



# 2017-2018 Student Handbook

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Athletic Director



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. Contact your school counselor for more information.

Revised: 02/21/2017

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Note: All changes since the previous school year are highlighted.

# **MISSION STATEMENT**

## **EMPOWERING ALL STUDENTS TO SUCCEED IN A CHANGING WORLD**

To achieve this mission, the Carbon County School District No. 2 Community commits to developing positive, contributing citizens who value themselves and are life-long learners. The District will enable each learner to develop:

- 🐾 Skills in academic disciplines including communication, mathematics, and the social and natural sciences;
- 🐾 Skills in thinking, reasoning and problem solving;
- 🐾 Skills in accessing and processing information;
- 🐾 An appreciation of the fine arts;
- 🐾 Sound physical and mental health;
- 🐾 Skills for coping with change;
- 🐾 Skills and values for perpetuating ethical and civil behavior;
- 🐾 Skills and values necessary to consider and respect the needs and wants of others.

The school community of Carbon County School District No. 2 believes that all students can learn, success breeds success, and that we control the conditions for success. Learning must take place in a safe, nurturing environment that recognizes the diversity of individuals, encourages creativity, and ensures equity for all.

## **PARENT RESPONSIBILITIES**

- ✿ As an involved parent, I will support my son/daughter by ensuring that he/she attends school daily and arrives at school on time.
- ✿ I will encourage my son/daughter to participate in at least one extracurricular activity.
- ✿ In addition to attending parent-teacher conferences, I will seek information regarding my son's/daughter's progress by conferring with my child, his/her teachers, principal and other school district personnel.
- ✿ I will communicate positive information regarding teachers, principals and other campus personnel when discussing school with my son/daughter.
- ✿ I will encourage my son/daughter to dress according to the district's dress code.
- ✿ I will provide a place to do homework that is well lit and contains all materials required in my child's classes.

## **STUDENT RESPONSIBILITIES**

- ✿ I will come to school ready to learn.
- ✿ I will have each day's homework completed.
- ✿ I will work to reach the highest expectations.
- ✿ I will be involved in at least one extracurricular activity during the year.
- ✿ I will make my parents aware of all parent-teacher conferences and encourage them to attend.
- ✿ I will respect my classmates, school visitors and all school personnel.
- ✿ I will comply with the school rules and procedures.
- ✿ I will improve skills in conflict resolution.

## **TEACHER RESPONSIBILITIES**

- ✿ I will be available twenty-five minutes before and twenty-five minutes after school to help students, provided that students arrange appointments.
- ✿ I will be prepared with lesson plans and teach the state and district standards.
- ✿ I will have fair classroom rules and expectations posted and follow and enforce these rules consistently.
- ✿ I will grade in a fair, timely and equitable manner.
- ✿ I will keep parents informed about students' behavior and academic progress.
- ✿ I will provide quality teaching and leadership.
- ✿ I will continue efforts to develop professionally.
- ✿ I will provide resources to help all students be successful in their learning.
- ✿ I will demonstrate professional behavior and a positive attitude.

Carbon County School District No. 2 Board of Trustees has adopted a set of policies and regulations that govern the schools, their students, and their employees. Anyone wishing to view these policies may do so by going to the district web site, <http://www.crb2.k12.wy.us/policies.html>.

The following policies are especially important for the students and parents to be aware of:

## COURSES AND GRADUATION REQUIREMENTS

### LETTER GRADING

CCSD#2 schools will issue grades on the following percentages:

- 🌸 A = 100% - 90%
- 🌸 B = 89% - 80%
- 🌸 C = 79% - 70%
- 🌸 D = 69% - 65%
- 🌸 F = 64% or below

Dual Enrollment / Concurrent courses will issue grades on the following percentages:

- 🌸 A = 100% - 85%
- 🌸 B = 84% - 75%
- 🌸 C = 74% - 65%
- 🌸 D = 64% - 60%
- 🌸 F = 59% or below

### BELL SCHEDULE

First Bell			7:53 AM
1 <sup>st</sup> Period	7:55 AM	–	8:45 AM
2nd Period	8:48 AM	–	9:38 AM
3rd Period	9:41 AM	–	10:31 AM
4th Period	10:36 AM	–	11:26 AM
Silent Sustained Reading (SSR)	11:29 AM	–	11:49 AM
JH/HS Lunch	11:49 AM	–	12:19 PM
5th Period	12:24 PM	–	1:14 PM
6th Period	1:17 PM	–	2:07 PM
7th Period	2:10 PM	–	3:00 PM
STARS	3:05 PM	–	3:25 PM / 3:30 PM

### SCHEDULE CHANGES

Changes in classes may occur only during the first ten (10) days of each semester. If student, parents, counselor, and the sending and receiving teachers all determine there is a need for a change, they may petition the administrator to allow a move.

# GRADUATION REQUIREMENTS

A complete academic program leading to the awarding of a diploma from a CCSD #2 High School must include the successful completion of **24 credits of academic work** (*Refer to policy IKF*). Subject requirements for graduation are as follows:

<b>English</b> .....	<b>4</b>
<b>Mathematics</b> .....	<b>3</b>
<b>Science</b> .....	<b>3</b>
<b>Selected from two different areas (i.e. Physical Science and Life Sciences)</b>	
<b>Social Studies</b> .....	<b>3</b>
American Government, Economics, American History, World History	
<b>Health / Physical Education</b> .....	<b>2</b>
Health (.5 credit), Physical Education (1.5 credits)	
<b>Fine Arts</b> .....	<b>1</b>
Choir, Band or Art	
<b>Computer Applications or Keyboarding</b> .....	<b>1</b>
Media Computers	
<b>Electives</b> .....	<b>7</b>
<b>TOTAL CREDITS</b> .....	<b>24</b>

All textbooks, library books, etc. as well as all fines and money owed must be paid before student records, transcripts, or diplomas are released.

Students must satisfactorily pass an examination on the principles of the Constitution of the United States and the State of Wyoming.

Students must have evidence of proficient performance, at a minimum, on the Uniform Student Content and Performance Standards for the common core of knowledge and skills specified under Section 8 of the Wyoming Department of Education Rules and Regulations.

## CLASS STATUS

Class status is determined by a student's cumulative credits earned, not by how many years they have attended high school. The following guidelines will determine the official grade level of each student:

Freshman.....	less than 6 credits
Sophomore .....	at least 6 credits
Junior .....	at least 12 credits
Senior .....	at least 17 credits

Students must enroll in all seven periods during the school year. Class credit will be given on a semester basis.

## ACADEMIC HONORS

The Principal's List recognizes those students who have obtained a 4.0 in all classes during the grading period. The Honor Roll recognizes those students who have obtained a 3.0 – 3.9 in all classes during the grading period. Students with incomplete grades or a grade of D or F are not considered for Honor Roll. No GPA will be rounded up, such as 2.9 to 3.0 or 3.45 to 3.5. Grades with a minus or plus will not be given a different value in calculating a student's GPA. Student aides will be graded using a U/S. Honor Rolls will be completed after each grading period and at the conclusion of each semester.

## VALEDICTORIAN AND SALUTATORIAN

Grades to determine these honors will be computed for the four years of high school using the four point system. To be eligible for either honor, the student must complete four semesters at Encampment, H-E-M, or Saratoga High School, including the full senior year, and meet the University of Wyoming Assured Admission standards. The honors will be tabulated at the end of the 1<sup>st</sup> semester of the senior year, using the 4 point system. In the event of a tie, composite ACT scores will be used to determine Valedictorian and Salutatorian.

## **EARLY GRADUATION**

Early graduation would be granted only in hardship cases. The Board of Trustees will be responsible for reviewing and approving any early graduation requests.

1. The early graduate will be considered an alumnus upon receipt of the diploma. Participation in school activities (local or WHSAA) will cease except as noted.
  - a. Participation in the graduation ceremonies is authorized provided the requirements, as established for all graduates, are in compliance. (i.e. cap and gown, etc.)
  - b. The inclusion of the early graduate's picture in the class composite is authorized and encouraged under the same circumstances for the other graduates. (Pictures to appropriate authorities by established deadline.) If a picture is received, the early graduate's name will be listed with those not pictured.
2. Denial of diploma or credit (*State Statute 21-4-308*).
  - a. No diploma or credit for a course which has been completed successfully, shall be denied a pupil who has earned it; provided, such diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the School District.

## **TRANSFER OF CREDITS**

In the event that a Carbon County School District No. 2 graduation requirement is shown to cause difficulty for a transferring student, because of scheduling constraints, the student may ask the principal/superintendent of schools for a waiver of that particular requirement. (Example: a student transferring at the start of their junior year needs to take a required class that is normally offered to freshman or sophomore students and, as a result, conflicts with other classes normally offered to junior students.)

Graduation requirements for high school students that transfer into Carbon County School District No. 2 will be a composite of requirements from their previous school and District No. 2 at the time of the transfer. (Example: A student transferring at the start of their junior year must meet District No. 2 requirements for their junior and senior years and the requirements of the previous school for the freshman and sophomore years.)

## **WITHDRAWAL FROM SCHOOL**

Students who need to withdrawal from school for any reason should bring a note to the school office stating the reason for the withdrawal. It must be signed by the parent or guardian and must verify the fact that the student has the parent/guardian's permission to withdraw. Students will receive a withdrawal form and instructions from the office staff. All textbooks, library books, etc. as well as all fines and money owed must be paid before student records, transcripts or diplomas are released.

## **POWER SCHOOL & SCHOOLOGY**

Power School is the student data base system used by Carbon County School District No. 2 staff, teachers, students and parents. Each student has their own account and the parent/guardian may review their student account, upon request. Students and parents/guardians will find PowerSchool a valuable tool to track student progress, attendance and lunch balances. If you need account information or have problems with your account, please notify the school.

Schoology is the learning management system used by Carbon County School District No. 2 staff, teachers, students and parents. Each student has their own account and the parent/guardian may review their student account, upon creation of a parent account. Administration, teachers, and staff will utilize Schoology to communicate, distribute resources, assign and collect assignments, and have discussions. Students and parents/guardians will find PowerSchool a valuable tool to track assignments and communicate with teachers and staff. If you need account information or have problems with your account, please notify the school.



## HATHAWAY REQUIREMENTS

Provisional Opportunity	Opportunity	Honors Performance	Honors
\$800 / Semester	\$800 / Semester	\$1200 / Semester	\$1600 / Semester
2.5 GPA	2.5 GPA	3.0 GPA	3.5 GPA
17 ACT or 12 WorkKeys	19 ACT	21 ACT	25 ACT
3 years of Math	4 years of Math	4 years of Math	4 years of Math
4 years of Language Arts	4 years of Language Arts	4 years of Language Arts	4 years of Language Arts
3 years of Science	4 years of Science	4 years of Science	4 years of Science
3 years of Social Studies	3 years of Social Studies	3 years of Social Studies	3 years of Social Studies
		2 years of Spanish	2 years of Spanish
2 years of Spanish. One of which is required to be taken in grades 9-12. <b>OR</b> 2 years of Fine and Performing Arts <b>OR</b> 2 years of Career-Vocational Education courses	2 years of Spanish. One of which is required to be taken in grades 9-12. <b>OR</b> 2 years of Fine and Performing Arts <b>OR</b> 2 years of Career-Vocational Education courses	2 additional years of Spanish <b>OR</b> 2 years Fine and Performing Arts <b>OR</b> 2 years of Career-Vocational Education courses	2 additional years of Spanish <b>OR</b> 2 years Fine and Performing Arts <b>OR</b> 2 years of Career-Vocational Education courses



# GENERAL INFORMATION

## ABSENCES

- ✿ Parent must contact the school (phone call or note) to excuse student.
- ✿ Students are responsible for obtaining all make-up work from their teachers immediately upon returning to school.
- ✿ Teachers will decide when work for missed classes will be due. This is not to exceed twice the length of time gone.
- ✿ Failure to complete make-up work will result in a lower grade.

## ATTENDANCE / TARDIES

Regular attendance is of prime importance and required to maximize the effectiveness of the educational program. Students and parents have the responsibility for daily attendance. In order for effective learning to take place each student is expected to be in class on time every day. This attendance policy is to reinforce expectations as they relate to the real world in relation to being on time and at work every day.

Students must be present a full day of school the day of an activity to participate. If the event occurs all day, the student must be present the previous school day. Special situations must be cleared in advance through the school office. A doctor's note may be required.

At any time teachers, parents or administration can meet to discuss student attendance issues. If students continue not to attend school regularly, the proper procedures will be followed in reporting attendance to the county attorney.

Students who have at least seven absences per semester may be considered habitually absent. School administration may require a conference with the parents and teachers of a habitually absent student to determine a cause and /or solution. At this time, a contract with the student may be developed with incentives for regular attendance and/or consequences for continued absences. *Policy JED-R*

Entering class after the bell has sounded without a pass will be considered a tardy. Four tardies per semester per class will be allowed. After the fourth tardy in a class, a fifteen (15) minute detention will be served for each additional offense. Detention time will increase for habitual offenses.

## ABSENCES / ATTENDANCE DEFINITIONS OF TERMS

- ✿ **Attendance:** Being in the classroom for the designated time period or in attendance with an approved school sponsored activity.
- ✿ **Absence:** Not being in the classroom for the designated time period. Following the tardy bell ten minutes will be allowed for tardiness. After ten minutes, the student will be marked unexcused absent.
- ✿ **Tardy:** Entering class after the bell has sounded or started to sound. Teachers are to implement a plan of action to remedy tardiness in their class. This is a class management responsibility. (Students are to be dismissed from class on time in order to assure arriving at their next class on time.)

The penalties for unexcused absences from classes are at the discretion of the teacher and or Administration. **Work missed (papers, tests, quizzes, daily work) during the unexcused absence will not be allowed to be made up for credit.**

# ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. All assemblies are required unless excused in advance. Teachers will accompany their classes and sit with their students.

## BUS REGULATIONS

Riding a school bus is a privilege, not a right. Improper conduct on a school bus may result in the loss of that privilege, safety is paramount. The bus driver is the person in authority on the bus and is responsible for the safety of the passengers. On activity trips, the sponsor is responsible for the conduct of the students. Busses are on a schedule and student cooperation in loading busses immediately after school is appreciated.

## CAMPUS REGULATIONS

Students not under direct supervision of a staff member or an adult after school is dismissed will vacate the building immediately.

## CELL PHONES / ELECTRONIC DEVICES & MESSAGES

Cell phones and electronic devices have become an essential communication tool in the 21st Century. Many devices can be used as instructional tools as well.

- 🚫 Teachers/Staff have sole discretion in the classroom and may approve use during class time. Unless instructed, student's devices shall be turned off and put away.
- 🚫 Cell phones and electronic devices may be used in other areas within the school building, on school grounds, and on school transportation as designated by the administration.
- 🚫 Personal headphones or earbuds will not be used in the school building.

If a student is found to be using a cell phone/electronic device without teachers/staff permission during class the cell phone/electronic device will be confiscated and turned into the office. Disciplinary consequences for using these devices without permission:

- 🚫 1st offense – student can pick up the cell phone/electronic devices at end of the day from the office.
- 🚫 2nd offense – parent/guardian must pick up the cell phone/electronic devices from the office.
- 🚫 3rd offense – enforce consequence from Category II of the Discipline code.

No student will be called out of the class to make a call or receive a message except in an emergency. A complimentary phone is available in the office and may be used by students during non-class time. Cell phones, pagers and any other electronic devices not supporting the school's education mission are restricted from use during school hours.

## CHILD ABUSE / NEGLECT

If school personnel believe that child abuse or neglect has taken place, they are required by law to report that concern to the Department of Health and Human Services. Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made. (*Wyoming Education Code 14-3-205*)

## **CLOSED CAMPUS**

School operates a “closed campus” per board policy IDA. Students may not leave the school grounds during the school day. This policy includes lunch breaks. Students may leave campus with approval granted by parent(s) or guardian(s) and the school principal. Students may be checked out to adults listed as emergency contacts on school registration forms if the parent / guardian sends a note or calls the school office. Students leaving and arriving during irregular times must check in and out of the office.

## **COMPUTER ACCESS**

Students using any computer or mobile device within the building will access school appropriate sites ONLY! Refer to policy IHAJ.

## **DAMAGED OR LOST BOOKS AND EQUIPMENT**

The student or their parents must pay for damaged or lost books, or any school property that has been damaged or lost by a student.

## **DANCES**

Dances are scheduled at various times during the school year. Students or their dates may be denied admission if it has been determined they are not properly dressed, not properly registered or not behaving properly. Once any student leaves the dance, they cannot be readmitted. The school reserves the right to notify the police as a result of misconduct or violation of laws. Out of school or non-student dates must be approved by the principal and registered in the school office prior to the dance. No one will be admitted one hour after the dance begins. Dances are for appropriate grade levels per individual school administrative decision.

## **DRESS AND PHYSICAL APPEARANCE**

All students shall dress and groom themselves in a manner so as not to create a safety hazard or to materially or substantially interfere with or disrupt the educational process of the school. Clothing advocating or advertising drug or alcohol use, sex, or violence is prohibited. No under garments may be exposed. The following is inappropriate:

- ✿ See-through clothing.
- ✿ Undergarments should not be exposed in any way.
- ✿ Hats, sweatbands, hoods, bandanas or any other head adornment (exception is in vocational shop areas). Repeat offenders may have headwear confiscated.
- ✿ Alcohol / drug / tobacco and sexually suggestive clothing or logos.
- ✿ Sunglasses.
- ✿ Profane, offensive or defamatory writing or pictures on clothing, jewelry or flesh is not acceptable.
- ✿ Pajamas / sleepwear tops and/or bottoms
- ✿ Tank tops

Students will call home for the appropriate clothes, turn clothes inside out, or wear school furnished clothes. School personnel will intervene when clothing is considered inappropriate and students must change to appropriate clothing or face further disciplinary sanctions.

## **EMERGENCY MEDICAL TREATMENT**

Emergency medical permission slips must be filled out and on file in the office prior to participation in any activities by any student. These permission slips are part of the emergency and health information forms required for all students each year. A contact person other than parent or guardian must also be listed in case of emergencies. Coaches and sponsors must carry a copy of these emergency medical forms with them on activity trips.

## **GUIDANCE SERVICES**

These services include educational planning, Hathaway Scholarships, general scholarships, career information and social concerns. Schedule your appointments with the counselor.

# HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation or bullying of students at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act 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 school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

School as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student shall report that conduct to a teacher, principal or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Students may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

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 prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

When a student reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

# **HARASSMENT, INTIMIDATION AND BULLYING CONTINUED**

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

At the start of each school year, every teacher shall be required to review the district's harassment; intimidation and bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students. *Policy JICFA.*

## **HAZING**

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. A student organization means "a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events." Even underground or unsanctioned school groups fall under this definition.

## **HOT BREAKFAST / LUNCH PROGRAM**

Carbon County School District No. 2 participates in the National School Breakfast/Lunch Program and provides a variety of well-balanced nutritious meals. Students are encouraged to enjoy a school breakfast/lunch every day. The program is operated under Offer-vs-Served, which allows students to refuse up to two food items in order to cut down on food waste. The District does not allow charging of lunches. However, we realize a student may forget their meal money from time to time. Once a student owes for five meals, he/she will no longer be provided with a school meal until such time as all five charges have been paid. Students are to purchase their meals in the school office prior to the meal period. Students may participate in the breakfast/lunch program. All students eating at school are to remain in the cafeteria while eating.

Parents whose children may qualify for free or reduced-price lunches are encouraged to complete and submit an application form, any time during the school year, to the office for consideration. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## IMMUNIZATIONS

The 2010 Wyoming State Legislature passed a law requiring that all school children must have an Official Record of Immunization form completed and signed by a physician, public health authority, or a school nurse prior to their entry into school. The only exception is if the child has an official completed medical or religious exemption form from the Wyoming Department of Health.

## INSURANCE

Student insurance is available and is optional. The school acts as an intermediary in supplying the insurance and assumes no liability either for injuries nor negotiates with the company. **Under certain circumstances, the school will pay football insurance only.** Proof of medical insurance is required for activity participation including practice. If a student is covered by a family policy, it must be noted on the Emergency Health form and Physical form that is required for activity participation. If no insurance is carried at home, the student must subscribe to the insurance policy offered through the school. In case of any injury, it is imperative that the injury be reported immediately to the coach or sponsor.

## LAW ENFORCEMENT

The school and law enforcement work together to provide a safe and secure environment for students and staff. When law enforcement is investigating an incident except in cases where abuse is suspected, parents will be notified of contact with law enforcement. The administrator may also contact police to intervene with students or anyone else on or near the campus.

## LOCKERS

Lockers (hall and gym) are school property assigned to students for their convenience. They are all lockable and students are encouraged to do so. The school is not responsible for items or money missing from them. Abuse of lockers (kicking, defacing, slamming, etc.) can result in denying use of the lockers. All lockers are the property of the school district and therefore a student should have no expectations to privacy of their locker. Authorized school personnel or their designee, including, but not limited to law enforcement, may check the inside of any locker at any time for any or no reason.

## LOST AND FOUND

Articles that are found will be taken to the office, where students may reclaim them. If articles are unclaimed five days after the end of school they will be discarded.

## MEDICATION

No medication, either prescription or non-prescription, which including Aspirin, Tylenol, cough medication, etc. may be taken at school unless there is a "Medication Permission Request Form JHCD-E and JHCD-E1 or JHCD-E2" on file in the office. These forms are available from the school nurse or the office secretary. Any medication for which a form is on file must be brought in by the parent or guardian in the original, unexpired container, by properly labeled and kept in a safe place.

## SCHOOL SPONSORED ACTIVITIES

Fundraisers, dances, and any extra-curricular activity to be conducted by a school organization or club must first be approved by the Activity Director, Student Council and the Principal.

## **VEHICLE PARKING / DRIVING**

All students will park their vehicles in the high school parking lot. Spacing of rows will allow for all vehicles to exit the parking lot at any given time. Students must drive slowly and carefully on school grounds. No student parking or driving behind the school building is allowed, except to the auto shop with the instructor's permission. Students are to check in with the office before going to their cars when taking them to the shop. Students are not allowed to sit in parked vehicles. Failure to park or drive in a safe slow manner will result in loss of driving privileges to school.

- 🐾 Do not park in posted No Parking, Handicapped or Bus Lanes.
- 🐾 Do not take up more than one parking space.
- 🐾 Do not ride on fenders, bumpers or in the back of pick-up trucks.
- 🐾 Student parking is allowed in student established parking areas only.
- 🐾 Only licensed vehicles are allowed on school property.
- 🐾 Only licensed drivers are allowed to drive on school property.

## **SCHOOL VEHICLES**

No student may drive any school vehicle designed for transporting students. Drivers must have a current / valid license to drive the Vo. Ag. pickup or other school vehicle.

## **VISITORS**

In accordance with CCSD#2 protocol all doors will be locked during school hours. All visitors are required to be buzzed into the front door and report to the office to sign-in and obtain a visitor's pass. A visitor ID will be worn at all times while on school property. The visitor will be required to sign out in the office and return the ID upon leaving. Parents are welcome to visit the school, and obtain a visitor's pass from the office.

While parents are welcome to visit classrooms, we do ask that these visits receive prior approval from the office. There are times when assemblies, schedule changes, etc., may make it impossible to visit a certain class on the day and time indicated. Student visitors will be allowed during the lunch period only.

## **WEAPONS IN THE SCHOOL**

District policy JFCJ states in part ..."Any student, who possesses, uses, transfers, carries or sells a weapon while on school property shall be expelled from school for not less than one (1) year, except the superintendent or board may modify the expulsion on a case-by-case basis upon the circumstances of the violation."



# **ACTIVITY CODE OF CONDUCT**

**Purpose:** These rules are in place to emphasize the concern for the health and well-being of all participants. By providing a chemical-free environment and using an educational assistance program we strive to assist students in resisting peer pressure and to ensure consistency in student discipline among all activities. These rules are designed to provide participants with a second chance, but will increase in harshness. They include interventions at several levels that increase in severity as well as student expense.


## **Participation**

1. Participation in activities is strictly voluntary and a privilege.
2. Students enrolled in activities agree to abide by all expectations.
  - a. High School Eligibility Standards (CCSD#2).
  - b. Standards for Participation (CCSD#2).
  - c. WHSAA Rules of Eligibility.
  - d. Other guidelines set forth by the coach/sponsor.
3. Participants in any interscholastic sport must obtain a physical sometime after June 1<sup>st</sup> but prior to their first practice.
4. Participants must provide proof of insurance prior to their first day of practice.
5. Participants must have an emergency medical form to coach/sponsor/office.
6. Each participant must pay an Annual Activity Fee before joining any WHSAA recognized activity and/or all junior high activities.
  - a. Families receiving free or reduced lunches should contact the school office for waiver.
  - b. Family maximum fee is \$200.
  - c. High School Student (9-12) fee is \$75.
  - d. Elementary/Junior High Student (6-8) fee is \$40.

## **HIGH SCHOOL ELIGIBILITY STANDARDS**

The following standards of eligibility pertain to Carbon County School District # 2 Middle/High school students who are participating in any interscholastic activities. Activities include all WHSAA sponsored sports and organizations and school sponsored clubs. Eligibility requirements do not apply to student spectators viewing events (a game, concert or play) or to pupils attending non spectator events (parties, dances, and prom) or to field trips for an academic class.

1. When a participant receives a failing grade for the week in more than one class he/she will be notified the following Monday afternoon of their ineligibility for the week's activities. Grades are figured cumulatively for the semester.
2. Participants receiving more than one failing grade on a semester report card will be ineligible to participate the following semester.
3. Participants must be present the full day of school the day of the activity to participate or compete. If the event occurs all day, the student must be present the previous school day. Special situations must be cleared in advance through the school office. A doctor's note maybe required.
4. Participants will be expected to be in school the school day following an event, unless sickness or injury requires the attention of a doctor. Failure to attend school may jeopardize future participation.
5. Participants must be enrolled in at least seven academic classes to be eligible for any activities.
6. Correspondence course will not be viewed differently than regular classes in regards to eligibility requirements.
7. If a participant owes money to the school they may become ineligible.

 *Junior high grades will not be used for Freshman eligibility.*

# JUNIOR HIGH SCHOOL ELIGIBILITY STANDARDS

The following standards of eligibility pertain to Carbon County School District # 2 Middle/High school students who are participating in any interscholastic activities. Activities include all school sponsored sports, organizations and clubs. Eligibility requirements do not apply to student spectators viewing events (a game, concert or play) or to pupils attending non spectator events (parties, dances, and prom) or to field trips for an academic class.

1. Eligibility is determined each week and allows for one failing grade weekly. More than one failing grade prevents participation for the week activities.
2. When a participant receives a failing grade for the week in more than one class he/she will be notified the following Monday afternoon of their ineligibility for the week's activities.
3. Participants receiving more than one failing grade for a quarter will be ineligible to participate the following quarter.
4. Participants must be present the full day of school the day of the activity to participate or compete. If the event occurs all day, the student must be present the previous school day. Special situations must be cleared in advance through the school office. A doctor's note may be required.
5. Participants will be expected to be in school the school day following an event, unless sickness or injury requires the attention of a doctor. Failure to attend school may jeopardize future participation
6. Participants must be enrolled in at least seven academic classes to be eligible for any activities.
7. If a participant owes money to the school they may become ineligible.

## STANDARDS FOR PARTICIPATION

1. Standards apply to all activities and will go into effect the first day of WHSAA-sponsored fall activities (practices included) and will remain in effect until the last day of school. (County Fair and State Fair are not WHSAA sponsored activities and are therefore not included. However, State and National Competitions / Conventions of WHSAA-sponsored activities are included regardless of the time of year they occur – i.e. FCCLA, ProStart, FFA.)
  - a. No illegal drugs including alcohol or tobacco of any kind.\*♦
  - b. No individuals of the opposite sex in hotel rooms without direct supervision of coach/sponsor.
  - c. No violation of any local, state or federal laws (with the exception of minor traffic offenses). ♦
  - d. No vandalism or destruction of school property. ♦
  - e. No possession or use of a weapon on school grounds or at school activities. ♦
  - f. No major offense not previously stated.
2. Participants traveling on activities are expected to conduct themselves in a commendable manner as determined by the coach/sponsor. Coaches/sponsor will have activity specific regulations and contracts with students on day to day behaviors.
3. Infractions against **a, c, d** or **e** in the above list will also result in the administration as a **Category IV** discipline code incident in conjunction with the below consequences.
4. Regardless of tradition or past practice, the opportunity to speak at school assemblies and ceremonies is a privilege granted by the School Principal/District Administration and will be based on the character and discipline displayed by the student speaker the entire year. Major discipline infractions during the school year will be considered in the determination. The approval or the denial for a student to speak will be subject to Superintendent and/or Board approval.

*\* Possession of these substances will be considered use, and the authorities will be notified. **This is the participant's only warning!***

# CONSEQUENCES FOR VIOLATION OF PARTICIPATION STANDARDS

1. Notification of the infraction will be sent to State and National Affiliations.
2. Consequences will be in effect during the school year and continue into the following school year until time is served.
3. If offense occurs when participant is traveling his/her parent or guardian will be notified and obligated to provide for their child's transportation home immediately.

## First Offense:

Whenever a participant who chooses to break the participation standards the following will occur:

1. A parent/guardian of the child will be notified.
2. Following a non-challenged/challenged event with an affirmative decision of violation, the participant will be suspended for the remainder of the activity season and ineligibility in all other WHSAA/CCSD#2 sponsored activities for the next sixty (60) calendar days, including summer days with scheduled sanctioned activities that are approved by the Principal or Superintendent.

## Second Offense:

When a participant who chooses to break the participation standards for the second time the following will occur:

1. A parent/guardian of the child will be notified.
2. Following a non-challenged/challenged event with an affirmative decision of violation, the participant will be suspended for the remainder of the activity season and all other WHSAA/CCSD#2 sponsored activities for the next calendar year.

## Third Offense:

A participant who chooses to break the participation standards for the third time the following will occur:

1. A parent/guardian of the child will be notified.
2. Following a non-challenged/challenged event with an affirmative decision of violation, the participant will be suspended from taking part in activities for the remainder of his/her eligibility.

Any appeal of these rules will be reviewed by a special panel, which will act as a hearing board. This panel will consist of the principal, activities coordinator, three sponsors, and two student council members. The decision of this panel can be appealed to the Board of Trustees.

## PARENT WRITTEN RELEASE REQUIREMENT

**Students going on school sponsored trips are under the jurisdiction of the school at all times and the sponsor/coach, who has full authority over students in his or her charge. Students riding in authorized school transportation must return by the same means, unless:**

1. The parent provides a written signed release to the sponsor/coach in person prior to leaving for the activity if the student is to leave with the parent from the activity. The student is given over to the custody of the parent, or legal guardian, in the presence of the sponsor/coach.
2. The parent must come to the school office at least one day in advance of the student leaving on a school sponsored trip. The parent must sign a standard release form stating the name of the adult to whom the parent is authorizing the student to be released to, in the presence of a witness.
3. Student participating in any school event will not be allowed to drive themselves to the event.

# DISCIPLINE CODE

Notwithstanding anything in any of the district's student school handbooks to the contrary, the principals shall have the unqualified authority and discretion to deviate from any progressive disciplinary code contained in such handbooks, if in the opinion of the principal such deviation is justified because of the circumstances. In such cases, the principal can impose a suspension or recommend expulsion of that student. Examples of offenses are not all encompassing.

## BEHAVIOR CONSEQUENCES

**Detention:** Detention may be used for minor infractions of the policy at the discretion of the school staff. Making up homework and classroom assignments or minor behavior infractions are included in this. Students owing detention time will not be allowed to participate in extracurricular activities or may be required to attend Saturday School. Parents will be notified ahead of time when their children have detention.

**ISS (In School Suspension):** Any student assigned an ISS will report directly to the school office. The student will be placed in an isolated area until the end of the school day (including lunch and passing periods). Schoolwork will be collected and the student will have the opportunity to complete missed or missing assignments.

**OSS (Out of School Suspension):** Any student sent to the office for a serious violation of the discipline code may be sent home. Class work will be done, but credit may be denied for all missed classes at staff discretion. **The discipline code is cumulative resulting in increased consequences for additional offenses.**

## CATEGORY I

**Definition:** Behaviors that cause no physical harm to another person; minor damages to property; are not defiant of school authority. Examples: littering/graffiti, profanity (not directed at any person), class disruption, inappropriate displays of affection as determined by staff, violation of dress code, cheating, excessive tardiness, bringing inappropriate items to school, inappropriate behavior at ball games or activities (Examples of offenses are not all encompassing.)

**Consequences:**

- First Offense:** Verbal warning by adult supervisor.
- Second Offense:** One day suspension/Saturday school.
- Third Offense:** Three day suspension/Saturday school.
- Additional Offenses:** Three day suspension/Category II.

*NOTE: CATEGORY I OFFENSES ACCUMULATE THROUGHOUT THE YEAR!*

## CATEGORY II

**Definition:** Behavior that is potentially harmful to another person; a violation of another's property rights and defiant of authority, use of hate language. Examples: Unauthorized absence from school/class (truant), use or possession of tobacco, rowdiness, verbally abusing another student, non direct sexual harassment, spitting at someone, forgery, throwing a snowball, rock, etc. (Examples of offenses are not all encompassing.)

**Consequences:**

- First Offense:** One day suspension/Saturday school.
- Second Offense:** Three day suspension/Saturday school.
- Third Offense:** Five day suspension.
- Additional Offenses:** Five day suspension/Category III.

*NOTE: CATEGORY II OFFENSES ACCUMULATE THROUGHOUT THE YEAR!*

## CATEGORY III

**Definition:** Behavior that causes injury to another person, hazing, theft of another person's property, openly defiant of school authority, directed sexual harassment. Examples: Theft, insubordination (unwilling to submit to authority), hazing, fighting, extortion, verbal abuse, or threatening a staff member, abuse of technology. (Examples of offenses are not all encompassing.)

**Consequences:**

**First Offense:** Three day (suspension or Saturday school).

**Second Offense:** Five day suspension.

**Third Offense:** Recommendation for Board suspension and/or expulsion.

*NOTE: CATEGORY III OFFENSES ACCUMULATE THROUGHOUT THE YEAR!*

## CATEGORY IV

**Definition:** Behaviors that could cause serious injury to self and/or others or illegal acts. Examples: Physical attack of a staff member, vandalism (destruction of property), possession\* or use of a dangerous weapon, bomb threat or false fire alarm, possession\* / use of alcohol or illegal drugs on school property or while attending a school related activity (Examples of offenses are not all encompassing.)

\* Possession of these substances will be considered use, and the authorities will be notified. **This is the participant's only warning!**

**Consequences:**

**Any Offense:** 3-10 day suspension, written notification to parents, possible recommendation to the School Board for expulsion.

## RESOLUTION

Notwithstanding anything in any of the district's student school handbooks to the contrary, the principals shall have the unqualified authority and discretion to deviate from any progressive disciplinary code contained in such handbooks if, in the opinion of the principal, such deviation is justified because of the circumstances. In such cases, the principal can impose a suspension or recommend expulsion of that student.

# **ORGANIZATIONS**

## **E-CLUB**

E-Club is a local organization for students that have earned two letters in interscholastic sports. Money earned through this activity goes for the promotion of athletics at Encampment School. Lettering policy varies by sport to sport and is determined by each individual high school coach.

## **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

Family, Career and Community Leaders of America is a national student organization that helps students become leaders and address important personal, family, work, and societal issues through family and consumer sciences. Involvement offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making and interpersonal communication -- necessary in the home and workplace.

## **FFA**

FFA is a national organization of students interested in agriculture. Members engage in many agriculturally related events with an emphasis on leadership development. Current enrollment in a Vo. Ag. course is required for FFA participation.

## **NATIONAL HONOR SOCIETY**

NHS is a national organization for the recognition of excellence in scholarship, character, leadership, and service. Students become eligible for induction during the second semester of their sophomore year and may become eligible any year after that. Selection is made by a faculty committee based on academic standards and teacher recommendations. Teachers look for evidence of the four NHS characteristics at all times.

## **PROSTART**

ProStart encourages and supports students who are committed to furthering their education and enhancing their careers in the restaurant and food service industry.

## **STUDENT COUNCIL**

Your Student Council serves as a training experience for both leaders and followers, promotes the common good, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

## **IPAD RESPONSIBILITIES**

Carbon County School District No. 2 is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21st Century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to Carbon County SD #2 students as described below.

# STUDENT IPAD RESPONSIBILITIES

1. Student is required to complete a Student iPad Orientation in order to receive an iPad and agree to all terms and conditions set within the iPad Responsibility section of the Student Handbook.
2. Student is expected to use the iPad appropriately for educational purposes.
3. The use of the iPad during instructional time will be governed by the classroom teacher. Failure to follow the instructions of the teacher may result in disciplinary action.
4. Student is expected to have their iPad in school each day with a fully charged battery. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges for the student.
5. iPad must be kept in school issued protective cases at all times. The iPad cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils. If the case is damaged to the extent that it no longer provides adequate protection for the iPad, student/parent must pay for a replacement case.
6. Student is responsible to download to the iPad any necessary documents and/or materials as directed by their teachers. If a family does not have wireless access at home, students must make other arrangements to download material.
7. Buildings may choose to allow student to customize their iPad by loading music, photos, videos and apps on their District-owned iPad, as long as all content complies with the CCSD#2 Computer-Assisted Instruction Policy (IHAIJ). The presence of inappropriate items may result in the loss of the iPad and/or other disciplinary actions.
8. Students may not attempt to reconfigure or alter the iPad software, including but not limited to hacking or jail-breaking the iPad. If non-conforming apps or software are discovered on the District-owned iPad, the iPad will be restored to the school set of software, and disciplinary actions may be enacted. CCSD#2 staff is not responsible for saving, restoring or backing up student files stored on the iPad.
9. Student is encouraged to backup and store documents, worksheets, notes, and other files to iCloud or Google Drive.
10. Student may never have their iPad in the lunchroom, restrooms or locker rooms.
11. Student will care for the iPad using these general care instructions:
  - A. iPad screen will be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, will not be used on the iPad.
  - B. Charging/communication cables will be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord.
  - C. Student should never put weight on the iPad, stack items on top of them or wedge them tightly into a backpack or case.
  - D. Liquids, food and other debris can damage the iPad. iPad should be closed in cases and always kept away from food and liquids.
  - E. iPad should not be exposed to temperature extremes. Student will not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
  - F. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Student should learn to manage these settings and apps to improve battery performance.
12. Student will adhere to all security and theft prevention practices:
  - A. The iPad will ONLY be used by the student, parents of the student to whom it was assigned or CCSD#2 personnel. The student may not loan it to another student.
  - B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPad should be secured or stored in the student's locked locker. During after-school activities and/or away events, students are still responsible for securing the iPad.
  - C. Students should keep personal information about themselves and others off the iPad. Password security for networks systems should be maintained. It is the responsibility of the student to keep his or her information secure.
  - D. Students will use ONLY their school-assigned Apple ID and password on the iPad. They will not sign in using another Apple ID. They also may not change their school-assigned Apple ID password.
  - E. Buildings or students are strongly encouraged to set a passcode for their iPad. Students should not give it to another student, but should be removed when requested by a CCSD#2 representative.

## PARENT IPAD RESPONSIBILITIES

1. Before their child receives an iPad, parents will complete a Parent iPad Orientation and agree to all terms and conditions set within the iPad Responsibility section of the Student Handbook.
2. Parent will discuss the iPad Responsibility section of the Student Handbook with their child(ren) and will support the school in guiding their child in using the iPad at home as an educational tool.
3. Parent will communicate with their child(ren) about the standards of appropriate content and helping to monitor the use of the iPad at home.
4. If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage.
5. Parents are encouraged to become familiar with the iPad and help ensure the appropriate use of the technology.
6. Parents should help to ensure that only the student and parents use the school-assigned iPad.
7. **Parent will understand they are financially responsible for damage to or the loss of the iPad. This includes the loss or damage to school-issued accessories (i.e. cable, charger or case).**

## TERMS OF THE IPAD LOAN

1. iPad will be distributed at the discretion of the District Administration upon confirmation that the terms of the iPad Responsibility section of the Student Handbook have been agreed upon by the parent and student. Legal ownership of the iPad remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of the Student Handbook, CCSD#2 Computer-Assisted Instruction Policy (IAJ), and all other CCSD#2 policies.
2. Student iPad and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who transfer, withdraw or are suspended or expelled will return the iPad and accessories at the time of withdrawal.
3. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of the iPad Responsibility section of the Student Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
4. Failure to return the property in a timely fashion or failure to pay for a missing or damaged iPad may result in the involvement of law enforcement.
5. The iPad will be subject to routine monitoring by CCSD#2 teachers, administrators, and/or technology staff. Users have no expectation of privacy when using CCSD#2 equipment or technology systems.
6. If technical difficulties arise with an iPad, or non-conforming content is discovered, the iPad will be restored by CCSD#2 staff and the student may face disciplinary action.
7. The District is not responsible for the loss of any content put on the iPad.
8. Each iPad has identifying District inventory label/serial numbers, which must not be removed or altered in any fashion. Students may not permanently mark the iPad itself in any fashion. This includes the application of stickers/decals, etc. on the iPad or case.
9. If an iPad or accessories are damaged, broken, lost, or stolen, the family will be billed for the repair or replacement of the iPad.
  - A. Damage or hardware issues must be reported immediately to the school library media specialist or office. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
  - B. Theft must be reported immediately to the library media specialist or administration.
  - C. Student and parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage may result in legal consequences (damaged, broken, lost or stolen accessories – power adaptor, USB cable, case).
  - D. There is also the option of purchasing third-party insurance for the iPad. The insurance will cover a damaged, lost or stolen iPad. You can also check your homeowner insurance to see if it covers this type of loss or damage.



# **NON-DISCRIMINATION STATEMENT**

Carbon County School District No. 2 does not discriminate on the basis of "race, color, national origin, sex, or gender, sexual orientation, gender identity/expression, physical or mental disability, age, political affiliation, religion, genetic information or belief on relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment." Inquiries concerning Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, CARBON COUNTY SCHOOL DISTRICT NO 2, PO Box 1530, Saratoga, Wyoming 82331, 307-326-5271; the Wyoming Department of Education, Office of Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, 307-777-6198; or Office of Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver Colorado 80204-3582, TDD 303-844-3544.