the following:

- Arson. The intentional setting of fire.
- Assault. The unlawful attempt to cause bodily injury to another while possessing the present ability to do so.
- Battery. The unlawful touching of another person in a rude, insolent or angry manner of intentionally, knowingly or recklessly causing bodily injury to another.
- Bomb Threats. Communications or threats made with the intent (1) to cause evacuation of a building or (2) to otherwise cause serious inconvenience or (3) in reckless disregard of causing such inconvenience.
- Breach of the Peace. Disturbing the peace of a community or its inhabitants by using threatening, abusive or obscene language or violent actions with knowledge or probable cause to believe the peace will be disturbed.
- Burglary. Intentionally entering or attempting to enter property without the consent of the person in lawful possession and with the intent to steal or commit felony.
- Bullying: Repeated negative behaviors intended to frighten or cause discomfort.
- Hazing: Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.
- Illegal Explosives. Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion; that is, with substantially instantaneous release of gas and heat.
- Extortion, Blackmail, Coercion. Obtaining property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- Larceny. Feloniously stealing the personal property of another person.
- Malicious Mischief. Malicious or mischievous vandalism.
- Property Destruction and Defacement. Knowingly defacing, injuring or destroying property of another without the owner's consent.
- Racial Harassment: Unwelcome verbal or physical conduct directed at a person solely on the basis of his race or national origin.
- Religious Harassment: Unwelcome verbal or physical conduct directed at a person solely on the basis of their religious convictions.
- Robbery. Forcible and feloniously taking from another person any article of value by violence or threat
- Sale, Use or Possession of Alcoholic and Malt Beverages or Drugs, Drug Paraphernalia, Controlled Substances or Prohibited Drugs.
 - (1) Sale means transfer from one person to another for a price.
 - (2) Use means to consume or take (as liquor or drugs).
 - (3) Possession means within or under the control, occupation or domination of a person or persons.

(4) Alcoholic and Malt Beverages refers to spirituous or fermented fluid substance or compound intended for beverage purposes, which contains more than one percent (1%) of alcohol by volume. This includes, but is not limited to beer, wine, wine coolers and liquor.

(5) Drugs, Drug Paraphernalia, Controlled Substances and/or Prohibited Drugs refers to any substance defined as a controlled substance by state or federal law and includes, but is not limited to, marijuana, cocaine, crack, PCP, LSD, heroin, codeine, amphetamines, barbiturates and drug paraphernalia. Also included within the definition are over the counter substances and prescriptions being used for a purpose, in a manner or by a person other than prescribed or intended.

(6) Tobacco or "Tobacco products" means any substance containing tobacco leaf, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or dipping tobacco;

A) Electronic cigarette: means a product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution contained in a cartridge or other delivery system. "Electronic cigarette" does not include any device or product that is regulated by the United States food and drug administration as a drug or device under chapter five of the United States Federal Food, Drug and Cosmetic Act.

R. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive educational environment. (Do not try to handle sexual abuse or sexual harassment cases alone. Enlist the help of the police.)

RMS Student Handbook Notice of Non-Discrimination

"Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs, and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo Street, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Regional VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303)844-3417."

Declaracion de Nondiscrimination

"Carbon County School District One no discrimina en base de raza, color, origen nacional, sexo, edad, incapacidad, religion, afiliacion politica, o creencia en la relacion a la entrada, tratamiento de estudiantes, acceso a programas y actividades, o terminos y condiciones de empleo. Averigua en lo que concierne a Title VI, Title IX, Seccion 504 del Acto de Rehabilitacion de 1973 o ADA puede referirse al Superintendente de Escuelas, Director para la Oficina para Derechos Civiles, Carbon County School District One, 615 Rodeo Street, Rawlins, Wyoming 82301, (307) 328-9200; el Departamento de Educacion de Wyoming, Oficina para el Coordinador Civil de Derechos, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; o la Oficina para Derechos Civiles, Region VIII, el U.S. Departamento de Educacion, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (307) 844-5695, TDD (303) 844-3417."

Hathaway Scholarship Notice

The State of Wyoming provides Hathaway Merit and Need Scholarships to 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.

HOMELESS STUDENTS

It is the policy of Carbon County School District One that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to ensuring that those rights are fully protected and honored. Please see CCSD 1 Policy JLG for more information.

LEGAL REQUIREMENTS AND SCHOOL DISTRICT POLICIES

Attendance:

Article I, 21-4-102. When attendance required; (a) Every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh 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 school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides.

Immunizations:

Under the laws of the State of Wyoming (W.S. 21-4-309) children are required to be properly immunized against vaccine preventable diseases designated by the State Health Officer. Children may be conditionally enrolled for thirty calendar days. Immunization requirements for middle school students include: 4 DTP, 4 Polio, Tdap, 2 MMR required for a 7th grader.

BULLYING POLICY

General Policy Statement

It is the policy of Carbon County School District #1 to maintain a learning and working environment that is free from harassment, intimidation, and bullying. The District prohibits any and all forms of harassment, intimidation or bullying because it violates the basic rights of students, and staff members to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

For the purposes of this policy, the term “school staff” includes board members, school employees, agents, volunteers, and contractors or other persons subject to the supervision and control of the District. For the purposes of this policy “school” includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by the school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child. The superintendent, and each principal, or their designee is authorized to direct the development and implementation of specific procedures addressing the elements of this policy, consistent with W. S. §21-4-311, et. seq.

Definition of Harassment, Intimidation or Bullying

For the purpose of this policy, “harassment, intimidation or bullying” means any intentional gesture, any 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:

- (A) Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;
- (B) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or

(C) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

Bullying may be characterized by, but is not limited to one or more of the following elements:

1. A desire to hurt or harm motivates the perpetrator
2. This desire to hurt or harm results in hurtful or harmful action(s) taken by the perpetrator.
3. A formal or informal power imbalance exists between the perpetrator and the victim.
4. The action(s) taken by the perpetrator are manifestations of the unjust use of power.
5. The perpetrator enjoys carrying out the action(s).
6. The victim has a sense of being oppressed.
7. The perpetrator typically repeats the hurtful or harmful actions against the victim.

Examples of Harassment, Intimidation or Bullying

Harassment, intimidation or bullying may be either physical or nonphysical acts. It may, or may not, involve criminal behavior. If criminal acts, or suspected criminal acts, have occurred, school staff must contact the appropriate law enforcement authorities as required in law and policy.

Physical Acts may include, but are not limited to the following:

Assault with a weapon	Biting	Grievous bodily harm
Hair pulling	Shoving	Hitting/Punching/Scratching
Serious threats to kill or harm	Theft	Kicking
Abuse/sexual abuse	Spitting	Locking a person in a room
Pinching/Grabbing	Property damage	

Nonphysical acts may include, but are not limited to the following:

Verbal

Abusive language
Name calling
Intimidation/threats
Cruel Remarks
Extortion
Spreading false/mean rumors

Non-Verbal

Mean faces
Systematically excluding
Isolating
Mean gender-based pictures
Electronic messaging/Cyber bullying
Rude gestures

Note: Sexualized bullying may in addition or in the alternative, be considered to be sexual harassment. See Policy JL, Sexual Harassment that defines sexual harassment and provides the procedures for handling it.

Bullying is distinguishable from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

Protection of the Victim

In order to protect a victim from additional harassment, intimidation, bullying or retaliation the District will, following a report of harassment, intimidation or bullying support victims by means of individual and peer counseling. In addition if, after an investigation the District confirms that harassment, intimidation or bullying has occurred, the principal or his/her designee shall schedule a meeting with the victim, the victim's parents, the victim's teacher(s) or other appropriate school staff to discuss steps or strategies which may assist to protect that student from any further harassment, intimidation, bullying and retaliation.

Reporting and Documenting Acts of Harassment, Intimidation or Bullying

A student or his or her parent/legal guardian who believes that the student is the recipient of harassment, intimidation, or bullying from another student, staff member, or volunteer is encouraged to report the

incident to the staff member on duty at the time, to the student's teacher, or to the principal. If reported to a staff member the staff shall report the incident within 24 hours, if possible, to the principal. Information may be presented anonymously. However, formal disciplinary action shall not be taken solely on the basis of an anonymous report. Teachers and other staff who observe students engaging in harassing, intimidating or bullying behaviors are responsible for taking action to deal with the behavior and reporting the incident to the principal within 24 hours. The principal or his or her designee of each school shall be responsible for receiving the complaint and thereafter conducting a prompt investigation as may be appropriate under the circumstances. The investigation shall, if possible, be completed within five days. If upon receiving the complaint the principal does not believe the incident meets the definition of harassment, intimidation or bullying, the principal may handle the complaint informally by meeting with the perpetrator and discussing with them that the conduct is unwanted and disruptive and that repeated conduct may be bullying. When appropriate there will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation, and/or other opportunities for problem solving between all parties.

During the investigation the principal or his/her designee shall interview witnesses, including, but not limited to, the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall then prepare a written report with findings and conclusions.

False Reporting

Students and staff are prohibited from knowingly or willfully making a false report. Disciplinary action for a person who is found to have made a false accusation, report or complaint may include up to and including expulsion/suspension for students and termination for staff.

Retaliation Prohibited.

Retaliation or reprisal against a victim, witness or person who reports information about an act of harassment, intimidation or bullying is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports incident(s) of harassment, intimidation or bullying in good faith. Retaliation may also be treated as a separate incident of harassment, intimidation or bullying in violation of this policy. Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) may include sanctions up to and including expulsion/suspension for students and termination for staff engaging in such prohibited conduct.

Sanctions and Remedial Actions for Harassment, Intimidation or Bullying

Once an investigation has concluded, if harassment, intimidation or bullying has occurred, sanctions will be taken against the perpetrator. For students, these sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with district policies. For staff, sanction(s) must be appropriate to the seriousness of the incident(s) and may include termination or other common sense discipline in accordance with contract provisions or other policies of the District.

Process Pointers

- a. Formal complaints record specific acts, conditions, or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
- b. Information in the principal's possession may be cause for a formal complaint to be filed.
- c. All formal, written complaints of harassment, intimidation or bullying shall be investigated.

- d. The district shall provide a written response of the complaint and the result of the investigation to the complainant.
- e. The principal shall respond in writing to the complainant and the accused to the extent allowed by law as soon as practicable, but no later than 5 school days after receiving the complaint of harassment, intimidation, or bullying, stating:
 - 1. That the district intends to take corrective action; or
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- f. Corrective measures deemed necessary will be instituted as soon as practicable, but in no event more than 2 school days after the principal or his designee's written response (unless the accused is appealing the imposition of discipline or a lawful order from imposing the discipline until the appeal process is concluded).

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their responsibilities under this policy.

Discussion of the School District's Harassment, Intimidation or Bullying Policy with Students and Publication of the Policy

The process for discussing/disseminating the District's harassment, intimidation or bullying policy with students shall include publication of this policy in a publication of the comprehensive rules, procedures and standards of conduct for schools and in each school's students handbook. The District's policies are available to view online at <http://www.crb1.k12.wy.us>. Copies of the student handbooks are available at the Carbon County School District #1 Central Office, 615 Rodeo, Rawlins, WY 82301. The District shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the District.

Revised/Re-adopted: 10/22/2009

WEAPONS POLICY FILE: JICI

SECTION 1. DEFINITIONS.

- a. Weapon shall be defined as follows:
 - 1. Type 1: A Deadly Weapon or Firearm.
 - 2. Type 2: Articles other than Firearms or Deadly Weapons as described above, used or designed to inflict bodily injury and/or to intimidate other persons. Examples include, but are not limited to, hunting knife, switchblade/ butterfly knives or any other knife with a blade longer than two and one-half inches, chains, clubs, stars, metal knuckles and such similar items, 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, pocket-knives, files, compasses, scissors, a facsimile of a weapon, etc.
 - 4. Type 4: A pocket knife, which includes a single or multiple blade unit, designed to be carried in a pocket or sheath, generally having blade lengths of two and one-half inches or less, which fold into a pocket receptacle.
- b. "Possession" means having a weapon actually in an individual's personal possession, a student's vehicle, backpack, book bag, purse or other personal property, or in his/her desk, or locker.
- c. "Use" means threatening to, attempting to, or actually inflicting death, bodily harm or injury on another person with a weapon.
- d. "School Property" means:

1. within the boundaries of the real property used by the school district primarily for the education of the students in grades kindergarten through twelve;
2. within any school bus or any vehicle used at school or at any school-related event; including bus stops.
3. Any school-related activity or event, even if not on school district property and
4. Any other time or place while on school district property or at any school-related event.
- e. "Sell" means to traffic, barter, deliver, or dispense for value or in exchange for goods or services.
- f. "One year" means one calendar year, not merely one "school" year.
- g. "Firearm" means those items defined by 18 U.S.C.A. § 921 as may be amended from time to time.
- h. "Deadly Weapon" means an explosive or incendiary device or any other device, material or substance which is generally used to inflict bodily injury.

SECTION 2. PROHIBITED ACTS.

- a. A student shall not bring, use, transfer, carry or sell a Type 1 or a Type 2 weapon on school property.
- b. A student shall not use or threaten to use any Type 3 weapon on School Property to inflict bodily injury and/or intimidate.
- c. A student shall not possess a Type 4 weapon.

SECTION 3. PENALTY.

- a. A student who brings, uses, transfers, carries, or sells a Type 1 weapon on School Property shall be expelled from school for 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.
- b. A student who brings, uses, transfers, carries, or sells a Type 2 weapon on School Property shall be subject to administrative disciplinary action up to and including expulsion for one (1) year. The Board of Trustees may modify the expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.
- c. A student who uses, threatens to use, or sells a Type 3 or Type 4 weapon on School Property shall be suspended immediately from school and may receive additional disciplinary action up to and including expulsion for one (1) year. The Board of Trustees may modify the expulsion recommendation on a case-by-case basis. Any expulsions so modified will be modified in writing.
- d. A student who is in possession of a Type 4 weapon on school property shall be disciplined by the building principal.
- e. 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. 21-2-305(a).

SECTION 4: EXCEPTIONS TO THE ABOVE POLICY ARE:

- a. Unloaded guns lawfully stored inside a locked vehicle. Unloaded means that there are no cartridges contained within the firearm.
- b. 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.
- c. Weapons possessed by a law enforcement officer acting in his or her official capacity.

SECTION 5. EXPULSION PROCEDURES:

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing in accordance with the procedures of the Wyoming Administrative Procedures Act and Board policy for hearings. (W.S. 21-4-305(d))

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

SECTION 6. NOTIFICATION TO COUNTY ATTORNEY:

Upon a violation of this policy, and following notice and hearing, if it is determined a student is to be expelled pursuant to this policy, the Superintendent shall notify the County Attorney of the violation, the specific act committed, and the name of the student.

If the student brings a Firearm or Deadly Weapon to school property, the District shall refer the student to the criminal justice or juvenile delinquency system.

Nothing in this section shall limit the right of the school district or its administration to immediately contact law enforcement at any time deemed appropriate prior to notice and hearing.

Reference: Gun-Free Schools Act; Section 921 of Title XVIII, U.S.C.; W. S. § 21-4-305, 306

Cross Reference: BEE and FEE-R

Revised/Readopted 08/18/2011

Carbon County School District One, Rawlins, Wyoming

Other Misconduct and Activities Prohibited, but not limited to the following:

- a. Defiance. Openly resisting, disobeying, or challenging authority.
- b. Fighting. If a person physically fights with one or more persons.
- c. Foul Language. Any language violating generally accepted standards.
- d. Violence Towards School Personnel or Other Students. Verbal and/or physical violence towards school personnel and/or other students.
- e. Smoking or Use of Tobacco In Any Form. There will be no smoking or use of tobacco in any form in any school building, on any school property or at any school-sponsored activity.

SCHOOL RULES

Each principal shall have authority and responsibility to develop rules of conduct for his/her own school in line with the above Board policies. The Board desires that schools be operated on the basis of broad general rules and not minor rules governing the action of the students in every detail. However, the determiner of this course shall be the students themselves--**should their actions prove they cannot or will not act as responsible persons, then such rules and regulations as necessary shall be developed and enforced.**

SEXUAL HARASSMENT

It is the intent of Carbon County School District One to maintain a learning environment that is free from discrimination, including sexual harassment (File JBAA). Harassment on the basis of sex is unlawful; the district prohibits any and all vendors, sales representatives or visitors, employees and students from sexually harassing Carbon County School District One students in the school environment. A student, male or female, who believes he or she has been subjected to sexual harassment, shall immediately report the alleged acts or conduct to any teacher, the school counselor, or the principal. The complaint will then be referred to the Superintendent who shall immediately investigate the matter. For more information, a copy of the District policy is available in the school office.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

Because we are a school that receives Title 1 Federal Funding under NCLB 2001 you have the right to request information regarding the professional qualifications of your child's teachers. We will provide, upon request, 1) whether or not a teacher has met state licensing requirements for the subject and grade level they are teaching: 2) if state licensing requirement have been waived for the teacher on a

temporary basis; 3) the type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and 4) for any paraprofessionals if they meet the highly qualified status set by our district.