



# Star Valley High School

## Student Handbook

### 2021 - 2022

### **“Home of the Braves”**

445 West Swift Creek Lane  
Afton, WY 83110  
[www.svhs.lcsd2.org](http://www.svhs.lcsd2.org)  
(307) 885-7847 Main Office  
885-4020 Counseling Office  
885-4000 Attendance Office

Principal.....Mr. Jason Horsley  
Asst. Principal/Athletic Director ..... Mr. Robert Erickson  
Asst. Principal.....Mr. Kory Hokanson

### Principal’s Message

As a Star Valley High School student, you are surrounded by a tradition of excellence in academics and activities. As you follow the footsteps of students from past generations, you have a responsibility to the alumni, to the community, and to the future generations of SVHS students to uphold the highest standards of performance in academics and activities. As your principal, I will do my best to support every student in learning and reaching your goals.

The SVHS faculty will establish a safe and orderly learning environment and we will provide opportunities for every student to be successful. We ask our students to be mindful and considerate of others. A safe learning environment begins with you! At SVHS we value every student and we expect our students to treat each other with dignity and respect. Bullying and harassment will simply not be tolerated. Through encouragement and teamwork, your class can build on this great tradition of excellence!

*Jason Horsley, Principal SVHS*

***“Remember upon the conduct of each depends the fate of all.” –Alexander the Great***  
***“If everyone is moving forward together, then success takes care of itself.” – Henry Ford***

### SVHS School Song

Praise the name of Star Valley High  
Raise her banners up to the sky.  
Work for honors, great and small,  
We live by her standards, one and all

Blaze our colors, crimson and gold  
To these colors ever we’ll hold  
Always loyal, cheer for you,  
And to thee, we’ll all be true!

## **Our Vision**

Bravely preparing for the ever-changing world through rigor, relevance, and relationships in academics and activities.

## **Our Mission**

The mission of Star Valley High School and its stakeholders is to provide a safe, secure, respectful, and stimulating environment where all students will be engaged in a rigorous, relevant curriculum. Success will be measured through local, state, and national testing. All students will be challenged to become collaborative workers, effective communicators, and critical thinkers with problem solving skills. Their development will be fostered by positive relationships. All students will be guaranteed equal access to the available resources. Upon graduation, they will demonstrate personal accountability, become responsible citizens in a democratic society, and be prepared for the challenges of an ever-changing global society.

## **Our Goal**

Students will show a one-year academic growth for each year of academic instruction.

***“Don’t lower your expectations to meet your performance. Raise your level of performance to meet your expectations. Expect the best of yourself, and then do what is necessary to make it a reality.” - Ralph Marston***

## **Acknowledgement of Handbook Policies Form**

Star Valley High School

The Star Valley High School Student Handbook can be accessed on the web at [svhs.lcsd2.org](http://svhs.lcsd2.org). Please review the provisions of the handbook with your parent(s). Students are responsible for the contents of this handbook. *The contents of this handbook are subject to change.*

## **COURSE DESCRIPTIONS & SYLLABI**

**Syllabi and course descriptions are available at Star Valley High School’s website at [svhs.lcsd2.org](http://svhs.lcsd2.org). You may also request a hard copy from teachers if necessary. Please review each applicable course syllabus and contact the specific teacher if you have a question regarding course requirements.**

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# Star Valley High School

# Star Valley High School 2021-2022

## Key

<span style="background-color: red; color: black;"> </span>	Red Days
<span style="background-color: yellow; color: black;"> </span>	Gold Days
<span style="background-color: orange; color: black;"> </span>	No School
<span style="background-color: purple; color: black;"> </span>	1/2 Day
<span style="background-color: blue; color: black;"> </span>	Staff PD Day
<span style="background-color: green; color: black;"> </span>	Remediation Day
<span style="background-color: white; color: black;">★</span>	Graduation

## August

M	T	W	T	F
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 16 First Day Teachers  
 August 20 Orientation Freshman Day  
 August 23 First Day of School Students  
 August 27 No School

## September

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Sept 3 No School  
 Sept 6 Labor Day No School  
 Sept 17 Remediation Day

## October

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 1 No School  
 Oct 8 Remediation Day  
 Oct 15 No School  
 Oct 29 Remediation Day

## November

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Nov 5 No School  
 Nov 12 Remediation Day  
 Nov 24 Braves In Action 1/2 Day  
 Nov 25-26 Thanksgiving Break

## December

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct 10 Staff PD Day/No Students  
 Oct 17 Remediation Day  
 Dec 23 Half Day  
 Dec 24-Jan 1 Christmas Break

## January

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Jan 3 Students Return  
 Jan 7 Staff PD Day/No Students  
 Jan 21 Remediation Day  
 Jan 28 No School

## February

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Feb 4 Remediation Day  
 Feb 18 Remediation Day  
 Feb 25 No School

## March

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Mar 4 Remediation Day  
 Mar 11 No School  
 Mar 18 Remediation Day

## April

M	T	W	T	F
				1
4	5	6	7	8
Spring Break				
18	19	20	21	22
25	26	27	28	29

April 1 Remediation Day  
 April 8 No School  
 April 11-April 15 Spring Break  
 April 29 Remediation Day

## May

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May 13 Remediation Day  
 May 20 No School  
 May 24 Graduation  
 May 26 Last Day of School 1/2 Day  
 May 27 Last Day for Teachers

## Regular Bell Schedule

1st Period	Home Room	2nd Period	Lunch	3rd Period	4th Period
8:05-9:40	9:47-10:07	10:13-11:48	11:48-12:28	12:28-2:03	2:10-3:45

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### WEAPONS

***Welcome to Star Valley High School. We hope you have a great school year. Please review the handbook to familiarize yourself with the expectations for SVHS students. If you have questions please ask a staff member or administrator for clarification.***

### **ADMISSION**

As per Lincoln County School District Policy JEC, only “children resident” in the District may be enrolled.

Resident students are defined as children, over 5 years of age and under 21, who live with a natural parent, an adoptive parent, legal guardian, or legal custodian appointed by a court of competent jurisdiction, and the parent, guardian, or custodian actually resides in Lincoln Co. School District No. 2. The district requires that legal status claimed be proven by appropriate documentation. All other students are non-resident students.

Admission will be denied to any student who has completed the twelfth grade, or to any child whose attendance would be inimical to the health, safety, or welfare of other pupils. In such instances, the Board shall make the best possible provision for suitable and adequate education, in accordance with state law.

No student will be allowed to register in high school after ten (10) days of a semester have expired unless such student is transferring from another school system. The earliest entry date for any such student will be the first day of the next semester. If a student withdraws from high school, they may be reinstated within seven (7) school days of the withdrawal. Reinstatement after seven (7) days can only occur at the beginning of the next semester or by express written approval of the Superintendent.

### **ASSEMBLIES**

Students are expected to be respectful at all assemblies. They are to be respectful and quiet while others are presenting. Students who call out, disrupt, or draw undue attention to themselves will be excluded from future assemblies. **CELL PHONES and other electronic devices are NOT to be used during assemblies. Violation will result in confiscation of the device and application of the disciplinary code.**

### **ATTENDANCE**

As per Lincoln County School District #2 Policy JED, the Board of Education embraces the philosophy that regular attendance of pupils is basic for school success. The Board supports the policy that while it is the parents' duty and responsibility to determine the child's attendance at school, the school shares this responsibility with the parents. **In some cases it may be the duty of the school not to condone certain guardian approved absences.** It is the expectation of the Board and SVHS administration that, whenever possible, appointments shall be made on Fridays when regular school is not in session.

**Excused absences** are those that are excused by a parent/guardian within five (5) days of a student's return to school and meet the definition of an excused absence in Board Policy JED. Excused absences shall be limited to:

1. Personal illness
2. Funerals, weddings, deaths or extraordinary events in the family.
3. Medical or dental appointments not possible to schedule other than during school time
4. Family emergencies
5. School related business or activities with the sanction and approval of the school

**Unexcused absences** are any absences resulting from a student's failure to follow the appropriate check out procedures, are not excused by a parent/guardian within five (5) days of the student returning to school from a legitimate absence and all other absences not defined as “excused”.

When a student has accumulated three (3) **excused or unexcused** absences, (6 in a class that meets daily) in one class during a semester, the parent/guardian of that student will be notified. If a student accumulates five (5) absences (10 in a class that meets daily)

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in one class during a semester, the student and their parent/guardian will be contacted by a school official. **If a student is absent six (6) times, excused or unexcused, (11 in a class that meets daily) in one class during a semester, they WILL LOSE CREDIT for that class and must petition for credit through the SVHS attendance committee.** When determining if credit should be awarded, the attendance committee will consider factors such as: the final grade earned in the course, the nature of the absence (excused/unexcused, etc.), past attendance record, teacher's recommendation, disciplinary record, the student making up time outside of the school day, etc. The attendance committee may choose to grant credit, deny credit, or set specific conditions that the student must fulfill before receiving credit.

Any student leaving campus during the school day **MUST CHECK OUT AT THE ATTENDANCE OFFICE PRIOR TO LEAVING.** Checking out of school will require parent or guardian verification. Parent/guardian may send a note requesting release of a student at a designated time, calling the attendance office requesting release of a student at a designated time or signing a student out at the attendance office window. Students are responsible to verify that they have been properly checked out by a parent/guardian **PRIOR TO LEAVING CAMPUS.** Any absence resulting from a student leaving campus without properly checking out of school will be regarded as an unexcused absence and/or truancy and will be subject to the disciplinary measures that accompany such. Upon returning to school students **MUST CHECK IN AT THE ATTENDANCE OFFICE TO RECEIVE A PASS TO CLASS.**

When returning after an absence students will need a note or phone call from a parent/guardian to excuse the absence. The Attendance Office must receive the excuse within five (5) school days following the absence or it will become an unexcused absence and/or truancy. Students who are 18 years of age may be required to have parent or administrator authorization in order to appropriately check out and excuse absences.

## **BUS RULES**

Riding the school bus is a privilege. Students are expected to follow the bus rules at all times, thus enabling the driver to carry out his/her duties in a safe manner. Students who do not adhere to bus rules will be subject to disciplinary consequences, which may include loss of bus riding privileges.

Activity buses are **ONLY** available for SVHS students participating in approved activities.

The 6:00pm activity bus is **ONLY** for students participating in athletics/activities.

## **CLASSROOM RULES**

All staff members will hold students accountable for the policies set forth in this handbook. Teachers may set additional rules and expectations for conduct in their classrooms. Consequences for classroom violations will be imposed by individual teachers.

## **COUNSELING**

Counselors are available to help you with school or personal problems. They also can help you obtain college, scholarship and post high school training information. Any student wishing to see a counselor must have a scheduled appointment or permission from their teacher **before** coming to the office. Students without appointments will be sent back to class. Every effort should be made to schedule counseling appointments during non-core academic classes.

## **DANCES**

School dances are open to students currently enrolled at Star Valley High School. ID's will be required. Visiting students must be enrolled in a high school/homeschool, be in good standing at that school, and must be approved in advance by the SVHS administration before attending. Middle school students are not allowed to attend high school dances.

All dances will be finished by 11:30 p.m. Admission will be charged at the door for select dances. SVHS dance policy prohibits leaving and re-entry to the dance. No student will be admitted to the dance after 10:00 p.m. Admission to SVHS dances may require submission to passive alcohol testing (breathalyzer). Students suspected of alcohol or drug use will be turned over to the police for legal action. School dress code is in effect at ALL dances. Special dress standards may be imposed during formal dances.



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### DISCIPLINE CODE

The purpose of a discipline code is to aid in the maintenance of a safe and orderly learning environment that will promote successful teaching and learning. It is the belief of the faculty that students will conform to high, but reasonable behavior standards if they clearly understand what is expected of them.

The administration reserves the right to use discretion and common sense when assigning consequences to violations of the discipline code. Student's age, previous behavior, discipline history, and severity of the infraction will be taken into consideration when assigning consequences. Some consequences may be more or less severe depending on the above factors. Parents will be notified when disciplinary consequences are imposed. Discipline issues not addressed specifically in this policy will be handled according to the discretion of the administration. Every student has a right to the following:

- Explanation of the infraction they are accused of.
- An opportunity to explain their side of the situation.
- An explanation of the consequences that will take place in the event they are found to have violated the Code.

School Board Policy will guide the application and interpretation of the Code. In no case should the Code be interpreted or applied in such a way as to contradict policy.

Law enforcement officials, fire department, or any other appropriate officials may be called in if the administration deems it necessary to insure the safety of students, school personnel, or property. When feasible, parents will be notified before a student is questioned by an outside official.

Detention Options	
The purpose of detention is to serve as a consequence for students who violate the SVHS discipline code. Detention is designed to be somewhat aversive in that students are not permitted to socialize, sleep, or use electronic devices. Students who violate detention rules are subject to additional time in detention or other appropriate disciplinary consequences.	
Lunch Detention	After School Detention (ASD)
<b>Lunch Detention will occur daily during lunch.</b> Noon detention will be managed as a quiet study hall, and all classroom rules will apply. Students will be provided an opportunity to purchase a school lunch, or they may eat a lunch brought from home. Students are not permitted to leave the detention classroom at any time during the lunch hour, except in the event of an emergency.	<b>After School Detention will occur afternoons from 3:45 - 4:25pm Tues – Wed.</b> Detention will be managed as a quiet study hall, and all classroom rules will apply. In the absence of academic work, students may also be engaged in school service projects. Students serving after school detention may ride the 4:45 study bus with a pass from the detention supervisor. When assigned, <b>After School Detention takes precedence over activities and athletics.</b>
Suspension Options	
In School/Friday Suspension (ISS)	Out of School Suspension (OSS)
<b>Students who are assigned ISS must report to the ISS room immediately upon arrival to campus.</b> Students in ISS will be required to work independently and quietly on school work and other academic tasks assigned by the ISS coordinator. Students will be provided an opportunity to purchase a school lunch, or they may eat a lunch brought from home. Students will eat lunch in the ISS Room. During an assigned ISS day, students will not be permitted to participate in extracurricular activities and are prohibited from being on campus after dismissal. Students who fail to comply with the rules of ISS will be assigned ASD during the same afternoon and/or additional ISS time during the subsequent school day.	<b>Students who are suspended from Star Valley High School are prohibited from being on campus or in attendance at any school activity or event for the duration of their suspension.</b> A parent meeting to develop or review a behavior plan/contract may occur prior to the student returning to school. Students who come on to campus during an Out of School Suspension will be subject to arrest and prosecution for trespassing as well as additional school consequences.

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School-Wide Tardy Policy			
<b>All students are expected to be in their classes when the tardy bell sounds.</b> Teachers may require students to be in their seats or in a particular designated location within the classroom, gym, or shop when the bell sounds. A tardy is consistently recorded when a student is late to class. When a student is tardy, the teacher notifies the student that he/she is being marked tardy and is required to serve one unit of detention. <b>Students must complete the required detention(s) either on the same day of the tardy(s) or by the end of the next school day.</b>			
Behavior	Consequence		
<b>1 tardy in a day</b>	1 unit of detention (lunch or ASD) to be completed by the end of the next school day.		
<b>2<sup>nd</sup> tardy in a day</b>	2 units of detention (lunch &/or ASD) to be completed by the end of the next school day.		
<b>3 or more tardies in a day</b>	2 units of detention (lunch &/or ASD) to be completed by the end of the next school day <b>and</b> referral to principal.		
Students who are habitually tardy will be referred to the principal for other appropriate disciplinary action, which may include Tuesday/Wednesday school detention, school service work, Friday school detention, and/or ISS.			
<b>Offenses violating rules of common courtesy, classroom and school rules, or behavior that interferes with the learning of self or others.</b>			
Behavior	Tier 1	Tier 2	Tier 3
<b>Disrespect for school property. (Including but not limited to: abuse of iPads, littering, leaving lunch trays, writing on desks, abuse of lockers, etc.)</b>	Restore to acceptable condition and 2 units of detention/school service	Restore to acceptable condition and 4 units of detention/ Tuesday/Wednesday school detention, school service and parent contact	Restore to acceptable condition, 1-3 days suspension and parent contact
<b>Disruptive Behavior</b>	Teacher initiated phone call home	Teacher initiated phone call home. Teacher, parent, and student meeting	Referral to administration
<b>Dress Code Violation (Excluding hats)</b>	Student complies with dress code and parent contact	Student complies with dress code, parent contact and 1 unit of detention	Suspension 1-3 days
<b>Hat Violation</b>	Hat will be confiscated and sent to the office until the end of the semester. *Students may get their hat back prior to the end of the year by paying \$5.00 to be donated to a charity designated by the school.		
<b>Conduct jeopardizing student health (Including Piercing and Tattoos)</b>	Confiscation of device(s), parent contact, contract	Confiscation of device(s), parent meeting, detention	Original consequences plus 1-3 days suspension and parent meeting
<b>Internet Use Agreement Violation</b>	Student’s electronic device will be put on the white list for two weeks	Parent meeting and contract	Loss of electronic device for the rest of the semester, parent meeting, refer for counseling
<b>Inappropriate display of affection (PDA)</b>	Formal warning and parent contact	Parent meeting and detention	Suspension 1-3 days
<b>Failure to comply with disciplinary consequences</b>	Double the original consequences	Double the original consequences and parent contact	Original consequences plus 1-3 days suspension and parent meeting
<b>Failure to check out prior to leaving school, or failure to clear absences with</b>	1 unit of detention	2 units of detention	Tuesday/Wednesday school detention and parent conference

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attendance office			
Insubordination (defiance of authority or showing disrespect)	2 units of detention and parent contact	Tuesday/Wednesday school detention and parent contact	1-3 days suspension, parent meeting and behavior contract
Cheating, plagiarism, or falsifying documents	Tuesday/Wednesday school detention, loss of points on assignment/test and parent contact	1 day suspension, loss of points on assignment/test, and parent meeting	3 days suspension, loss of points on assignment/test, and parent meeting
Use of electronic devices (excluding cell phones) in classrooms and assemblies	Device confiscated can be picked up by the student at the end of the day and behavior contract and parent contact	Device confiscated; can be picked up by parent and behavior contract signed by both student and parent	Device confiscated; can be picked up by the parent at the end of 30 days
Use of cell phones in classrooms and assemblies	Device confiscated; can be picked up by student at the end of the day and behavior contract and parent contact	Device confiscated; can be picked up by parent and behavior contract signed by both student and parent	Device confiscated; can be picked up by parent at the end of 30 days
Truancy	2-4 units detention/ Tuesday/Wednesday school detention & parent contact	1 day ISS and or referral to law enforcement	1-3 days suspension and parent meeting and referral to law enforcement
Vulgarity and/or profanity	2-4 units detention/ Tuesday/Wednesday school detention & parent contact	1 day ISS	1-3 days suspension and parent meeting
Matters of Law – Violation of law. Law enforcement will be notified. These are examples only and not limited to:			
Behavior	Tier 1	Tier 2	Tier 3
Fighting/Promoting Violence*	1-3 days suspension, parent contact, and behavior contract	3-5 days suspension, parent meeting, and referral to superintendent	Referral to superintendent
*Promoting Violence: The promotion of violence by encouraging others to fight/engage in an altercation, taunting those involved in a fight/altercation, recording and/or distribution of a fight/altercation, failing to seek adult intervention to prevent or stop a fight/altercation and failing to report a fight/altercation which has occurred, or may occur, shall result in disciplinary action, up to and including suspension or expulsion.			
Harassment (physical, sexual, racial, and verbal)	1-3 days suspension, parent contact, and behavior contract	3-5 days suspension, parent meeting, and referral to superintendent	
Making a 911 call, bomb threats, or pulling fire alarms falsely	1-3 days suspension, parent contact, and behavior contract, referral to law enforcement	3-5 days suspension, parent meeting, and referral to superintendent, referral to law enforcement	
Stealing	1-3 days suspension, restitution, parent meeting, and behavior contract	3-5 days suspension, restitution, and referral to superintendent	
Vandalism	1-5 days suspension, restitution, parent meeting, and behavioral contract	Up to 10 days suspension, restitution, and referral to superintendent	
Assault of a staff member	Up to 10 days suspension and referral to superintendent		
Personal substance abuse (consuming, soliciting, possessing, or under the influence of: alcohol or other	Up to 5 days suspension, parent meeting and behavior contract	5-10 days suspension, referral to superintendent	

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drugs, or paraphernalia. This includes OTC drugs, prescription drugs and misuse of everyday substances.)			
Tobacco possession or use (including hookah devices, electronic cigarettes, and any tobacco or nicotine product)	1-3 days suspension, parent contact	3-5 days suspension, parent meeting	Referral to superintendent
Possession with intent to sell or distribute an illegal substance, OTC drug or prescription drug	Referral for expulsion hearing		
Use and/or possession of weapons or explosive devices	Referral for expulsion hearing		

**\*\*Students suspended from school MAY NOT attend any school activity as a participant or spectator, including practices and competitions, for the duration of the suspension. Suspensions adjacent to a weekend (either Thursday/Friday or Monday) include activities held on the weekend. Students are not permitted on school grounds during out of school suspension (OSS). Students are only permitted to be on school grounds during school hours during in-school suspension (ISS).**

## **DRESS AND APPEARANCE (STUDENTS) (JICA)**

The Lincoln County School District #2 Board of Trustees recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance.

It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance for a successful school experience.

Each building will use stakeholder input to define their own procedures, to include the district policy. Procedures for implementation of the dress code policy, including non-compliance, are created at individual schools. Refusal to adhere would be considered insubordination/defiance and the student will be held accountable in accordance with the building discipline procedure for such an offense.

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectations for student dress is reviewed and published regularly, at the building level, and may be amended. There may be special days when the expectation for student dress could be altered.

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.
3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distracts from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.

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8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator. The above guidelines are minimal requirements for schools established by the district. School administrations in consultation with faculty, parents, and students may establish more guidelines as needed for their schools.

AMENDED: August 2, 2016

AMENDED: October 2, 2003

ADOPTED: July 16, 2003

Lincoln County School District #2, Wyoming

(LCSD#2 policy JICA)

## SVHS STUDENT DRESS & APPEARANCE GUIDELINES

	Tier 1	Tier 2	Tier 3
<b>Dress Code Violation (Excluding Hats)</b>	Student complies with dress code and parent contact	Student complies with dress code, parent contact and 1 unit of detention	Suspension 1-3 days
<b>Hat Violation</b>	Hats will be confiscated and sent to the office until the end of the semester. "Students may get their hat back prior to the end of the year by paying \$5.00 to be donated to a charity designated by the school.		

- All clothing shall be modest, clean, neat and unexaggerated.
- When shorts, skorts, skirts, or dresses are worn, the bottom of the hem must approximate the kneecap.
- Bare midriff shirts, sleeveless shirts, blouses, tank tops, or any other type of clothing that permits underclothing or skin normally covered by underclothing to be seen while standing, sitting or bending, are not to be worn.
- Shoes must be worn at all times. Wheels, noisemakers, or damaging equipment on footwear are not permissible.
- Heavy coats are to be left in lockers. Light jackets, blazers, vests, sweaters, and sweatshirts may be worn to classes.
- Hats, hoodies, bandannas, sunglasses, and pajama pants are not to be worn during school hours.
- Inappropriate types of chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands or wallet chains are not allowed.
- Distracting hairstyles (for example high spiked hair, hair carvings) are not allowed.
- Pierced jewelry that can be considered a distraction or safety issue (for example those hanging loosely or those composed of inappropriate or dangerous material) may not be worn. Nose rings, lip rings, tongue piercing rings or any other body piercing other than one small nose stud and a maximum of three earrings per ear can be worn.
- A voluntary school uniform will always satisfy these guidelines.
- There may be special days when the dress code may be relaxed or altered.
- The administration reserves the right to determine whether a student is in compliance with the policies set forth here.

## ELECTRONIC DEVICES

Personal electronic devices, including cell phones, pagers, MP3 players, iPods, and CD players are not to be out, on or in use in any classroom without specific permission from the classroom teacher. See consequences in the discipline chart. Viewing and/or distribution of pornographic material will be handled on a case-by-case basis as per Board Policy JICJ.

### 1:1 ELECTRONIC DEVICES

#### Instructional Electronic Devices for Students

The purpose of the Lincoln County School District #2 One-to-One Digital Learning Environment is to provide continuous use and integration of technology across all environments to:

- Increase student learning of 21st Century Skills
- Demonstrate competency regarding the Wyoming Content and Performance Standards
- Improve student engagement



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Students in good standing entering grades 9-12 will be provided or have access to an electronic device. LCSD#2 will retain legal title to the device at all times, and the user's right of possession and use will be limited to and conditional upon full and complete compliance with district policies and procedures.

LCSD#2 may take possession of provided electronic devices at any time to ensure compliance with district policy and procedure. There is no expectation or right to privacy relating to materials downloaded on or accessed from this device.

Students no longer enrolled in Lincoln County School District #2 must return the device along with all accessories or comply with the terms of their LCSD#2 use agreement. Use agreement funds collected, as a part of this initiative, will not be refunded.

In the event a device is lost or stolen, the student/guardian must file a police report as soon as possible and notify the school administration/personnel. LCSD#2 will take necessary measures to recover the device, including deploying location software and collaborating with law enforcement.

If a device is lost, stolen, or intentionally damaged as a result of irresponsible behavior, the parent/guardian will be responsible for the full replacement cost.

The Information Technology Team is responsible for monitoring and managing the electronic devices.

## LCSD#2 Device Use Agreement Plan

Lincoln County School District #2 students have three options available to them through the school district as part of the Digital Learning Implementation. The following items apply to all three options.

- Replacement chargers and cables are not covered under the Use Agreement.
- Replacement chargers are available at cost.
- ***PLEASE SIGN & SELECT ONLY ONE OF THE THREE OPTIONS BELOW.***

Parent / Guardian Name (Please Print): \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Grade: \_\_\_\_\_

The purpose of the Lincoln County School District #2 1:1 Digital Learning Environment is to increase student learning of 21st Century Skills and the Wyoming Content and Performance Standards, through continuous use and integration of technology across learning environments including school, home, and community. To achieve this, the district is providing devices for all students in grades 9-12.

### **Option #1- Purchase**

<b><i>Annual Use Agreement Cost – Non-Refundable &amp; Non-Transferrable</i></b>	<b><i>Replacement or Repair Cost (1<sup>st</sup> Occurrence*) Additional occurrences at LCSD2 will result in full cost of the repair.</i></b>	<b><i>Purchase cost</i></b>
<b><i>\$60</i></b>	<b><i>\$200</i></b>	<b><i>Purchase price at graduation or dis-enrollment will be based on the current value of the device less any Use Agreement Costs paid.</i></b>

\* A \$200.00 fee will be charged for repairs and/or replacement for the 1st occurrence. Students will be responsible to pay full repair costs for subsequent incidents. A pattern of misuse or damage to the Device by the student will result in limited device availability during school hours. Replacement devices may not be an equivalent.

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INTENTIONAL DAMAGE/LOSS – Student/Parents are responsible for full payment of intentional damage or loss of the device and accessories. Warranty and the Use Agreement **DOES NOT** cover intentional damage of devices.

\_\_\_\_\_ (\$60.00) Yes, I choose to participate in the device Use Agreement with purchase, as stated above, available through the school district.

### ***Option #2- No Purchase***

By selecting Option #2, I choose not to participate in the purchase of the device. However, I understand a device will be issued to my student. I agree to pay the full cost of repair or replacement should the device become damaged, lost, or stolen.

\_\_\_\_\_ I choose not to participate in the purchase of an device as outlined in Use Agreement- Option #2 as outlined above. I agree to pay the full cost of repair or replacement should the device become damaged, lost, or stolen.

### ***Option #3- School Use Only***

\_\_\_\_\_ I understand an electronic device will be made available for my student during the school day. No device will be issued for personal use off campus.

#### **Terms**

Students will comply at all times with the LCSD#2 Instructional Device Agreement. Any failure to comply may terminate the student's rights of possession, effective immediately, and the district may repossess the device. Any lost, stolen, or damaged devices must be reported to school authorities immediately.

#### **Instructional Use Agreement**

LCSD#2 has legal title to the property at all times. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement. Students will be required to read and comply with the LCSD#2 Internet Use Agreement. (EDC-R)

Teachers and staff may also set additional requirements for use within classrooms, lunchrooms, etc.

LCSD#2 reserves the right to confiscate and search a device to ensure compliance with the Internet Use Agreement and/or the Instructional Device Agreement.

LCSD#2 reserves the right to restrict apps or other content from being installed onto the device.

Students will be given the opportunity, upon exiting, to purchase their device at a tiered rate set by the district.

#### **Loss, Theft or Damage**

Should a device be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If a device is stolen the student/guardian should file a police report as soon as possible. If the device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen device a police report will be filed and LCSD#2 may deploy location software to aid in recovering the device. Students who are no longer enrolled in LCSD#2 must return the device, along with any other accessories, at the time they leave. Use Agreement funds will not be refunded.

#### **Repossession**

If the student does not return the device the school resource officer will be notified and the device will be considered stolen.

#### **Monitoring and Supervision**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Any attempt to remove the MDM profile may result in loss of privilege and/or suspension.

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- Internet filtering is provided as a safeguard. Attempting to by-pass the Internet filter, the MDM, or other security measures put in place by the technology department is prohibited.
- Students are responsible for the safety and security of the device and any activity on the device.
- The district may disable the device remotely to protect the device and/or data on the device.

### Transport

- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle

### Content

Applications (Apps) will be downloaded (synced) at school. School owned devices may be synced to a student's personal account, however, in the event the device runs out of memory, all such personal content will be subject to deletion to make room for required instructional content. Likewise, students may also load apps that are not part of the required instructional program, however, in the event the device runs out of memory, all such apps and content will be subject to deletion. LCSD#2 will not be liable for lost or erased personal data or content. Apps or content purchased, downloaded, or created by the student are not the responsibility of the district.

### Mobile Technology Precautions

- Do not set books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the devices exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Students should not photograph any other person without that persons' consent. Respect the privacy of others.
- The device is subject to routine monitoring by LCSD#2. Upon request of any LCSD#2 staff member, a student must immediately surrender their device.

### Cyber Bullying

The highest level of **Digital Citizenship** is expected from each student. Electronic devices and network access will be available to students who adhere to the strict level of Digital Citizenship. LCSD#2 policy, JICFA, strictly prohibits cyber bullying. Cyber-bullying is bullying through the use of technology or any electronic means. State law prohibits bullying.

*Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:*

1. *Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or*
2. *Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or*
3. *Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.*

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

*A "school" as defined in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the children. (LCSD#2 Policy JICFA) (WY Stat § 21-4-313)*

**Students using school issued electronic devices or the district network to participate in Cyber Bullying may lose possession and access to both the device and the network. Students who engage in cyber bullying, harassment or intimidation shall be subject to disciplinary action, up to and including suspension or expulsion. (JICFA)**

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### Student Responsibilities

- Find my computer must be turned on at all times.
- LCSD#2 is not responsible for the loss of any personal files that may be deleted from the computer.
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.
- Students are responsible for home Internet connections. The school will **not** provide support for home internet or networks.

### Maintaining and Safeguarding

- Device batteries are required to be charged and be ready to use in school.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- Devices belonging to other students are not to be tampered with in any manner.
- If a device is found unattended, it should be given to the nearest staff member.

### Prohibited Use of the device

- Accessing or Posting Inappropriate Materials – All material on the iPad must adhere to the LCSD#2 Internet Use Agreement Policy & the Student Technology Agreement. Students are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Cameras – students must use good judgment when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos; nor will it be used to embarrass anyone in any way. **Any use of cameras in restrooms or locker rooms, regardless of intent, will be reported to the School Resource Officer.**
- It is illegal for students to transmit or possess pornographic images of themselves or other students.
- Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action.
- Malicious Use/Vandalism – any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

### Student Pledge

(Please put your initials on the line after each statement once you have read it. Your initials on the line signify you are in agreement).

1. I will take care of my device. I understand that I will be issued the same mobile device each year. \_\_\_\_\_
2. I will never leave my device unattended or in an unsecure location. \_\_\_\_\_
3. I will never loan out my device to other individuals. \_\_\_\_\_
4. I will know where my device is at all times. \_\_\_\_\_
5. I will charge my device daily. \_\_\_\_\_
6. I will keep food and beverages away from my device since they may cause damage to the device. \_\_\_\_\_
7. I will not disassemble any part of my device or attempt any repairs. \_\_\_\_\_
9. I will use my device in ways that are appropriate and educational. \_\_\_\_\_
11. I can decorate the device with appropriate stickers, markers, etc. \_\_\_\_\_
12. I understand my device is subject to inspection at anytime, without notice, and remains the property of LCSD#2. \_\_\_\_\_
13. I will not attempt to alter the operating system in any way. \_\_\_\_\_
14. I will follow the policies outlined in the Internet Use & Student Technology Agreements at all times. \_\_\_\_\_
15. I will file a police report if my device is stolen. \_\_\_\_\_

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16. I will be responsible for all intentional damage. \_\_\_\_\_

17. I agree to pay for the replacement of my power cords and charger in the event any of these items are damaged, lost, or stolen.  
\_\_\_\_\_

18. I will "Backup" my device content by turning on the Backup option in my device Settings.

***Students will complete a Canvas course quiz reviewing the handbook and sign this form electronically during the first few weeks of school.***

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Any student who participates in a WHSAA sanctioned activity must meet the eligibility rules established by the WHSAA as published in the official handbook for the year of participation. Two of the criterion are, 1) student must be in good standing, "a creditable school citizen whose conduct in and out of school is such that it will not reflect discredit upon your school" (6.1.0), and 2) "student must currently be passing in four solid subjects, and you must have passed in four solid subjects during the immediate preceding semester." (6.2.0) For a complete list of WHSAA eligibilities, see the pamphlets, which are available in the main office.

In addition to the eligibility rules, any student at Star Valley High School who participates in extracurricular activities must:

1. Maintain a passing grade in all classes for the time period in which a student participates in an activity.
2. Demonstrate good citizenship in classes and school by following the Student Training Code, which the student and the student's parents have signed.
3. Students and parents must sign the WHSAA Eligibility pamphlet, which will be kept on file at the school.
4. No student is eligible to participate in an activity or practice if he/she has been absent from school the day of the activity. Special circumstances must be cleared in advance through the school administration.
5. Students must follow other rules and requirements as established by individual activities advisors.
6. Must have a current physical exam by a medical doctor, dated after May 1<sup>st</sup> for each year. Students are responsible for the cost of the physical. The physical must have signatures by the athlete, parent, and doctor in order to be considered valid and complete.

It is the student's responsibility to keep up on schoolwork and constantly check to make sure that work is done and assignments are turned in.

## **ELIGIBILITY PROCEDURE**

Students will be identified as a member of a sports team, speech team, cheerleading, music group, or other extracurricular activity. Each Tuesday the main office will run a grade report on these students. Any student with an F will be notified that he/she is on eligibility **warning** status by his/her coach during the first week the "F" is obtained.

If a student receives an "F" for two consecutive weeks in the same class, they will be put on eligibility **suspension** and will not be allowed to participate in that week's events. A student will not become eligible until the next grade check is run on Tuesday and they are passing that class. ~~Students on eligibility suspension are required to attend 5<sup>th</sup> Hour Study until they are again eligible to participate.~~ Three consecutive weeks of eligibility suspension, in the same class, will result in dismissal from the team, group, or club.

One time activities such as field trips, competitions, and class excursions that go beyond the normal class period, etc. require the sponsor of such an activity to provide a list of students involved to the main office at least two weeks prior to the event. The eligibility of these students will be run in the same manner as explained above for the team and extracurricular activities.

Students who participate in WHSAA sanctioned events are subject to random drug testing as per district policy.



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### **EVERY STUDENT SUCCEEDS ACT**

- a. *The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(1)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are. [parents must sign at enrollment electronically OR sign the following:]*
- b. *Please sign this form below indicating you have received notification and understand your right to request the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.*

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*Parent/Guardian Printed Name*

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*Parent/Guardian Signature*

---

*Date Signed*

### **FEES & FINES**

Students can participate in a general program of study at Star Valley High School without paying or accruing fees. Certain courses may provide students with enhancement options that require fees. Enhancement options are usually projects that require materials or other resources not provided by the school. Enhancements are not required; therefore, a student's grade cannot be penalized when a student does not participate in enhancements. Projects that are created when a student chooses an enhancement must be paid for in full before they will be allowed to leave the premises. Although AP and concurrent enrollment courses are free, fees are required when a student chooses to participate in AP testing and/or concurrent enrollment for college credit.

Participation in activities and clubs extend a student's school experience beyond the general program. Students who participate in activities and clubs are subject to fees. Following is a list of fees for participation in various activities and programs here at SVHS:

**Activities Fee** - Students participating in WHSAA sanctioned activities with designated season are required to pay a non-refundable \$30 fee per activity.

**Yearbook Fee** – The fee for yearbooks is \$50. Yearbooks can be purchased during registration.

There may be additional fees required to meet the unique needs of specific activities.

**Check Out Fine** - \$10.00. End of year check out requires students to return books and appropriate materials to classroom teachers and to check in any outstanding library books, computers, etc. at the library. This check out also requires a locker inspection and any damages to be assessed. This checkout is completed on the **last day** of school for underclassmen. ***If students fail to turn in the proper check out form they will be fined the \$10.00 fee.*** The student will also be fined for the replacement cost of books and materials not properly returned.

Early check out is discouraged. However, if personal circumstances require a student to leave prior to the last day of school, all check out procedures must be completed. Early check out must be approved by the administration in advance.

**No transcript of credits or school files will be sent from this high school to any other institution until all fees and financial obligations are paid in full through the high school office.**

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### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Student directory information may be released at the discretion of the school. This includes such information as height/weight for athletic programs, names and phone numbers for PTA directories, etc. If you do not want your student's information released please contact the counseling office.

Students, parents, and patrons may request a full copy of the district's FERPA policy and procedures from the Lincoln County School District #2 Office located at 222 E. 4<sup>th</sup> Avenue in Afton.

### **GRADUATION REQUIREMENTS**

<u>Requirement</u>	<u>Credits</u>
<b>BUSINESS.....</b>	<b>0.50</b>

<b>LANG ARTS</b>	<b>4.00</b>
English I .....	1.00
English II .....	1.00
English III .....	1.00
English IV .....	1.00

<b>SOC STUDIES</b>	<b>3.00</b>
World Hist. & Culture.....	1.00
American Hist.....	1.00
U.S. Gov't.....	0.50
SS Elective .....	0.50

<b>MATH</b>	<b>3.00</b>
Algebra I .....	1.00
Geometry .....	1.00
Other Math .....	1.00

<b>SCIENCE</b>	<b>3.00</b>
Phys Science.....	1.00
Biological Science .....	1.00
Elective Science.....	1.00

<b>PHYSICAL ED.</b>	<b>1.50</b>
PE I	0.50
Health	0.50
PE Elective	0.50

**TOTAL CREDITS REQUIRED FOR GRADUATION: 27 Credits**

Students are allowed to take up to four credits from an alternative source with **PRIOR** approval from their counselor and administration. If **Prior** approval is not obtained, credit may not be honored toward SVHS graduation requirements.

### **HABITUALLY DISRUPTIVE**

Students who are habitually disruptive prevent teaching and learning from occurring in the school setting. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events which requires the attention of a teacher or other school personnel (Wyoming State Statute 21-4-301(b)).

Students accumulating a series of violations (2 major violations resulting in suspension or 5 minor violations) will be considered to be habitually disruptive and will be referred to the superintendent. The administration reserves the right to determine whether violations are deemed major or minor.

### **HARASSMENT, INTIMIDATION, & BULLYING**

Harassment, intimidation or bullying of students at school is prohibited. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

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

Students who engage in this behavior shall be subject to disciplinary action, up to and including suspension or expulsion (per District Policy JICFA).

## **HONOR ROLL**

A student must earn a grade point average of 3.5 or above in a term and be carrying at least 6 classes to be eligible for the honor roll. A 3.90 GPA is required for the principal's honor roll.

## **INFINITE CAMPUS ACCESS**

Access to Infinite Campus can be gained by going to <http://svhs.lcsd2.org/>. Each parent will be given an activation key and parents will create their own accounts by following the online instructions. Each student is assigned a username and password. If you do not know what these are, please contact the Counseling Center at 885-4020. Each household should receive an email prior to school starting.

## **LOCKERS**

Students may request a locker for clothes, books and personal items. The school places responsibility upon the student for the contents of the locker and the condition of the locker and lock. Students will be fined for locker abuse or vandalism.

Students enrolled in P.E. classes and/or participating in school sports will also have gym lockers available for their use. These lockers should also be kept locked at all times to prevent theft of personal items. Additional security lockers are available in the hallway. Personal padlocks placed on lockers will be cut off. Lockers are subject to periodic inspection at the discretion of the school authorities. This includes drug-sniffing dogs.

**The school is not responsible for theft of personal items.** Personal belongings need to be kept in the locker or with the student AT ALL TIMES. **Students should keep lockers locked and their combinations confidential.**

## **LUNCH**

Two hot lunch choices, grab'n go salads and sack lunches are available each day in the cafeteria for \$3.00, extra milk is \$0.50. A variety of a la carte items are also available. Students may also bring their own lunch and eat in the cafeteria. Breakfast is also available in the cafeteria from 7:45-8:05 each day for \$2.00

Money for lunch can be deposited in the student's uniquely numbered account online through Infinite Campus or students can pay at the cafeteria till. Students and Parents can check lunch balances online through Infinite Campus or at the cafeteria till. Students may not charge meals.

### **Free or Reduced Lunch**

For students whose parents meet certain financial income guidelines, the school offers a free or reduced price lunch. Applications may be picked up at the cafeteria or the high school counseling office. You must reapply every year.

## **MEDICATIONS**

Please note that all medications, including prescriptions and over the counter medications, administered or taken at school need parental permission. These forms can be obtained at the counseling center and must be filled out in advance. The form will indicate whether the medication can be self-administered, or needs to be administered by a school official. **Students may not give medications of any kind to other students.**

## **NCAA CLEARINGHOUSE RULES**

Students wishing to participate in NCAA sanctioned activities must meet the following standards:

### **Div I** – 16 Core Courses

4 English

3 Math (Algebra 1 or higher)

### **Div II** – 16 Core Courses

3 English

2 Math (Algebra 1 or higher)

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2 Science  
1 additional English, Math or Science  
2 Social Studies  
4 from above or Foreign Language  
Core GPA = 2.3

2 Science  
3 additional English, Math or Science  
2 Social Studies  
4 from above or Foreign Language  
Core GPA = 2.2  
Please see the website at [www.ncaa.org](http://www.ncaa.org) for more information

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Star Valley High School are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access to, or treatment or employment, in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Kory Hokanson  
445 W. Swift Creek Lane  
Afton, WY 83110  
(307) 885-7847

Who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

## **PUBLICATIONS**

Star Valley High School's yearbooks may be purchased at registration. Distribution is near the end of the school year. The "Mountain Star," the school's online newspaper, is posted approximately once a month.

Star Valley High School publications reflect upon our entire school and community. The school reserves the right to edit all school publications. Inappropriate material will not be approved for publication.

## **REGISTRATION & CLASS CHANGES**

### **SCHEDULE CHANGES POLICY**

Counselors will work with students in the spring to ensure that they have the required courses to ensure graduation. Students will have the opportunity to register for elective classes of their choice.

Students will need to meet one or more of the following criteria in order to make a schedule change:

1. A mistake was made by the counselor i.e.: math level, pre-requisites not met, or student does not have a complete schedule.
2. The change must be made the week before school starts. There will be no schedule changes after school has started.
3. The class the student is requesting must be listed on the student's original course requests that are submitted in the spring.  
NO EXCEPTIONS.
4. Change in placement for an IEP or 504
5. Changes to schedules must take place during registration and after school hours.

## **RELEASED TIME**

The release of pupils during a portion of the day for the purpose of religious education will be permitted provided the pupil attends at the agreed upon time and place.

Failure to attend the religious education program at the agreed upon time and place may result in the loss of opportunity to have released time. Students losing the released time privilege will be placed in a study class but will not earn credit.

Absence of a pupil from school during school hours for religious education to be had outside the school buildings and grounds will be excused upon the request in writing signed by a parent or guardian of the pupil. The courses in religious education must be maintained and operated by or under the control of a duly constituted religious body or of duly constituted religious bodies.

Religious instruction will not count as a class nor may a student receive credit towards graduation for religious instruction. (Policy JEFB)

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### **REMEDIATION**

#### **Peer Tutoring**

##### **Zero's Aren't Permitted (ZAP)**

One obstacle to academic success is the failure to complete assigned homework on the part of the student. Without the student's completion of work, teachers have no way of knowing if the student learned the concept.

The goal of the Zero's Aren't Permitted (ZAP) program is to provide support for students, promote responsibility and good study habits, reinforce the value of hard work and effort, and foster good communication between home and school. This program will also help us evaluate the educational relevance of school work used to reinforce learning.

The ZAP program is a tiered approach to help provide support and an incentive for students to complete their school work.

**Tier One:** Students will be assigned to either Lunch ZAP or Tuesday/Wednesday after school ZAP (whichever comes first) where they will be given supervision and academic support by a certified teacher until they have completed their work. Students will be required to attend both lunch and after school ZAP until the assignment they are missing is complete. Parents of students participating in the ZAP program will be notified through Infinite Campus. As long as a student attends their assigned ZAP, they will not move into tier two. If the student chooses not to complete their work and does not continue attending lunch & after school ZAP, then they will be moved to tier two intervention of the ZAP program.

**Tier Two:** If a student chooses not to attend ZAP tier one then the student will be placed in Friday School ZAP until the assignment(s) is complete or the student is referred to tier three for possible alternative scheduling/placement.

**Tier Three:** Students in tier three ZAP will be assigned ZAP ISS until their assignment is complete. Parents will be contacted and a discussion on possible alternative schedule/placement will take place.

#### **ZAP Procedures**

**Step One:** Teacher notifies students that they will be in the ZAP program and has students complete the ZAP form in the Student Resources Canvas Course.

**Step Two:** Teachers will assign students to the ZAP program using responsive scheduling in Infinite Campus.

- o ZAP Coordinators will track student data
- o The ZAP Coordinators will determine if the work is properly completed before they will allow the student to be removed from the ZAP program.

#### **Friday School**

The SVHS school calendar includes select Fridays (see calendar on page 4) to be used for academic support, enrichment and disciplinary consequences. Grade checks are done the first two days of the week and Friday school assignments are made relating to academic deficiencies. Homeroom and after school academic support provide opportunities for students to remediate academic concerns prior to Friday school if a student chooses; however, if the deficiency remains, Friday school will be required. Failure to attend Friday school when assigned results in an absence that counts towards loss of credit. In addition, failure to attend Friday school will result in detention units being assigned on a matching hour for hour basis. Disciplinary referrals requiring more than two units of detention may also result in assignment to Friday school detention. Students may also attend Friday school at their discretion to receive additional help and enrichment. The teachers available for Friday school will be posted weekly in the weekly bulletin.

### **RETAKE & MAKE-UP WORK POLICY**

#### **Common Assessments:**

All teachers at SVHS will provide students with an opportunity to retake or make-up common assessments. Students can use one of two available pathways to retake common assessments for the purpose of improving performance. Each common assessment can only be retaken one time. Students can make-up common assessments if they were absent or for some other reason were not able to take the initially scheduled common assessment.



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Students can retake or make-up a common assessment at a time scheduled with the teacher. Common assessment retakes or make-up tests must occur prior to the day of the next scheduled common assessment. Once the next scheduled common assessment has been administered, prior common assessments cannot be retaken or made up. When extenuating circumstances exist that are out of the student's control, common assessments may be retaken or made up beyond the time frame presented in this paragraph, at the discretion of the teacher.

When a student makes up a common assessment that was administered during an excused absence, the student will receive full credit based on their earned grade. When a student makes up a common assessment that was administered when the student was truant, the highest possible grade on the common assessment cannot exceed 80%.

### **Retake Pathway One:**

Students can use this pathway to retake any common assessment one time. When a student retakes a common assessment using this pathway, the score of the initial assessment is averaged with the score of the retake. If the average of the two scores is below 80% but the retake score is higher than 80%, the student will receive 80% on the retake. If the average of the two scores is below 80% and the retake score is also below 80%, the retake score will replace the score of the initial assessment if the retake score is higher than the initial score. Before a student can retake a common assessment using this pathway, he/she must:

- Work with the classroom teacher during homeroom on deficit skills required on the common assessment, or
- Work with a teacher within the department during assigned remediation times, or
- Receive course/unit specific peer tutoring under the direction of the classroom teacher.

### **Retake Pathway Two:**

Students who wish to make a commitment to work toward a better grade can retake one common assessment each semester for full credit (replace the initial grade with the retake grade) if they meet the following provisions:

- Attend two units of homeroom with the teacher/peer tutor or after school tutoring engaged in course/unit specific remediation and study.
- Retake the test within one week of receiving a score from the initial assessment.
- Complete and turn in all classwork that was assigned during the related units of instruction leading up to the common assessment.

### **Classwork (assignments, projects, quizzes, labs, and homework):**

The school will follow the ZAP (Zeros Aren't Permitted) policy and procedure addressing the following:

- When make-up work, late work, and retakes must be completed.
- Conditions for accepting make-up and late work, and provisions for retakes.
- Grading of make-up, late work, and retakes.

Individual departments will determine procedures for addressing the bullets listed above.

Each department's plan provides consistency between classrooms within the department. The department's procedures are published in each course syllabus and presented to students at the beginning of each semester.

## **SEXUAL HARASSMENT POLICY**

It is the intent of Star Valley High School to maintain a learning environment that is free from sexual harassment. It is a violation of Star Valley High School Sexual Harassment policy for any student to harass another student through conduct or communications of a sexual nature.

### **If you are being Sexually harassed**

Tell the harasser that his/her behavior offends you and you want it stopped, if it is safe for you to do so.

1. Tell someone. Talk to an adult you trust: your parents, teacher, school counselor, principal, etc.
2. File a complaint with the school principal, a teacher or counselor.
3. Keep a record of what happened, where it happened, and who witnessed it.
4. Avoid being alone with the harasser if possible.

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### **Disciplinary consequences for sexual harassment:**

May INCLUDE:

- Verbal/Written Warning
- Parent Conference
- Detention
- Suspension
- Referral to Police
- In School Suspension
- Expulsion

A juvenile convicted of sexual battery, which is considered a felony, can be sentenced to Wyoming Youth Authority, County Group Home or Juvenile Hall.

## **SPORTSMANSHIP FOR ACTIVITIES & EVENTS**

The Wyoming High School Activities Association Rules and Regulations 3.7.0 state: Students' habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

- a. Know and demonstrate good sportsmanship.
- b. Respect and cooperate with cheerleaders
- c. Respect the property of the school and the authority of school officials.
- d. Show respect for an injured player and do not heckle or jeer opposing teams.
- e. Cheer for your team.

Students are subject to the Code any time they are at school, a school activity, or any event sponsored by the school on school grounds or in any school vehicle.

Wyoming High School Activities Association Rules and Regulations state in Section 3.6.1: A school is responsible for the conduct of its team, coaches, students, and fans at any interscholastic event in which the school is participating. Therefore, students will be subject to the school discipline code when attending events sanctioned by the WHSAA at any facility.

SVHS students who violate the Code of Conduct will miss the next two (2) events and complete a Good Standing Buy Back Program through the Activities Office before being allowed back to SVHS events. A second violation will result in long-term suspension from SVHS events for up to one year, depending on the severity.

When laws are broken, law enforcement authorities will be notified and charges will be filed. School disciplinary action will also be taken.

## **STUDENT CONDUCT**

All pupils are expected to comply with the printed school regulations as well as other commonly accepted standards of good behavior, pursue the required course of study and submit to the authority of the administration, teaching staff and all other persons employed for the purpose of instructing and supervising students.

Administrative and/or administrator designee is authorized to suspend any pupil for up to five (5) days for violation of approved rules of conduct. Any days beyond five (5) require superintendent approval (not to exceed 10 consecutive school days).

The following constitutes infractions of approved rules of conduct:

1. Willful disobedience of the staff.
2. The possession or use of tobacco, alcohol, illegal drugs or a substance used for the purpose of altering the mental processing, impairing the consumers' judgment or motor skills or contrary to the lawful intended use of the substance upon school premises or at school approved activities.
3. Profanity or vulgarity
4. Truancy and tardiness
5. Inappropriate public display of affection.
6. Unauthorized or inappropriate use of vehicles on school property
7. Vandalism of or tampering with district property
8. Offenses that may be detrimental to the welfare or safety of other pupils
9. Bullying, hazing or harassing others

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10. Any other behavior that in the judgment of school authorities is detrimental to the welfare, safety and educational environment of others.

The above prohibited actions shall be published in a handbook and made available to students and parents. (Policy JFC)

## **STUDENT PARKING & DRIVING PRIVILEGES**

While on SVHS' campus, students are expected to drive slowly, safely and orderly at all times and to park vehicles/all modes of transportation properly in single spaces in the student lot. Unsafe or inappropriate driving/parking practices may lead to loss of campus driving/parking privileges and referral to law enforcement.

**Students are prohibited from parking in the 15-minute Visitor Parking spaces. Fines will be assigned to those violating this rule. Students are prohibited from parking in the staff lot. Violators are subject to towing.**

Students and staff are requested to park in the lot next to the football field when leaving on activity trips. Vehicles are not to be left in the student or staff parking lots overnight to facilitate parking lot maintenance (Snow Removal, etc.).

## **VALEDICTORIAN, SALUTATORIAN & HONOR STUDENT SELECTION**

Criteria for consideration will include:

1. Valedictorian as determined by points figured by the following formula: Grades of the 22 semesters of ranked courses are multiplied by their ranks and summed. The sum is added to the result of the GPA \*25.
2. All courses are ranked according to difficulty: Basic Courses = 1, Intermediate = 2, and Difficult=3
3. Must have been a full time student at Star Valley High School for at least two semesters prior to selection. Selection cut off date for grades is two weeks prior to graduation.
4. Exchange and early graduation students will not be eligible.
5. Only grades transferred from an accredited high school will be considered and will be computed on the scale of Star Valley High School.
6. If a tie exists, the students will share the honor.
7. There is a citizenship component considered in the final selection of Valedictorian, Salutatorian and Honor Students.

A complete list of courses and weights is available in the Counseling Center. For requirements of each level, please contact the Counseling Center at 885-4020.

\*Participation in SVHS graduation ceremonies and senior activities will be dependent on student conduct.

## **VISITORS**

Parents are encouraged to visit the school anytime. All visitors must sign in at the main office. They will be issued a badge that must be visibly worn at all times while in the building.

**Students may not bring guests to school.**

## **WEAPONS**

In accordance with Federal Statute and LCSD #2 policy, students are prohibited from bringing onto school grounds or to any school activity, any firearm or item that by definition is a weapon (knives, clubs, martial arts implements, explosive devices, or any item intended to inflict injury on another individual).

While recreational activities in the area often include the use of weapons, exceptions cannot be granted for inadvertent possession of a weapon on school property, either on your person or in a vehicle. It is extremely important that students understand the seriousness of violating this policy.

Violation of this policy may result in expulsion for up to one year.