

SECTION J: STUDENTS

Section J of the NEPN/NSBA classification system contains policies, regulations, and exhibits on students—admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

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Code: JB

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction will not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any other reason not related to the student's individual capabilities.

Code: JBA

DISCRIMINATION ON THE BASIS OF RACE, ETHNICITY, OR SEX

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity, on the basis of sex or violation of Title IX policy may file a written complaint with the compliance administrator.

The compliance administrator shall conduct a review of the complaint and provide a written response to the complainant within ten working days after receiving the complaint.

A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board.

If the complainant is not satisfied with the response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and the reasons underlying the disagreement.

The Board will consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board will permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and will provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Code: JC

SCHOOL ATTENDANCE AREAS

The district shall assign student attendance areas dependent on classroom balance, teaching assignment and building space availability. Adjustments shall be made by adjusting physical boundaries or reassigning bus routes.

Code: JEA

COMPULSORY ATTENDANCE AGES

Every child who has attained the age of seven years on or before September 15 and is under the age of 16 or has not completed the tenth grade is required to attend school.

A child may be exempted when the child has been legally excluded from school.

Code: **JEB**

ENTRANCE AGE REQUIREMENTS

A child must have reached the age of five on or before September 15 to be admitted to kindergarten. To be admitted to the first grade, a child must have reached the age of six on or before September 15. Proof of birth in the form of a birth certificate or other acceptable proof will be required for initial enrollment.

New resident students from other states who have already entered kindergarten or first grade and do not meet the age requirements for the State of Wyoming maybe admitted to the district's schools. However, reasonable evidence must be presented that the student was enrolled for a period of at least three weeks in a bonafide kindergarten or first grade program in another state.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JFA

ADMISSION PROCEDURES

A. **Admission Procedures**

The school shall be at all times equally free and accessible to all children of the district who are school age subject to any requirements the Board may establish.

Parents will be required to furnish documentary evidence of the birth date of their child at the time of enrolling the child in kindergarten or first grade and immunization information as required by Wyoming State law.

Parents of students transferring to this school district shall provide a full and complete copy of educational records or a release for the school district to obtain educational records, specifically including transcripts as the administration deems necessary to appropriately place the student and prepare an appropriate educational plan.

All compulsory attendance age pupils entering school in the district for the first time will comply with Policies JLCB, JLCC, JLCD.

B. **Student Admissions**

The public schools of this school district shall be free and accessible to all children resident within the school district who are at least five (5) years of age and under the age of twenty-one (21) subject to such regulations as the Board of Trustees may prescribe, specifically including, but not limited to, immunizations requirements.

Admission may be denied to any resident child who:

- Has completed the twelfth grade or has obtained a G.E.D.; or
- Has such a mental or physical disability that based upon a physician's certificate the Board believes such child could not reasonably benefit from the programs available; or
- The attendance of such child would be inimicable to the health, safety or welfare of other pupils; provided that the Board shall make the best possible provisions for the suitable and adequate education of such child in accordance with the laws of this State.
- Any pupil that has been suspended or expelled from another district whether located in or outside the state for the duration of the suspension or expulsion period.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JFAB

ADMISSION OF NON-RESIDENT STUDENTS

Definition for "Non-resident Student": a non-resident student is any student who is not residing within the school district.

The Board of Trustees has the sole discretion to admit or not admit pupils resident in other districts to this school district for any reason deemed appropriate by the Board of Trustees.

ADMISSION

The Board of Trustees may admit any student who is a resident in another school district of the State or who resides outside of the State unless such admission would overcrowd the classrooms of the admitting district. The decision of whether or not to admit a non-resident student is optional with the Board of Trustees and requests for admission may be turned down for any reason deemed appropriate by the Board of Trustees.

SUSPENDED OR EXPELLED NON-RESIDENT STUDENTS

The district may deny admission to any pupil who has been suspended or expelled from another school district whether located in or outside the state, for the duration of the suspension or expulsion regardless of whether or not the student establishes residency within this district.

TRANSPORTATION

The school district will not provide transportation for non-resident students except on regular bus routes running within boundaries of this school district. Exceptions to this policy may be made only with the express consent of the Board of Trustees and any adjacent school district which would be affected.

RESPONSIBLE ADULT

Every non-resident student attending the school district may be required to have a person of adult age agree to be responsible for the student with regard to all educational decisions and who can authorize emergency medical treatment and care. The parents of a non-resident student or his/her legal guardian who does not reside within the district may be required to sign a consent to have another adult person resident within the district assume that responsibility and acknowledge that the district may work through that resident adult for purposes of the child's education and emergency health care needs.

Code: JFAB-E

CERTIFICATION

I, _____, herewith certify that I and the organization I represent, _____, will comply with the preceding regulations as long as my organization wishes to place foreign students in the Douglas High School. I understand that failure to comply will result in my organization being deleted from the CCSD#1 list of approved organizations. I understand further that failure to comply with the preceding regulations will mean the student, who is my responsibility, will not be accepted on a tuition-free basis.

Signature _____ Title _____

Organization _____ Telephone _____

Address _____ City, State, Zip Code _____

Please forward the preceding certification to:

Superintendent of Schools
Converse County School District #1
615 Hamilton S.
Douglas, Wyoming 82633

Failure to provide any of the preceding data on or before the deadline of July 15 prior to the school year in which the student is to enroll in Douglas High School will result in students sponsored by the negligent organization not being accepted.

First Reading: April 13, 2004
Second Reading: May 11, 2004
Third Reading: June 8, 2004
Code: JFABB

ADMISSION OF EXCHANGE AND FOREIGN STUDENTS

Recognizing the educational and cultural value of the international exchange program, the Board authorizes the admission of such students on a limited basis. International exchange students are educated at the expense of the school district. To protect the interest of the district, its schools and its students, the only international exchange students to be admitted are students from district-approved exchange programs.

This policy shall apply to international exchange program students from countries outside the United States who are temporarily in Converse County without their parents/legal guardians for the purpose of attending school in the district for cultural exchange purposes.

The Superintendent/Designee shall establish procedures and regulations for the administration of this program to ensure that the acceptance and placement of international exchange students will be beneficial experience for all involved

ADMISSION OF EXCHANGE AND FOREIGN STUDENTS

PROGRAM REQUIREMENTS

International student exchange programs must meet the following minimum requirements:

1. The sponsoring agency must meet the requirements for exchange students as required by the United States Department of State.
2. The sponsoring agency must have a local representative who is available to meet with the school personnel, the student, and the host family.
3. The sponsoring agency shall submit an application for approval. The application format shall be approved prior to admittance into Douglas High School.
4. As part of the application process, the local representative, as the agent for the sponsoring agency shall sign a written agreement to abide by all policies and procedures of the School Board.

STUDENT REQUIREMENTS

1. The student must reside with a legal adult who is a resident of Converse County.
2. As of September 30 of the program year, the student must be at least 15 years of age but less than 14 years and not more than 18 years and six months of age at the time of initial school enrollment.
3. The student must have average or above average grades in his/her home school and must not be receiving special professional assistance to function in the regular academic program.
4. The student must submit the following documents to request admission:
 - a. A copy of his/her health immunization records, translated into English.
 - b. Evidence of health and accident insurance covering the duration of his/her student visa.
 - c. The name, address, and phone number(s) of the student's own parents/guardians, the host family, and the local international exchange program representative.
 - d. A notarized or witnessed temporary custody agreement between the international exchange student's parents/guardians and the host family and/or exchange organization.

PLACEMENT OF INTERNATIONAL EXCHANGE STUDENTS

1. A maximum of five (5) International Exchange Students may be enrolled in a school year.
2. Prior to enrollment, the host family shall accompany the exchange student to the Guidance Office to register and develop a class schedule.
3. Exchange students shall designate whether they are in school for cultural improvement or high school credit. The exchange student must make special arrangements in advance to placement if the student plans to earn a diploma. Students will not be awarded an academic diploma unless they fulfill CCSD #1 graduation requirements, and attend a minimum of 3 semesters. Honorary diplomas will be granted to students who are here for cultural improvements.

EXCHANGE STUDENT STATUS

1. Students shall be responsible for complying with Converse County School district #1 regulations regarding attendance, all academic standards, responsibilities, rights and discipline.
2. Students must meet all WHSAA requirements to be eligible for activities.
3. The School Board shall not provide students with admission into such programs as Special Education for Handicapped Pupils, English as a Second Language, nor shall it pay for students to attend other schools or institutions of higher education.

ADMISSION OF INTERNATIONAL EXCHANGE STUDENTS

Only exchange students who have met the criteria outlined in the previous section may seek admission to Converse County School District #1.

All applications and supporting documentation must be submitted to the Guidance Office prior to admission.

RESPONSIBILITIES OF EXCHANGE ORGANIZATIONS AND HOST FAMILIES

Exchange organizations and host families are in loco parentis with respect to adult supervision of International Exchange Students. The following are specific responsibilities which the School Board expects these adults to assume.

1. Host family and local coordinator for the exchange organization must maintain personal contact with the school and must be available and willing to meet with school personnel when problems or situations require it.
2. The exchange organization and the host family shall assume the final responsibility for resolving problems including, if necessary, the early return home of the International Exchange Student because of personal, family or school difficulties which cannot be resolved.

SUSPENSION, REVOCATION OR DISMISSAL

Exchange organizations, host families, and/or international exchange students found to be in violation of any of the School Board policies shall be subject to having their relationship with the District terminated.

First Reading: August 8, 2000
Second Reading: September 12, 2000
Third Reading: October 10, 2000
Code: JFABD

HOMELESS CHILDREN

It is the policy of the Converse County School District No. 1 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 assuring that those rights are fully protected and honored.

If a school has any student who meets the following definition of homeless, please complete the attached referral sheet and send it to:

Superintendent
Converse County School District No. 1
615 Hamilton
Douglas, WY 82633-2615
(307) 358-2942

The Superintendent's department will respond to the referring school/agency to assist in developing an action plan to provide the student with a free appropriate public education.

HOMELESS is defined as an individual who lacks a fixed, regular and adequate nighttime residence and who has a primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
- An institution that provides a temporary residence for individuals intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms "homeless" or "homeless individual" do not include any individual imprisoned or otherwise detained.

In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or

camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Migratory Children and Youth

Migratory children will not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered homeless.

Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.

School-Age, Unwed Mothers

In general, if school-age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they will not be considered homeless.

Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth that were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JG

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

The district reserves the right to determine grade placement for all entering students. Grade placement may be determined by interpreting the student's grade/course completion records from former schools and by the district's assessment tests of academic achievement. Principals will make the final determination as to the method of placement. They shall use the following hierarchical guidelines:

- A. Accept grade/course placement records from state accredited schools.
- B. Accept grade/course placement records from other acceptable accrediting agencies for schools.
- C. If neither guidelines A or B are applicable, then:
 - 1. Appropriate tests may be administered for placement.
 - 2. Consultation takes place between the principal, a counselor or teacher, the student, and the parent(s) to assure appropriate student placement.

Students transferring to the school district will have all records evaluated and may be tested with appropriate placement examinations. Placement developed during registration is tentative pending arrival of official records or placement examination. The building administration will assign the student after a thorough evaluation of the records and/or placement examinations.

HOME STUDY STUDENTS

Students transferring to the school district from a home-based educational program may be required to take a school-selected examination in one or more of the following areas to determine proper grade placement in reading, writing, and mathematics. The building administration of the school, in consultation with appropriate personnel and parents, will determine grade/course placement.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JH

STUDENT ABSENCES AND EXCUSES

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of and opportunities provided in the school's educational program. It is the joint responsibility of parents and the school for children to attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school.

Absences will be excused when they have the parents' written permission and consent.

All absences for which the appropriate parental notification and permission is not received will be considered unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered a habitual truant.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JHB

TRUANCY

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year.

The principal of each school or his designee is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student has accumulated five (5) unexcused absences, it shall be the duty of the attendance officer to counsel with the student, parent or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the attendance officer shall provide written notice to the parent or guardian that the attendance is required by law. The attendance officer shall also comply with legal requirements of notification to the county attorney of the status of the student as a habitual truant.

First Reading: May 9, 2000
Second Reading: June 13, 2000
Third Reading: July 11, 2000
Code: JIC

STUDENT CONDUCT

All students are expected to comply with printed school regulations as well as other commonly accepted standards of good behavior, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

Students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees; the educational purpose underlying all school activities; the widely shared use of school property; the rights and welfare of other students. All employees of the district will be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

District policy and general rules of conduct for students are applicable for all district schools to insure the rights and welfare of all students, and are designed to prevent the disruptive few from interfering with the education of all. When students violate rules, the district will take appropriate action.

The principal has the overall responsibility to direct the staff to guide and counsel individuals and groups within each school. The staff is responsible for maintaining proper order and discipline and uniform enforcement of established standards.

The staff has discretionary powers to use its best judgment, within existing policies, in deciding what is necessary to establish or maintain proper student conduct.

Such discretionary power will include the right of the staff to exclude any student from the classroom or activity area who creates a disruption of the educational process; provided, that such a disruption is a violation of the building disciplinary standards while under the staff member's immediate supervision. Parent contact in such cases will be made immediately.

The Board, in accordance with state law, will approve periodically a code of conduct for students. The rules: (1) will not infringe upon constitutionally protected rights, (2) will be clearly and specifically described, and (3) will be printed in a handbook or some other publication made available to students and parents.

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds or during a school-sponsored activity:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- Causing or attempting to cause physical injury to another person except in self-defense;
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Suspension or expulsion will be mandatory, in accordance with state law;

- Violation of criminal law;
- Violation of district building regulations;
- Violation of the district's policy on dangerous weapons in the school. Suspension or expulsion will be mandatory for possession of a deadly weapon, in accordance with state law;
- Violation of the district's alcohol use/drug abuse policy. Suspension or expulsion will be mandatory for sale of drugs or controlled substances, in accordance with state law;
- Violation of the district's smoking and use of tobacco policy;
- Throwing objects outside of supervised school activities that can cause bodily injury or damage property;
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school;
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence;
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
- Lying or giving false information, either verbally or in writing, to a school employee;
- Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work; and
- Continued willful disobedience or open and persistent defiance of proper authority.

Each principal will post copies of these rules in a prominent place in each school and will distribute a copy to each student. Copies will also be available to any patron of the district upon request.

Code: JICC
(Also EEAEC)

STUDENT CONDUCT ON SCHOOL BUSES

The privilege of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety of students on the bus. It is the bus driver's duty to notify the principal of the student involved if any student persists in violating the established rules of conduct.

After warnings have been given to the student and his parent, the principal may withhold from the student, the privilege of riding the school bus.

STUDENT PUBLICATIONS

The Board encourages students to express their views in school-sponsored publications, but they must observe the rules of responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or material designed to disrupt the educational process will not be permitted.

The Board also encourages school-sponsored publications as an educational activity through which students can gain experience in writing, reporting, editing, and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these publications before publication and to assist students in improving their skills, their modes of expression, and to recognize material that is in poor taste, misleading, false, ill-advised, prejudiced, and even libelous.

Review of content prior to publication is not censorship, but part of the educational process as it concerns students' publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case the school district) enjoys freedom to determine what will and will not be published.

Code: JICFA
First Reading: July 8, 2008
Second Reading: August 12, 2008
Third Reading: September 9, 2008

HAZING, BULLYING, CYBER BULLYING, AND HARASSMENT

It is the policy of the Board of Education and school district that hazing, bullying, cyber bullying, and harassment activities of any type are inconsistent with the educational process and will be prohibited at all times.

These activities are defined as:

Hazing: doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying: threatening or causing physical or emotional harm to another person.

Cyber Bullying: includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate instant messages, text messages, digital pictures or images, or site postings. The school's network, Internet, cell phones, or other electronic communication devices may not be used for the purpose of harassment. All forms of harassment in cyber space, are unacceptable.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state law.

In the event of a bullying incident administrators will inform the parents of the perpetrator(s) and the victims(s), if possible.

TOBACCO USE BY STUDENTS

School Board Members, Administrators, Staff Members and Students of Converse County School District #1, have historically expressed concern for the health, safety and well-being of all those persons involved in the operation of our total school environment. This concern has most recently been reflected in the District's adoption of programs addressing topics including, but not limited to nutrition, child abuse/neglect, substance abuse, sexually transmitted diseases, and at-risk students.

Tobacco product usage, a proven cause of health, safety and personal well-being problems has long been a recognized problem in our school district. Concern regarding this at-risk behavior on the part of school employees, students and school patrons culminated in the formation of a Board of Education-authorized Tobacco Products Study Committee in May 1989. The policy herein stated emanated from this committee and reflects current medical data in regard to personal health. It also affords consideration to the rights of individuals.

This policy applies to all school district building facilities and district-owned vehicles at all times. It constitutes a balanced attempt to respect the rights of tobacco users and non-users while seeking to create and maintain the most healthy and educationally conducive school environment. Moreover, the policy herein reflects the attitudes of society.

- a. **Goals: The Tobacco Usage Policy is designed to:**
- (1) Create tobacco-free environment for all students K-12 and all school employees.
 - (2) Encourage a decrease in the number of students, employees, and patrons who utilize tobacco products and in addition support a process for employees and students to cease use through cessation training.
 - (3) Eliminate the known unhealthy effects of direct tobacco usage, associated expectorant and passive or secondary smoke in all school vehicles and in all school district buildings at all times, and on all school property during the school day, thereby exhibiting the most professionally appropriate role model and assuring a healthier and more productive educational environment.

TOBACCO PRODUCTS USAGE POLICY

Effective August 1, 1989, tobacco usage by employees, students, and patrons will be prohibited at all time (24 hours per day), in all district-owned/controlled buildings and in all district vehicles. This prohibition shall also extend to all district-owned/controlled property, Monday through Friday from 5:00 a.m. to 5:00 p.m.

In order to assist in the cessation of tobacco usage the district will support a process to make wellness and cessation programs available to employees and students.

First Reading: 12/11/01
Second Reading: 1/8/02
Third Reading: 2/12/02
Code: JICH

DRUG AND ALCOHOL USE BY STUDENTS

See Board Policy JKD, JKE

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances illegally or inappropriately constitutes a hazard to the positive development of students—therefore, the Board requires:

- A. The education of students to bring about awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs;
- B. The provision of counseling services that will make it possible for students to seek and get counseling for drug related problems;
- C. Emergency health and safety care which may be appropriate for students under the active influence of drugs while at school;
- D. The prohibition of the use, possession, or distribution of alcohol and illegal drugs on school property or in connection with any school activity. The law enforcement agencies will be notified. The student will be suspended from school and may be recommended for expulsion.

First Reading: 12/11/01
Second Reading: 1/8/02
Third Reading: 2/12/02
Code: JICI

(Adopted June 14, 1994)

WEAPONS IN SCHOOL

See Board Policy JK, JKD, JKE

Possession and/or use of any dangerous weapon in any school building, to or from school, on school grounds, in any school vehicle, or at any school sponsored activity is strictly prohibited.

Possession is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity.

Students are expected to understand the special seriousness, potential harm, and fear weapons can have in a school setting as provided by law or district policy.

The principal or superintendent may suspend or recommend expulsion of any student who possesses, handles, transmits, or conceals any object that could be used or construed as a weapon to disrupt the educational process or cause harm or fear to another person.

The Superintendent may modify on an individual case basis: Students with disabilities may be expelled, recommended for expulsion for behavior unrelated to their disabilities as long as procedural safeguards required by "Individuals with Disabilities Act" are followed.

A definition of weapon is not limited to the obvious such as guns and knives, but would or could be construed to also include items such as slingshots, bludgeons, explosives and replica weapons as defined in W.S. 6-1-104 (a) (iv): "Deadly weapon" means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

An exception to this regulation may be made for students participating in class work or an authorized extracurricular activity or team involving the use of weapons or similar objects and permission should be obtained prior to bringing such items to school.

If there is any violation of law, the administration will involve the appropriate law enforcement agencies. (Applicable ordinance/statute noted.)

Code: JIE/JIG

MARRIED OR PREGNANT STUDENTS

The marriage or pregnancy of a student shall not affect the right of students to receive a public education, nor their privileges as students of the district, nor their opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

- A. Students who become married shall report the marriage to the principal.
- B. Girls who become pregnant and wish to remain in school may do so with the approval of their physician. If continued attendance is not advised by the physician, the principal is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her special needs.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

A. Searches by Staff

The rights of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion; and to act in the best interest of all students and the schools.

Searches by school officials of student's lockers or of the person of the student shall be conducted so as to protect the student's rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process.

B. Interrogations by Police

The school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee shall be present. Every effort shall be made to contact the parent or other adult having custody of the child so that they may be present.

Code: JJ

STUDENT ACTIVITIES (CO-CURRICULAR AND EXTRA-CURRICULAR)

The Board believes that student activities are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills.

Therefore, the district will provide a program of co-curricular and interscholastic activities geared to the age, interest, and ability level of students.

The establishment, as well as the elimination, of these programs shall require approval of the Board.

Activities shall be conducted in keeping with the following guidelines:

- A. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students.
- B. Most activities should be an outgrowth of curricular activities.
- C. All participation shall be voluntary.
- D. All activities will be supervised; all clubs and groups will have a faculty advisor.

STUDENT ORGANIZATIONS
(Secondary Schools)

Policy Statement

It is the policy of the district to permit the organization and operation of student organizations in the secondary schools and to permit such organizations to meet on school premises during non-instructional time. The purpose of this policy is to establish criteria and procedures governing the operation of student organizations.

Student-Initiated Organizations

Curriculum related student organizations serve as an extension of the regular school curriculum. Their function is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. The activities of these organizations should bear a direct relationship to the regular curriculum. Student organizations meeting these criteria and approved by the principal will be deemed to be officially recognized, school-sponsored student organizations.

Secondary school students are also permitted to organize and conduct meetings of non-curriculum related student organizations to pursue activities outside of the school curriculum, subject to the provisions of this policy. Such organizations must be student initiated and directed, and school personnel (other than personnel serving in a supervisory capacity), parents, and any other persons who are not students enrolled in the district are prohibited from directing, controlling, conducting, or regularly attending the meetings of such organizations. Non-curriculum related students' organizations shall not be deemed to be school sponsored or endorsed. The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of district support for the purpose of such organizations or the content of any meetings thereof.

Membership

Membership in all student organizations shall be open to and limited to all students currently enrolled in the sponsoring school on a voluntary basis. Approval or disapproval of non-curriculum related student organizations may not be based upon any specified threshold of numerical size. Student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization. No student shall be denied membership on account of his/her race, color, national origin, disability, or religion.

Staff Supervision

Curriculum related student organizations shall be sponsored and supervised preferably by one or more of the members of the school faculty, approved by the principal. The principal may approve non-faculty as sponsors/supervisors in exceptional cases. Faculty sponsors shall participate in the supervision and direction of all activities of the organization and shall attend all meetings.

Non-curriculum related student organizations shall not have a faculty sponsor. However, the principal or his/ her designee reserves the right to attend any or all meetings of any non-sanctioned activity for the purpose of supervision.

Meetings of Student Organizations

All student organizations shall have the right to meet on school premises during non-instructional time as designated by the school principal. No student organization shall be denied equal access to school facilities during designated meeting times on the basis of the

religious, political, philosophical, or other content of the speech at the meetings of such organization, except as otherwise provided in this policy. No public funding or support shall be extended to any non-curriculum related student organization other than the opportunity to meet on school premises on an equal basis as other student organizations.

The principal of each school shall develop guidelines and rules concerning the procedures for scheduling meetings of student organizations and setting the times and facilities which are available for such meetings. Meeting times shall be limited to activities periods and other non-instructional time set aside for this purpose before or after regular classroom hours. Student organizations wishing to conduct meetings under this policy must make application to the principal for permission in accordance with district procedures.

Compliance with Law and Policy

Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; or which would adversely affect the health, safety, or welfare of any students or staff members. Student organizations shall comply with the purchasing policy of the district and may not extend the credit of the district. Failure to comply with these provisions shall be grounds for revocation of the right to continue to conduct meetings under this policy.

Converse County School District #1
Application Form
Student Initiated Non-curriculum Related Groups

School based policy permits student initiated non-curriculum related high school groups to conduct voluntary meetings on school grounds regardless of the size of the group or the religious, political, or philosophical purpose of the students' meetings, under the following conditions:

1. The meetings may not substantially interfere with the orderly operation of the school.
2. The meetings must be open to all students without regard to race, color, religion, or national origin.
3. School employees may not promote, lead, or participate in the meetings.
4. Non-school persons may not direct, conduct, control, or regularly attend the meetings of the student groups.
5. No school system funds may be spent on behalf of the student groups except for the cost of providing space for the group meetings.

To APPLY for status as a student-initiated non-curriculum group, please COMPLETE THE FOLLOWING QUESTIONS:

1. Name of proposed group: _____
2. Purpose of the group: _____

3. Expected frequency of group meetings: _____
4. Proposed meeting time (indicate before or after school): _____
5. Date of request: _____

Signature of applicant: _____ School: _____

NOTE: This form is to be filed with the principal, who will submit a copy to the superintendent.

First Reading: 9/10/02
Second Reading: 10/8/02
Third Reading: 11/12/02
Code: JJAA

STUDENT ACTIVITIES/EDUCATIONAL VALUE

The Board believes that student activities should be of educational value and, therefore, supports the communication of a well articulated philosophy among students, parents, staff and community.

Code: JJB

STUDENT SOCIAL EVENTS

The Board believes that social events should provide opportunity for social growth. School facilities may be used by school groups and classes to hold social events for their membership.

The principal and teaching staff will approve and evaluate social activities in terms of their contributions to student growth and morale.

Student dances to be held on school premises will be limited to those sponsored by school-related student groups.

Chaperoning shall be provided for social events under the direction of the principal.

Code: JJG

CONTESTS FOR STUDENTS

The Board of Education approves the concept of educationally related contests provided they are educationally sound and administratively feasible. Contest activities should supplement and support the regular school program.

The approval of the superintendent or his designee will be required in order to conduct a contest or activity involving awards to the students by agencies outside the schools.

In fulfilling the responsibility for approval, principals will solicit opinions from the staff and parents with respect to requests being considered.

STUDENT TRANSPORTATION

Students participating in school sponsored trips must ride in transportation provided by the school district. An exception may be made only when the parent/guardian contacts school authorities in advance giving parental/guardian written permission for the student to ride in a non-school vehicle. Parents/guardians will have final authority in emergency situations in regards to the transportation of their child or children.

Student Activity Trip Expenses

Vouchers will be used to bill the district for expenses for all activity trips. The district will not provide cash advances for activity trips. Sponsors will be responsible for obtaining vouchers prior to leaving on a trip. Completed vouchers containing signatures and supporting evidence of any charges will be returned to the business office upon completion of the trip.

Chaperones on School Trips

The Board knows the importance of appropriate supervision on field trips and/or authorized trips. There are certain specific guidelines and appropriate administrative procedures that are necessary to insure good supervision of students.

The principal shall determine the appropriate number of chaperones per student and insure this ratio is maintained. A chaperone per student ratio of one adult per 35 students during daytime activities and one adult per 17 students for overnight trips is a minimum requirement. It is permissible to have a lower ratio if the administrator deems it necessary. Also, the principal shall approve the chaperones who will accompany the students. At least one adult supervisor shall be with students in each vehicle taken on a trip.

Chaperones should be inserviced as to their job responsibilities before the trip occurs. Chaperones need to be given the authority to take action to correct inappropriate behavior. They need to know appropriate responses in case of an emergency and what to do when a student is misbehaving.

Students will be informed in advance of the trip of inappropriate behavior that would cause them to be sent home separate from the group with whom they are traveling. If a situation should arise that a student is to be sent home, the teacher in charge will be responsible for making the arrangements and contacting parents.

Conditions for employees and volunteer chaperones will be such that if students are required to be in their room by a certain time, the employees and volunteer chaperones will also be required to be in the same general vicinity as the students. No drinking of alcoholic beverages will be allowed by students or by employees and volunteer chaperones on any activity trip.

Chaperones are directly responsible to the teacher sponsor.

Code: JJIB

INTERSCHOLASTIC SPORTS

The Board believes that students benefit from the experiences made possible by participation in school sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork and developing physical skills are some of the benefits which can come from these programs.

All interscholastic programs will require Board approval and shall operate under the general supervision of the principal. Endorsed personnel will be assigned to supervise and coach the various activities as needed.

Membership of the high school in the Wyoming High School Activities Association (WHSAA) will be subject to the approval of the Board.

The athletic director will serve as the district's voting representative at all meetings of the athletic associations or conferences in which the district maintains membership.

The eligibility of students to participate in athletic programs will be determined in accordance with regulations of the WHSAA. However, additional requirements for eligibility may be established.

1st Reading: 7/14/98
2nd Reading: 8/11/98
3rd Reading: 9/8/98
Code: JK

STUDENT DISCIPLINE

The Board believes that effective pupil discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior including respect and responsibility. The superintendent shall develop, and the Board will approve procedures for handling general and major discipline problems for all students of the district, which are designed to achieve these board objectives and maintain the necessary degree of order in the school.

Violent and Aggressive Behavior

The Board of Trustees recognizes that there are certain behaviors that, if tolerated, have the potential of doing serious harm to the type of learning environment to which the students are entitled. Those behaviors that are considered to be violent and aggressive will not be tolerated and will result in serious consequences that could be suspension or expulsion.

Acts of violence and aggression shall result in the student being placed on a compulsory behavior management plan. The student committing the offense must agree to abide by the plan if he/she desires to continue attending Converse County School District #1 schools. Parents or guardians will also be required to agree to assist in the implementation of the plan in order for their child to continue attending school in Converse County School District #1. The principal of the school the child is attending will be responsible for making sure the plan is being followed.

Acts of violence and aggression must be documented and reported to the school principal and in turn to the superintendent of schools. The Board of Education will be informed when the superintendent deems it appropriate and necessary to do so. The immediate involvement of the parents or guardians is critical and necessary.

If there is any violation of law, the administration will involve the appropriate law enforcement agencies. (Applicable ordinance/statute noted.)

The following behaviors are defined as violent and aggressive:

1. **Threat with or use of a weapon (WSS: 6-8-103)**
A **weapon** is any firearm, whether loaded or unloaded, any device designed as a weapon or, through its use, capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death.

Note: A student who finds a weapon and immediately advises a teacher or other adult, shall not be considered in possession of a weapon. Students who find a weapon are advised to seek adult assistance and are advised not to touch the weapon.
2. **Assault & Battery (City Ordinance: 9.12.040 WSS: 6-2-501/6-2-502)**

Assault is defined as verbal threats towards another when there is a present ability to carry out that threat. **Battery** is the act of striking or touching a person with a part of the anatomy or any object in a rude or insolent manner or with the intent of causing injury.

3. **Verbal Abuse (City Ordinance: 9.12.040)**
Verbal abuse shall include but is not limited to swearing, screaming, and/or obscene gestures either orally, including the telephone, or in writing, at an individual, his/her family or a group of people.
4. **Intimidation (City Ordinance: 9.12.040)**
Intimidation is an act intended to frighten or coerce someone into submission or obedience.
5. **Extortion (WSS: 6-2-402)**
Extortion is the use of verbal or physical coercion in order to obtain financial or material gain from others.
6. **Bullying (WSS: 6-2-402)**
Bullying is the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker.
7. **Gangs**
Gangs are groups of two (2) or more individuals who share common beliefs, or attire and exhibit unlawful or anti-social behavior, and who associate with each other for mutual protection, disruption and/or criminal enterprise.
8. **Sexual Harassment (US Code – Section 1983)**
Sexual harassment is behavior which includes any unwanted, unsolicited sexual advance or sexually oriented behavior made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or other sexually aggressive remarks, leering at a person's body, demands for sexual favors, or compromising invitations or causing a hostile environment.
9. **Sexual Assault/1st Degree (WSS: 6-2-302); 2nd Degree (WSS: 6-2-303)
3rd Degree (WSS: 6-2-304)**
Sexual Assault is an inflicted sexual intrusion on the intimate parts of a victim. The degree to be determined by law enforcement.
10. **Stalking (WSS: 6-2-506)**
Stalking is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace of mind or the personal safety of the individual.
11. **Defiance**
Defiance is the act or instance of defying or opposing: insubordination.
12. **Slurs**
Slurs are insulting, disparaging or derogatory comments made directly or by innuendo regarding a person's origin.

CORPORAL PUNISHMENT

The Converse County School District #1 Board of Education specifically prohibits corporal punishment by any school employee.

Corporal punishment is defined as the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure.

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

- A. Obtain possession of a weapon, other dangerous objects, or controlled substances in the possession or under the control of a child.
- B. Protect the child or another person from physical injury.
- C. Remove from a situation a child who is violent and refuses to calm down or obey proper commands.
- D. Protect property from being damaged.

If physical force or restraint is necessary for any reason, written reports will be completed by the employee who used it and by the administrator who investigated the incident.

The principal or designee shall investigate all reports of corporal punishment or physical restraint or use of force in self defense or otherwise alleged to be committed by school employees assigned to his/ her school.

If a violation is confirmed, the school administrator shall take action to correct the problem.

A copy of the report should be sent to the superintendent's office.

First Reading: 12/11/01
Second Reading: 1/8/02
Third Reading: 2/12/02
Code: JKD
Code: JKE

SUSPENSION OR EXPULSION OF STUDENTS

See Board Policy JICI

- A. The Board may suspend or expel a student from school during the school year for the following:
1. Continued, willful disobedience, disruption, or open and persistent defiance of the authority of school personnel;
 2. Willful destruction or defacing of school property;
 3. Any behavior which, is clearly detrimental to the welfare, safety, or morals of other pupils;
 4. Torturing, tormenting, or abusing a pupil in any way; maltreating a pupil or teacher with physical violence;
 5. Possession, use transfer, carrying, or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within the boundaries of real property or on property belonging to Converse County School District No. 1 or while attending/participating in a school sanctioned event.
- B. The Board delegates to each principal the right to suspend a student for not more than ten school days on the grounds listed above. Only the Board may expel a student. The superintendent shall be notified of all suspension and classes which warrant expulsion consideration.

Prior to suspending a student from school, the principal shall inform the student of the reasons for the suspension and the evidence against him, and shall give the student a chance to present his version of the charges against him and to present evidence in his behalf.

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard within 24 hours of the suspension.

Oral notice will be given immediately, if possible, and written notice within 24 hours to the student's parents or guardian stating the reason for the suspension or contemplated expulsion.

No student may be suspended for more than ten days or expelled without an opportunity for a hearing if requested. The hearing shall be held in accordance with the procedures set forth in the Wyoming Administrative Procedures Act.

Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the state, except where the offense was committed at a school function or is of such nature that continuation in school would clearly be detrimental to the welfare, safety, or morals of other pupils.

No suspension or expulsion shall be for longer than one school year.

- C. Suspension or expulsion of students with disabilities must comply with the provision of the “Individuals with Disabilities Act”.

Code: JKD-E
Code: JKE-E

CONTRACT FOR STUDENT PROBATION

Current School Year

I, STUDENT, understand that I am on strict Converse County School District No. 1 Probation for the rest of the current school year and will comply with the conditions established in this contract. I further understand that any violations of these conditions will result in a suspension and meeting with the Superintendent to investigate an expulsion hearing before the Board of Trustees.

Purpose: The purpose of this contract for student probation is to ensure a safe, secure, academic oriented learning environment for all students in Converse County School District No. 1.

Grounds for Suspension or Expulsion

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property during the school year or vacation;
3. Any behavior which, in the judgment of the local Board of Trustees, is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by W.S. 21-4-306(b).
“Habitual disruptive behavior” means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, in school vehicles, or at school activities or events, which requires the attention of a teacher or other school personnel;
4. Torturing, tormenting or abusing a pupil in any way; maltreating a pupil or a teacher with physical violence;
5. Possession, use transfer, carrying, or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within the boundaries of real property or on property belonging to Converse County School District No. 1 or while attending/participating in a school sanctioned event. W.S. 6-1-104 (a) (iv) states: “Deadly weapon” means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other devise, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

Reason for Contract

Conditions of Probation

Follow all classroom and school rules within the District for the remainder of current school year.

Consequences

If any major infractions or repeated moderate or minor infractions are documented before the end of the current school year, the student will be suspended until a meeting with the Superintendent to discuss an expulsion hearing before the Board of Trustees.

I acknowledge that I have read and agree to abide by the rules and regulations of Converse County School District No. 1 as stated in this student probation contract.

Student Signature

Date

Parent/Guardian Signature

Date

Administrator Signature

Date

Code: JLA

STUDENT INSURANCE PROGRAMS

A student accident insurance program providing coverage at minimal cost to parents will be made available to all students. The protection, when purchased by the parent, will cover the student while at school, on the way to and from school, and when engaged in school sponsored activities either on school grounds or elsewhere. Through this plan, additional insurance coverage may also be purchased which will cover students participating in interscholastic athletics. Before any student will be permitted to participate in any school sports activities, they must be covered by home or school sponsored insurance.

STUDENT HEALTH PROGRAM AND REQUIREMENTS

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about an awareness and ability of each individual to exercise responsibility in dealing with well being (social, mental, emotional, physical, and environmental).

Expected outcomes of the school health program are:

- To promote good health habits among students;
 - To stimulate a sanitary and healthful environment in school;
 - To assist in detecting and recommending correction for medical, psychological, and physical handicaps of students.
- A. Health Records
Health records will be maintained by the nursing staff and/or kept in the student's cumulative record folder.
- B. Physical Examinations
Annual examinations shall be required for participants in secondary athletic programs.
- C. Annual Screening Programs
School screening will be planned and administered following the minimum Screening Standards for Wyoming Students, K-12. (W.S.N.A., 1992)
- D. Students suspected or demonstrated to have a communicable disease, or infectious condition, or illness of a serious nature will be referred to the school nurse for assessment and possible exclusion. **Moved to beginning of section "JLCC".**

The school district will provide opportunity for all athletes who participate in football to obtain student insurance.

The school district will provide catastrophic insurance for all students enrolled in the public schools of the district.

- E. Throat Culture Program
Orient the classroom teachers and students to the current criteria used in determining the need to swab.

A student who tests positive on a swab will be sent home. Re-entry to school will be based on evidence of medical treatment.

Code: JLCA

PHYSICAL EXAMINATIONS OF STUDENTS

Any pupil engaging in any competitive athletics shall be given a physical examination by a physician.

Youngsters may be excused from physical education activities and from curricular requirements relating to physical education activities upon the statement from a physician that participation would be injurious to their health.

Parental consent will be required for all examinations noted above if given under the auspices of the school. However, parental consent will not be mandatory to refer a student to public health or other doctors for medical services in connection with pregnancy, venereal disease, alcohol use, or drug abuse. It shall be the policy of the district to encourage students to seek health services related to these problems with or without parental consent.

IMMUNIZATION OF STUDENTS

All children entering the schools of the district for the first time will be required to present their immunization records at the time of admission to school.

All children entering school for the first time must be immunized in accordance with Wyoming State Law. If a child is unable to have the required immunization for medical reasons, proper forms in compliance with the State Department of Health will be required from the family's doctor.

If a child's religion prevents him from having the required immunizations, a written statement indicating this will be required from the parent.

A. Student Immunization Schedule

The schedule of immunizations is recommended by the American Academy of Pediatrics as well as by the Wyoming Health Department and Converse County School District #1. A copy of the current required immunization is available from the school nurse or Converse County Health Department.

First Reading: December 12, 2000
Second Reading: January 9, 2001
Third Reading: March 13, 2001
Code: JLCC

COMMUNICABLE/INFECTIOUS DISEASES

Preamble

Converse County School District No. 1 shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals.

The evidence is overwhelming that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency virus (AIDS) poses no significant risk to others in school, day care, or school athletic settings.

School Attendance

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school sponsored activity.

School authorities will determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the students' and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

Employment

The Converse County School District No. 1 does not discriminate on the basis of HIV infection or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV infection is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

Privacy

Pupils or staff members are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the HIV status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the

person with HIV infection (or parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all time, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The School Nurse shall implement the precautions and investigate, correct, and report on instance of lapse.

A school staff member is expected to alert the school nurse, if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HIV and Athletics

The privilege of participating in physical education classes, programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event.

All physical education teacher and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection. High School students going into elementary classrooms need orientation.

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- Be taught at every level, kindergarten through grade twelve
- Use methods demonstrated by sound research to be effective
- Be consistent with community standards
- Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC)
- Be appropriate to students' developmental levels, behaviors, and cultural backgrounds
- Build knowledge and skills from year to year
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use
- Include accurate information on reducing risk of HIV infection

- Address students' own concerns
- Include means for evaluation
- Be an integral part of a coordinated school health program
- Be taught by well-prepared instructors with adequate support
- Involve parents, families, and communities as partners in education

Parents and guardians will have convenient opportunities to preview all HIV prevention curriculum and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at high risk of acquiring HIV.

Related Services

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed. Public information about resources available in the community should be kept available for voluntary student use.

Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Information will be provided in major primary languages to students' families.

This policy is effective immediately upon adoption. In accordance with the established policy review process, or at least every three years, the school nurse shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating this policy.

IMPORTANT NOTE:

The above model policy was adapted, with permission, from the sample policy provided in the book, Someone at School Has AIDS: A Complete Guide to Education Policies Concerning HIV Infection, 2nd Edition. Copies of this book can be obtained from NASBE at 1-800-220-5183. Wyoming public schools are permitted to copy and adopt this sample policy as long as they cite this book and give credit to NASBE.

SCHOOL NURSE
CHECKLIST

INFORMATION TO BE PROVIDED TO HEALTHCARE PROFESSIONAL

- _____ A copy of 29 CFR 1910.1030, Bloodborne Pathogens
- _____ A written description of the exposed employee's duties as they relate to the exposure incident
- _____ Documentation of route of exposure and circumstances of exposure (Worker's Compensation Form)
- _____ Results of source individuals blood testing (if available)
- _____ Copy of written medical opinion
- _____ Any relevant employee medical records including HBV vaccination status

The above information must be given to the physician (healthcare professional) identified in the "Bloodborne Pathogen Exposure Control Plan" as responsible for post-exposure evaluation and follow-up for exposed employees.

When this checklist is completed, file with Superintendent's Office.

EXPOSURE INCIDENT PROCEDURE

1. Perform immediate First Aid procedures (such as thorough washing of skin or flushing of mucous membranes, or encouraging bleeding from puncture wounds).
2. Report immediately to administrator, school nurse, (or designee), who in turn, will report promptly to Converse County Health Department.
3. Complete an Exposure Report which includes as many details of the exposure as are available. A copy of this report will be used to deliver information regarding the situation to the physician providing the medical evaluation and follow-up.
4. If possible, identify source or, when appropriate, keep syringe/needle for possible testing. Every effort should be made to obtain a blood sample from the source individual. If the source individual will agree (see Consent Form), draw blood and submit specimens (by overnight mail) to the State Lab for prompt Hepatitis B antigen and HIV status. HCV antibody status will be processed by a private laboratory. (PHN AIDS Counseling and Testing Sites or Preventive Medicine Field Reps can provide pre-test counseling and instructions via the telephone, as needed.) Test results should be sent or taken to the physician providing the medical evaluation. The Incident Report and exposure Incident Checklist are kept by the Converse County Health Department.
5. When the incident occurs, an immediate baseline blood draw will be performed on the employee with results sent or taken to the physician doing the medical evaluation. The baseline draw will indicate:
 - a. HBV immunity (Hepatitis B antibody; anti-HBs)
 - b. HIV status
 - c. HCV antibody status

If HBV immunity is not adequate, a Hepatitis B Immune Globulin (HBIG) passive immunization, if medically indicate, will be offered and the vaccine series or booster offered.
6. Promptly contact a local physician for immediate medical evaluation. Arrangements for post-exposure medical evaluations should be made in advance with the County Health Officer or other identified physician(s). (In 1993, the immediate Medical Evaluation may be available through a Hot-Line, with the Preventive Medicine Director completing the remainder of the follow-up procedures and recordkeeping requirements. There will be notification regarding details when this process is implemented.)
7. The evaluating physician should receive a report of the exposure incident and a copy of the OSHA Bloodborne Pathogen Standard which includes the requirements relating to the medical follow-up. He/she should also be given information about the employee's hepatitis B vaccination and immunity status and any information relating to contraindications to vaccine. Information about the source patient and test results, if known, should be given to the physician. The employee's test results should be received by the physician.

8. File a Worker's Compensation Injury Report and document on the OSHA Injury Log (see "Recordkeeping" instructions). Remember: Worker's Compensation benefits only cover employees who are unable to work due to the occupationally related injury or disease. Since problems may not develop until years after an exposure, it is prudent to have the proper documentation, blood work, and follow-up care.
9. Unless the source patient tests negative for HIV, subsequent employee HIV retesting is usually recommended in 6 weeks, 3 months, 6 months and 12 months because the test is for antibodies which sometimes take over 6 months to form. Test results should go to the evaluating physician.
10. Employee health records are confidential. HIV, HCV, and/or HBV status is NOT reported to the employer without written permission of the employee. The medical evaluator completes a written opinion that is limited to whether or not the employee needs and has received hepatitis B immunization and that the employee has been told about any medical conditions resulting from possible exposure which requires further evaluation or treatment.
11. If an employee refuses blood draws and/or the medical evaluation, the refusal shall be documented and signed by the employee.

EXPOSURE INCIDENT CHECKLIST (Retain in File)

**Date/Time
Completed:**

_____ Immediate First Aid (washing skin, flushing mucous membranes, encouraging bleeding of punctures, etc.)

_____ Report to Administrator (or Designee) IMMEDIATELY.

_____ Administrator reports to School Nurse.

_____ Identify source and obtain source blood sample when feasible for Hepatitis B antigen, HCV antibody and HIV antibody.
Consent Signed: _____ Not Signed: _____

_____ Complete a confidential Incident Report.

_____ Obtain prompt medical evaluation form:
-local physician or Converse County Health Officer
(Physician must be given required information.)

_____ Draw employee's blood for baseline serology to:
-Determine Hepatitis B immunity status
-HIV status
-HCV antibody

_____ If requested by medical evaluator, perform subsequent blood draws for HIV testing at:
6 wk. _____ 3 mo. _____ 6 mo. _____ 12 mo. _____ (Results go to M.D.)

_____ Refer to Central Administration Office to complete Employer (WCD-1) and recommend completion of Employee (WCD-2) Worker's Compensation Injury Reports.
WCD-2 Filed _____ Not Filed _____
WCD-1 Filed _____ Not Filed _____

_____ Complete OSHA form No. 200 within six working days and update log appropriately. Log is maintained in designated file for five years.

_____ Employer receives written medical opinion. It is maintained in the confidential files along with the other required information and reports for the duration of employment plus 30 years. Copy given to employee.

_____ If employee chooses not to have blood drawn or obtain a medical evaluation, employee completes the refusal form.

_____ Send copies of all forms listed above to School Nurse.

Employee Signature Date

Administrator/Supervisor Date

Code: JLCC-E

EXPOSURE INCIDENT REPORT

Employee Name: _____

Employee Address: _____

Social Security #: _____

Source Patient Name: _____

Source Patient Address: _____

Source Patient Phone #: _____

Exposure Incident Circumstances (Describe what happened including: date and time of exposure, job duty being performed at time of exposure, amount of fluid or material, type of fluid or material, and severity of exposure (e.g., for a percutaneous exposure, depth of injury and whether fluid was injected; for a skin or mucous membrane exposure, the extent and duration of contact and the condition of the skin, e.g., chopped, abraded, intact)):

Source material or patient's HIV antibody status, HBV antigen status, HCV antibody status and/or risk assessment:

Employee's Hepatitis B Vaccine History:

Dose #1 _____
Dose #2 _____
Dose #3 _____

Hx. of? Contraindication to Vaccine:

Employee's Immunity Status: _____

Date of Test (anti-HBs)

Date of Incident: _____

Employee's Signature/Date

Administrator/Supervisor/Date

Original – Employee Record

Yellow – Employee

Code: JLCC-E

**HEALTHCARE PROFESSIONAL WRITTEN OPINION
FOR HEPATITIS B VACCINATION**

I saw _____ (name of Patient) for a post-bloodborne
exposure evaluation on _____ (date).

_____ HBV indicated

_____ HBV not indicated

_____ HBV given on _____

_____ HBV not given at this time

Signed _____

Print Name _____

Address _____

Date _____

A signed copy of this written opinion was given to the above named employee on
_____ (date).

Original – Physician

Yellow – Employee

Pink – Converse County Health Department

CONSENT TO TEST FOR HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. I have been asked to consent to test the blood of _____
(name)
for presence of human immunodeficiency virus (HIV) infection.
2. I understand the following regarding HIV testing:
 - *the benefits of testing
 - *the potential for false positive and negative results
 - *the potentially harmful psychological impact of a positive result
 - *the importance of additional/future testing to rule out infection
 - *resources and assistance available should the test be positive
3. I have been informed that the HIV test results are confidential and shall not be released without written permission, except to the persons or organizations which have been given access by state law (a list is available upon request). I have been informed that these persons and organizations are also required by state law to keep these test results confidential.
4. I acknowledge that:
 - 1) I have read this consent form,
 - 2) I have been given the opportunity to ask questions concerning the blood test for HIV infection, and
 - 3) My questions have been answered to my satisfaction.
5. I give my consent to have a blood sample obtained and tested for the presence of HIV infection.
6. I also authorize the following person(s) access to the HIV test results. If applicable, give name and persons and time period (6 months, 1 year, etc.). If not applicable, cross out.

Name of Person or Organization Authorized Access to Test Results

Time Period Authorized

Name of Person or Organization Authorized Access to Test Results

Time Period Authorized

Signature of Person Tested

Date

Signature of Other Legally Authorized Person (if applicable)

Date

Relationship to Person Tested

Signature of Witness

Date

Code: JLCC-E

**HEALTHCARE PROFESSIONAL WRITTEN OPINION
POST EXPOSURE FOLLOW-UP EVALUATION**

I saw _____ (patient name) for a post blood/body
fluid exposure evaluation on _____ (date).

The employee has _____ has not _____ been informed of the results of the evaluation.

The employee has _____ has not _____ been told about any medical conditions which could result
from this exposure incident to blood or other potentially infectious materials which require further
evaluation or treatment.

Signed _____

Print Name _____

Address _____

Date _____

A signed copy of this written opinion was given to the above named employee on _____.

Original – Doctor

Yellow – Employee

Pink Converse County Health Dept.

Green- CCSD#1

Code: JLCC-E

INFORMED REFUSAL OF POST-EXPOSURE MEDICAL EVALUATION

I, _____, am employed by Converse County School District #1, as a _____. My employer has provided training to me regarding infection control and the risk of disease transmission in the agency.

On _____, 20____, I was involved in an exposure incident when I (describe incident).

My employer has recommended and offered to provide follow-up medical evaluation (including testing for HBV immunity, HCV antibody status and HIV status) in order to assure that I have full knowledge of whether I have been exposed to or contracted an infectious disease from this incident.

However, I, of my own free will and volition, and despite my employer's offer, have elected not to have a medical evaluation. I have personal reasons for making this decision.

Signature

Witness

Name

Address

City

State

Zip

Date

Note: Maintain this record for duration of employment plus 30 years.
Original – Health Department Copy – Employee

First Reading: June 12, 2007
Second Reading: July 10, 2007
Adopted: August 14, 2007
Code: JLCD

ADMINISTERING MEDICINE TO STUDENTS

It is the policy of Converse County School District #1 that all children's medication (prescription and nonprescription) be administered by a parent or doctor. Medication may be administered by school personnel following District regulations.

First Reading: June 12, 2007
Second Reading: July 10, 2007
Adopted: August 14, 2007
Code: JLCD-R

ADMINISTERING MEDICINE TO STUDENTS

If a child is required to take oral medication during school hours and the parent cannot be at the school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the protocols that follow:

A. Drug Container

1. Medicine will be stored in a secure area. Exceptions:
 - a. inhalers for respiratory conditions may be in child's possession. Inhalers may be in child's possession as long as it is not shared or used in any other manner irresponsibly. Consequences for not following this procedure may result in child's inhaler being secured in a locked area available upon request to them.
 - b. The District shall permit a student to possess and self-administer an inhaler for respiratory conditions or epinephrine self injection medication for life-threatening allergic reactions if a written statement is submitted to the School Nurse containing:
 - (i) Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of inhaler or epinephrine self injection medication. If the student is not capable of self-administration the School Nurse will administer the medication with parental authorization.
 - (ii) Health care provider verification of the prescribed inhaler or epinephrine self injection medication and verification of the appropriateness of the student's possession and self-administration of the medication.
 - c. When self-administration is not an option the School Nurse will train staff as designated so students with life threatening allergies can still participate in school and school-sponsored activities.
 - d. 911 must be called immediately in an emergency in which an epinephrine auto-injector is used, followed by notification of school administration and parents/guardians.
2. All medicine will be supplied by parent(s).
3. At the end of school year all unused medications sent to school will be returned to parent guardian who supplied them or destroyed at their request. Class 3 medications will be expected to be taken home within two weeks of last dosage given in school.

B. Administration of Drugs

1. Prescription and Non-prescription Medications will be signed by parent/guardian for all drugs and medication consent form will include:
 - a. Child's name
 - b. School/grade
 - c. Name of medication
 - d. Dosage
 - e. Time to be administered
 - f. Purpose of medication
 - g. Possible side effect

2. The school nurse will:
 - a. Inform appropriate school personnel of the medication.
 - b. Organize a practical plan for assisting students to take their medication. The correct time and medication dose should be clearly stated so in absence of the nurse, specific directions are available.
 - c. Provide form for recording of medication given containing—student's name, medication, dosage, time taken, school personnel assisting, signature of adult administering prescription.
 - d. Instruct principal's designee in purpose, time, and amount of dose of medication and how to record on student's medication log.
- C. The parents of the child must assume responsibility for informing the school nurse of any changes in the child's health or change in medication.
- D. The school district retains the discretion to reject requests for administration of medicine.
- E. A copy of this protocol will be provided to parents upon their request for administration of medication in the schools.

AT-RISK STUDENT BEHAVIORS

The Board of Education recognizes that at any given stage of adolescent growth and development any student may be considered to be “at-risk.” This “at-risk” life stage may include any one or combination of the following situations:

- A. Substance abuse;
- B. Pregnancy;
- C. Suicide;
- D. Drop-out;
- E. Illiteracy;
- F. Involvement with the legal system;
- G. Victim of violence;
- H. Any other personal life trauma which may result in serious consequences for a student.

The Board provides specific support to the most effective remedy mode, that being the planned education of all students in order to maintain a high level of initial prevention. Such education includes curricular programs regarding substance abuse, life skills, self-improvement, as well as guidance and counseling services. Furthermore, the Board directs all school staff to professionally intervene on behalf of a suspected “at-risk” student and to report findings to the building administrator or their designee or other appropriate personnel or agency.

AT RISK STUDENTS

DEFINITIONS:

“At-Risk” students are students who appear likely to fail economically, socially, and/or academically. Often, students are “at-risk” as a result of physical, emotional, or behavioral problems that may be interfering with the student’s education and his/her ability to master student performance standards.

The term “at-risk” behaviors may include but not be limited to:

- | | |
|---|-------------------------------|
| Substance Abuse Risk | Teen Pregnancy Risk |
| Suicide or Severe Depression Risk | Dropping out Risk |
| Academic/ <i>Standards</i> Failure Risk | Legal System Involvement Risk |
| Victims of Violence Risk | Health Involved Risk |
| Dramatic Change in Behavior Risk | |

PREVENTION:

Prevention deals with specific problems and is directed, as the word suggests, toward those individuals who do not currently have problems. There are several categories of prevention efforts that are valuable.

1. Programs and support that provide important information people need to make healthy decisions. While information alone is not likely to prevent at risk problems, it is an important part of the prevention effort.
2. Development of essential social skills and academic skills that young people need in order to make those healthy decisions.
3. Activities that help people establish and maintain healthy lifestyles.
4. Establishment of standards for safe, appropriate, and healthy behavior within families, social institutions, and community.

The school district desires to make a good faith effort to identify “at-risk” students and to intervene when possible with the students to help minimize the risk of failure. The school district realizes that it is impossible to identify all students who are “at-risk”. The district does not intend to assume any legal responsibility or liability for identifying and intervening with “at-risk” students, but only to make a good faith effort to do what it can to help students who can be identified as such.

IDENTIFICATION:

Suspected “at-risk” students may be referred to the building principal, who will make a preliminary determination of the best course of action depending on the nature of the referral, including but not limited to a Building Intervention Team (BIT) meeting. Students may be referred by a staff member, parent, another student, self, and/or a community agency.

IDENTIFICATION FORMULAS:

Each building will track their at-risk students per raw number and percentage of total student population using the following categories:

#	%		#	%	
___	___	Victims of Violence Risk	___	___	Legal System Involvement Risk
___	___	Substance Abuse Risk	___	___	Dropping out Risk
___	___	Suicide or Severe Depression Risk	___	___	Health Involved Risk
___	___	Academic Failure Risk	___	___	Teen Pregnancy Risk
___	___	Dramatic Change in Behavior Risk			

BUILDING INTERVENTION TEAM:

The Building Intervention Team Committees may include, the Building Principal or designee, the counselor, nurse, teacher representatives, or any special members when referring behaviors warrant their participation.

The committee will determine interventions for the “at-risk” students and recommend appropriate programs or resources for the students. The process will be confidential except for those who need to know (those with legitimate need or responsibility to be involved).

CRISIS INTERVENTION:

Crisis intervention shall receive immediate attention using all necessary staff and internal and external resources. Established policies and school building procedures will be followed.

INTERNAL RESOURCES: (may include but not limited to)

- | | |
|--------------------|---------------------|
| Building Principal | School Counselors |
| School Nurse | School Psychologist |
| Staff Members | |

EXTERNAL RESOURCES: (may include but not limited to)

- State Sponsored Social and Counseling Agencies
- County Sponsored Social and Counseling Agencies
- Independent Social and Counseling Agencies
- Community Law Enforcement Agencies
- Community Hospital
- Parent or Legal Guardian

SCHOOL PROGRAMS: (may include but not limited to)

- | | |
|--------------------------------|--|
| Building Principal Conferences | Remedial/Tutoring Program (peer, after-school) |
| School Nursing Services | Reading Recovery |
| Discipline Program | Correctives and Enrichments in class |
| Advisor/Advisee Programs | Peer/Group Counseling w/certified Staff |
| School Health Curriculum | Individual Counseling w/certified Staff |

STAFF DEVELOPMENT FOR AT-RISK STUDENTS:

“At-Risk” staff development may be incorporated into the district’s staff development program. School staff training may include identification, prevention, and intervention.

REPORTING CHILD ABUSE/CHILD PROTECTION

The Board recognizes that because of their sustained contact with school age children, school employees are in an excellent position to identify abused or neglected children and refer them for treatment and protection.

Therefore, in accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the Department of Family Services.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting therefrom, shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed.

The superintendent shall submit procedures necessary to accomplish the intent of this policy to the Board for approval.

- A. Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (i.e., malnutrition, dangerous conditions, neglect) should immediately report the situation to the principal and/or to the superintendent. This oral report should be followed at once by a written report sent by the employee through the principal reported to the superintendent.
- B. The written report should include:
 1. Name, age, and address of child;
 2. Name and address of the child's parents, guardians, and/or persons with whom he is living;
 3. The nature of the child's injury or condition; information on conditions leading to abuse—all with dates as appropriate.
 4. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.
- C. The superintendent or his designee shall contact the Department of Family Services, using such procedures and forms as may be required by that department.
- D. After the report is made to the Department of Family Services, district and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.
- E. As the cause is being investigated, the school will provide appropriate services for the child.

- F. Once a report of child abuse is given to the Department of Family Services, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, the school staff will not:
1. Make home visits for investigative purposes;
 2. Take the child for medical treatment (this does not preclude taking action in an emergency situation);
 3. Convey messages between the agency and the parents/guardians.
- G. Authorized school and district personnel may make available to the Department of Family Services personnel assigned to investigate instances of child abuse the health or other records of a student for such investigative purposes.

Code: JLI

STUDENT SAFETY

The district will purchase protective devices for students' and teachers' eyes and have them available to all pupils and teachers who are working in classes where there is substantial risk of harm to the eyes. The glasses will be available without charge.

Every teacher and every pupil in any public school participating in any course involving: (1) hot molten metals; (2) mill, sawing, turning, shaping, cutting or stamping of any solid materials; (3) heat treatment, tempering, or kiln firing of any metal or other material; (4) gas or electric arc welding; (5) repair or servicing of any vehicle; (6) caustic or explosive materials; or (7) any other material or activity which creates a substantial risk of harm to the eyes is required to wear industrial quality eye protective devices.

Code: JLIA

SUPERVISION OF STUDENTS

Teachers are responsible for the safety and welfare of all students with whom they come into contact during school time or at school sponsored events. Students are not to leave a classroom without the permission of the teacher and teachers are not to leave a class unattended except in an emergency.

No student activity is to be conducted under sponsorship of the school without proper faculty supervision at all times. Custodians, cooks, secretaries, and maintenance personnel are not to be assigned student supervisory responsibility. Librarians, aides, and others assigned responsibility for student supervision must not allow students to leave their area of supervision without permission.

The administration will make faculty assignments that will best provide for the full and proper supervision of students at all times, whether in the classroom or on activity trips.

STUDENT DISMISSAL PRECAUTIONS

A teacher will not permit a pupil to leave school during the school day in the custody of a person other than the child's parent or guardian unless the person has the authorization of one of the parents or guardians. In all situations, the teacher shall secure the approval of the principal prior to release. The principal shall verify the authorization if he believes it is necessary.

Pupils will not be sent on errands off the school grounds except where the activities are related to the courses or school activity being pursued by the pupil.

School officials will presume that each parent has equal authority to exercise rights of visitation, removal of the child from school, the right to inspect and review educational records, and all other rights and privileges extended to parents.

School officials will conform to court orders governing divorce, separation, custody, or other legally binding instruments which modify the natural rights of parents.

Requests from parents asking the school to restrict visiting privileges, and restriction of disclosure of student records will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The school will contact the student's parents/guardians prior to the youngster's departure from school.

Additional precautions will be taken by the building principal as needs arise to assure that children are released only for the proper reasons and into the proper hands.

Code: JLIE

STUDENT AUTOMOBILE USE AND PARKING

Parking on school property is a courtesy extended to students and others by the Board.

Students driving cars or motorcycles to school must park them in areas designated by the school administration. Vehicles are not to be driven during the school day, including the noon hour, without specific approval of the school principal.

STUDENT AWARDS, HONORS, AND SCHOLARSHIPS

Academic honors will be granted to high school graduates who have completed no less than 11 credits of accepted course work in a state accredited high school. All honored students must have completed the last two semesters of course work while being an enrolled student at Douglas High School.

Valedictorian and Salutatorian will be selected based upon eight semesters' grade point average (GPA).

A. Recognition for Honors Requiring Travel

The Board wishes to encourage and applaud any students whose outstanding achievement in academics, sports, or co-curricular activities earns student recognition both in and beyond the school district.

Occasionally, a student may receive an honor or award which requires traveling—either to receive the award or participate in a special activity, such as a conference, concert, or to serve as an officer or delegate to a state or national organization.

The Board may offer financial assistance to a student award winner or office holder, to enable him or her to attend the award ceremony or conference. The superintendent shall make recommendations to the Board concerning any student requests for assistance, taking into consideration the following:

1. The award or honor must be a significant worthwhile experience for the student.
2. The monetary assistance should be consistent with past practice and must not detract significantly from the educational needs of other students.

EMPLOYMENT OF STUDENTS

With the approval of the high school principal, students may be gainfully employed during and up to one-half of the school day provided:

- A. A written request for employment is made by the student's parent or guardian.
- B. The student has a bonafide job offer and a work permit, if one is required.
- C. The student's work schedule covers a continuous block of time either in the morning or afternoon so the student will not be required to come to and from school more than once a day.
- D. The work schedule will not interfere with the student meeting graduation requirements and will not require the school to make any adjustments in its regular daily class schedule. The student shall not ask or expect the teacher to spend extra instructional time to accommodate the student's desire or need to have part-time employment.

STUDENT FEES, FINES, AND CHARGES

There shall be no instructional fees. Books will be provided on a loan basis; no rental fee will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Costs of major projects in wood or craft classes, when the items produced will be retained by the student, will be paid by the student. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

Pupils will be assessed fines for lost, damaged, or defaced books, including library books, materials, or equipment. The fines will be for the amount of the loss:

- A. Definitions (as used in these rules)
1. "Fee" means any remuneration whatever paid by any pupil or parent to any school district or officer or employee thereof in money, kind services, or merchandise.
 2. "Curriculum" means all courses of study which are offered for credit in the school.
 3. "Regular School Hours" means those hours which each pupil would normally attend school.
- B. No school district or trustee, officer, or employee thereof shall charge to any pupil, or to his parent or guardian for the pupil, any of the following fees or charges within the school system:
1. Fees as a precondition for attending school;
 2. Services or materials fees for classes and subjects offered in the school including, but not limited to, industrial arts and home economics; provided, however, that materials are made available at cost for special projects made by pupils when such materials are furnished by the school district as an agent for the pupils;
 3. Fees required to be paid as a precondition to the students participating in or attending interscholastic, social, band, or intramural sports or other activities held during regular school hours;
 4. Any charge or fee for the rental, use, or purchase of textbooks, other equipment such as laboratory equipment and books, lockers and mechanical drawing equipment; provided, however, that districts may require a reasonable refundable deposit to be made on textbooks and equipment so long as such deposits are refunded upon return of such textbooks, and equipment with no more damage than ordinary wear and tear;
 5. Fees for furnishing of non-personal equipment and supplies for any course in physical education offered in the school;
 6. Fees other than reasonable charges of postage, handling, and copying, or furnishing transcripts and other pertinent and available student records to persons or agencies on the person's behalf or at his request;
- C. A school district shall provide free of charge the following:

1. Workbooks, and/or other supplies required to complete any course offered for credit by the district; such quantity of supplies deemed reasonable for the completion of the course shall be furnished to the student by the school district; further quantities shall be provided by the student.
 2. Band instruments and other specialized equipment for pupils in need of assistance.
- D. School districts may charge fees for the following:
1. School lunches; provided, however, that such charges are permitted by existing applicable state and federal law; or
 2. Damage to or loss of school property;
 3. Activity tickets which permit holders to attend intramural, interscholastic, or extracurricular activities; provided that the function is not held during regular school hours; or purchase school newspapers or school annuals; provided that the purchase of all such tickets is not mandatory;
 4. Materials, printed matter, edibles of an enrichment nature; provided, however, that the purchase of such articles is neither mandatory nor required for the completion of the course;
 5. Reasonable fees for cleaning and laundry.
- E. School districts may require certain articles of everyday usage and personal nature including, but not limited to, footwear, rugs, paper tissues, towels, etc., to be furnished by the student, parent, or guardian when such is in the interests of the health and welfare of the student. However, school districts shall provide materials for those pupils in need.
- F. No school district or its personnel may, as a result of nonpayment of the fees and charges stated above;
1. Withhold diplomas, transcripts, credits, or grades for courses successfully completed;
 2. Suspend or dismiss a pupil;
 3. Deny admission to any pupil;
 4. Take any punitive action against any pupil; or
 5. Remove from or deny admission to any pupil to any particular class subject or intramural, interscholastic, or extracurricular activity.
- G. Any school district, through its authorized personnel, may enforce collection of the fees stated above by using appropriate civil or criminal proceedings permitted by law including suit at law.

Code: JRA

STUDENT RECORDS

The Board of Education for the Converse County School District #1 affirms its adherence to the stipulations of the Family Educational Rights and Privacy Act of 1974 (PL 93-380).

Code: JRA-E

Parents of students enrolled in Converse County School District #1 shall be informed at least once annually of their rights under this law and of their rights to file complaints concerning alleged failures by administrative units, within the district, to comply with the requirements of this act. Such annual notification shall be in the official newspaper of the district.

Parents or legal guardians of children in attendance in any schools in the district shall have the right to inspect the educational records of their children.

Procedures for such parental review of student records shall be left to the formulations of each individual building principal involved.

Such requests for review must be honored within 45 days after the request has been made.

Such requests shall include the right to copies of all records as stipulated under Section 99.11 of the Family Education Rights and Privacy Act. One such copy of each record shall be provided free of charge upon written request by the district.

Such requests for review shall also carry with them the right to a response from the district to reasonable request for explanations and interpretations of the records.

The right by parents or students, to review such records may be limited by those provisions as set forth in Section 99.12 of the regulations.

The following type of educational records are maintained on pupils by Converse County School District #1:

1. Biographical information and photographs
2. Psychological and achievement test results
3. Anecdotal records relative to student behavior
4. Referrals, programs, and progress reports relative to special education needs
5. Health information
6. Copies of communication by the school to others, relative to individual pupils
7. Academic performance records
8. Legal information regarding changes in guardianship status
9. Parental "Release of Record" forms
10. Attendance records
11. Discipline reports and records
12. Other information deemed pertinent to a student's progress in the educational program.

Such records are stored in cumulative folders in each student's respective school within the district.

The Board of Education for the Converse County School District #1 shall permit the disclosure of personally identifiable information from its education records, of students, under Section 99.31 of the regulations.

Such disclosures shall be made to school officials only. For the purpose of this policy, "school officials" shall be deemed to be those persons employed, under contract, by Converse County School District #1 in the capacity of teachers, nurses, counselors, principals, coordinators, directors, superintendents, specialists, therapists, and psychologists.

Such disclosures shall be for the purposes of legitimate educational interests only. For the purposes of this policy, "legitimate educational interests" shall be deemed to be those interests directed toward learning programs, counseling programs, and social adjustment programs of the schools in the district.

All other disclosures of personally identifiable information with the exception of directory information, shall follow only after written consent for such disclosure has been obtained by the district from the guardians or parents of students, or from eligible students if over the age of 18. Such consent shall indicate a specification of the records to be disclosed, the purpose or purposes of the disclosure, and the party or parties to whom the disclosure is to be made.

For the purposes of this policy, "directory information" shall be defined as that information dealing with the student's names, addresses, telephone numbers, dates and places of birth, participating in officially recognized activities and sports, weight, height, awards received and dates of attendance.

Parents, guardians, or eligible students who wish to have directory information withheld may do so by requesting such in writing of the appropriate building principal by the 25th of September of each academic year.

Prior consent for disclosure of personally identifiable information is not required for submission of information to authorized representatives as listed under Section 99.31-3 of the regulations and in accordance with the conditions as set forth in Section 99.35 of those regulations.

Each school in Converse County School District #1 shall maintain records of all disclosures of personally identifiable information required by Section 99.32 of the regulations. Such records shall be made available to parents or eligible students for inspection upon their request.

Parents or eligible students who wish to seek correction of student records may do so using the procedures outlined in the policy for informal hearings as adopted by Converse County School District #1 and Section 99.21 of the regulations. All appeals of informal hearing rulings will be conducted according to the policy.

Copies of this policy shall be kept on file in the office of the superintendent, Converse County School District #1, and shall be made available to parents and eligible students upon request.

Issuing Transcripts

Converse County School District #1 will issue transcripts of an individual student to a college or school of advanced learning or to the parent, guardian of the student, or to the student with the following financial stipulations:

1. The student's transcript will be forwarded to a college or school of advanced learning without charge. The transcripts are to be sent by the school to the institution.
2. The student's transcript will be forwarded to a parent, guardian, or student on their request.

Code: JRC

RECORDING STUDENTS

Recording students should be used only when there is evidence that the student(s) may be helped in improving their behavior or education by the use of media recordings. The final decision to record the student(s) will be made by school officials.