

# High School Student and Parent Handbook 2020-2021



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# **Guernsey-Sunrise Secondary Schools Vision Statement**

Empowering every student to build their future.

## **Guernsey-Sunrise Secondary Schools Mission Statement**

We as the instructional staff at Guernsey-Sunrise Secondary schools will guide students in developing skills to achieve at high levels and fearlessly strive for excellence.

### **Core Values**

Personal Courage, Respect, Integrity, Determination, and Excellence



**Mascot:**

**Colors: Black and White**

**Disclaimer:** Anything not covered in this handbook can either be found in the Policy handbook for the school district or left to the discretion of the Principal and/or Superintendent. Changes made to this handbook can be made at any time, and parties that will be affected by the change will be notified as soon as possible.



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Welcome Message from Mrs. Sisson,

As the principal of Guernsey-Sunrise schools for the 2020-2021 school year, I would like to officially welcome you to our school and the beginning of an exciting school year. Throughout this school year you will see and hear three guiding words in all that I do: Engage. Inspire. Invest. These three words guide my educational decisions and drive my leadership.

I expect all staff and students at Guernsey-Sunrise to be engaged and invested in all that they do, from the classroom to the hallways, the concert hall to the stage, the sports arena and throughout our community. This will mean hard work, and giving one hundred percent, but I truly believe that can be achieved in all that we do in education.

In closing, please take some time to read and discuss with your child the contents of this handbook. Please feel free to contact me at any time with questions or comments about this handbook, or stop by and visit the school and see firsthand the learning environment of Guernsey-Sunrise schools.

Welcome,

Mrs. Sisson

Principal

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## GENERAL NOTICES

**CONFLICT OF POLICIES** -- If there should be a conflict between this handbook and School Board Policies and Regulations, current School Board Policies will prevail.

**NONDISCRIMINATION STATEMENT** -- Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to Platte County School District #2, Office for Civil Rights Coordinator, Linda Victory, 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307) 836-2735, or the Office for Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Co 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request. The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political belief, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202)720-5881 (voice) or (202)720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250 or call (202)720-7327 (voice) or (202)720-1127 TTD). USDA is an equal opportunity employer.

**NOTIFICATION OF RIGHTS UNDER FERPA** -- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students-defined as any student 18 years old or older) certain rights with respect to the student's education records. [See Policy JRA-E\(2\)](#) They are:

- < The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- < The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents of eligible students (18 years of age) will need student consent to access records of their child. Directory information (name, address, phone, sometimes parent names) may, unless otherwise directed by the eligible student, be released. Parents or eligible students may ask *Platte County School District #2* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- < The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- < The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office



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U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**NO CHILD LEFT BEHIND--SECTION 9528 -- Armed Forces Recruiter Access** -- Under this legislation, Guernsey schools are required to provide directory information to military recruiters and/or higher education institutes. Parents have the right to opt-out or to require prior consent before their child's information will be given out. For an opt-out/prior consent form please refer to the guidance office.

**DIRECTORY INFORMATION** -- Guernsey-Sunrise school directory information shall include and be limited to: Full Name, Address and Phone number. This information may be released to the Wyoming Department of Education. The school district uses an opt-out procedure. If a parent desires their child's information not be released they will need to sign the appropriate form available in the office.

**PPRA NOTIFICATION (Protection of Pupil Rights Amendment)** -- If your child will be taking part in a survey, analysis, or evaluation of material related to any of the following items, you have the right as parent/guardian to inspect the material and opt-out if so desired:

Political affiliations	Psychological Issues
Sexual attitudes or behaviors	Antisocial, self-incriminating, or illegal behavior of the student
Critical appraisals of other individuals	Income
Religious practices, beliefs or affiliations	Information related to legal restrictions i.e. attorney/client

#### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. Platte County School District #2 is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. The school guidance counselor has been trained to help families in obtaining services offered by PCSD#2.

The McKinney Vento Act defines Homeless/Highly Mobile as a school-age child who lacks a fixed, regular, and adequate nighttime residence; or a school-age child who has a primary nighttime residence that is any of the following: a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

Students eligible for McKinney Vento services have specific rights which include: free and appropriate public education, services comparable to those offered to children not experiencing homelessness including transportation, choice to remain in their school of origin or transfer to a school in their current attendance area, enrollment in school despite the lack of permanent address or the lack of school records.

For additional information regarding the McKinney Vento services provided in our district, please call 307-836-2745 to visit with the school counselor.

**PRIVACY NOTICE** -- Pursuant to the provisions in the ESSA Act of 2015, the purpose of this notice is to inform you of the specific or approximate dates during the school year when certain activities are scheduled or expected to be scheduled.

1. During the school year, the following activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information will take place as follows: None
2. The following surveys containing requests for certain types of sensitive information will be given as follows:

**Alcohol/Drug Surveys**—once per year, usually in January or February

**State and District Assessments** - given throughout the year



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### **Climate Surveys**-once per year

3. Non-emergency, non-invasive physical examinations, required as a condition of attendance, will be administered by the school during the following dates:

**EYE EXAMINATION - As Needed**

**HEARING - As Needed**

**TEETH - February**

**SCOLIOSIS - As Needed**

**HEIGHT & WEIGHT - As Needed**

If you do not want your child to participate in any of the above activities, surveys, exams or screenings, you must prepare a written notice stating which activity, survey(s), exam(s) or screening(s) you do not want your child to take part in. That notice shall be delivered to the Principal prior to the day such activity is scheduled.

**SCHOOL CLOSING NOTICES** -- When it becomes necessary to close school, notices will be given on the Blackboard system via the phone number we have on file, on radio station KGOS in Torrington and KYCN in Wheatland, and the school Facebook page. Most routine closings or irregular schedules are mentioned on the school calendar.

**SCHOOL RESOURCE OFFICER (SRO)**—Guernsey-Sunrise Schools work in conjunction with Platte County Sheriff's Office to provide law enforcement within our schools. As such, the qualified and approved SRO is considered a staff member of Guernsey-Sunrise Schools and has full rights to investigate law/school related incidents. In the absence of a designated SRO, local law enforcement will serve in this capacity.

### **HEALTH SERVICES**

A registered nurse is employed by the school district. His/Her duties include providing aid to students with minor injuries, directing medical emergencies in conjunction with district personnel, and working with staff, students, and the community to implement and maintain an effective wellness program.

If a student is ill or needs to see the nurse, they should get permission from their classroom teacher and check with the appropriate school office before going to the nurse's office. If the student needs to go home because of illness, the student must be checked out as per school board policy.

When the student needs to take prescription medication during school hours or during school activities, the student may carry the medication and take it when needed, but it must be in a container properly labeled with the student's name and the name of the medication. It is the responsibility of the parent and student to inform the nurse of the medication being taken, the physician's name, the prescribed dosage and any side effects.

Any child known to be at risk for anaphylaxis (i.e. severe allergic reaction to insect stings and bites, foods and other allergens) shall have their own epinephrine kit at school. The kit shall be stored in the locked cabinet in the nurse's office, and it must have the child's name and prescribing doctor's name on it. There shall be a signed permission form on file, stating specifically under what circumstances this medication is to be administered by the nurse. In the event that a child is not known to be at risk for anaphylaxis should experience such symptoms, or the nurse is not available, the EMS will be called.

The school cannot, by federal law, dispense any medication such as aspirin or antacids, so please do not ask the nurse, teachers, or secretaries for such medication.

**IMMUNIZATION REGULATIONS** -- Platte County School District #2 has adopted a policy that requires all students entering the Guernsey-Sunrise School for the first time to be immunized. These immunizations are the same ones required by Wyoming Statute 21-4-309. Requirements for immunizations are as follows:



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1. DPT (diphtheria, whooping cough, tetanus) - Initial series of three around the age of one, and a booster at kindergarten entry. At least one dose must be administered on or after the 4th Birthday. The 5th DPT should be scheduled in the 6th grade. A total of 5 DPT shots are required.
2. Polio - Initial series of three around the age of one and a booster at kindergarten entry. Total of four. If a 3rd Polio Dose was administered on or after the 4th birthday, a 4th dose is not required.
3. MMR (Measles, Mumps, Rubella) - One shot on or after the 1st Birthday and a 2nd dose at least 1 month after the 1st dose.
4. Hepatitis B - A total of three Hepatitis B shots are required for Kindergarten and 7th Grade. For students 7 years of age and older who were not immunized prior to the 7th Birthday, a total of 3 doses of TD Vaccine, 3 doses of Polio Vaccine and 2 doses of MMR vaccine are required. [Policy JHCB](#)

**STUDENT ILLNESS** -- Parents are requested to keep their students home from school if they are ill. If it is necessary for the student to go home, the nurse or designee will inform the parent/guardian. Some illnesses require medical treatment before the student can return to school, and a note from their doctor may be requested.

**STUDENT INJURY** -- The injury will be assessed by the supervising adult and if necessary, parents will be called immediately.

**ACADEMIC INTERVENTIONS** -- Guernsey-Sunrise has a variety of interventions that may be used for students who are struggling academically. The following is a list of possible interventions that may be used: Extra Time Before/After school, Alternate Schedule, Computer Based Learning, Summer School, Tutoring, or others as deemed appropriate.

**DRUG-FREE SCHOOLS POLICY ADB**—The school district is committed to providing a drug- and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school. For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the workplace, on school premises or as part of any school-sponsored activities is strictly prohibited.

**DRUG-FREE SCHOOL PROGRAM** -- Platte County School District #2, as a recipient of Safe and Drug-Free School Program funds, is required to involve parents in violence- and drug-prevention efforts. The purpose of this notice is to inform you of the content of the Safe and Drug-Free School programs and activities other than classroom instruction. The activities offered to students as part of this program are as follows:

**LIFE SKILLS                      DRUG AWARENESS ACTIVITIES**

If you object to your students' participation in the above programs, you may notify the school district in writing. Your request shall be delivered to the Principal of the school your child attends, and shall state that you do not wish your child to participate in the safe and Drug-Free School programs described above, and the student will be withdrawn from the program or activity as requested.

**NETWORK AND INTERNET USE POLICY** -- The School District has made electronic mail and the Internet available to students and staff. The use of the internet and supporting technologies has become so intrinsic in student assignments and activities that PCSD #2 will utilize an opt-out procedure. If you do not want your child to have access to the internet, please sign the appropriate form available in the office. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of the School District that internet access should only be used to further the educational goals and objectives set out for each student. It is the School District's goal to educate our students using modern technology which the students will need to be familiar with in order to be successful in their



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subsequent careers. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, the School District will support and respect each family's right to decide whether or not to apply for access.

**DISTRICT INTERNET AND E-MAIL RULES** -- Students are responsible for appropriate behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas are not to be considered private or personal property of students and are subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that users are using the system responsibly. The district reserves the right to limit disk storage space on the network. A system user must have permission of the network administrator before subscribing to a service using disc storage space on the network. Users will not be allowed to load software on the network. Unauthorized software will be deleted without notice. While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children's use of television, telephones, movies, radio, and other potentially offensive media.

The following conduct and utilization of the Internet is **NOT** permitted:

"Sending or displaying offensive messages or pictures; using abusive, objectionable, or obscene language; searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose; harassing, insulting or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws or otherwise using the network for any illegal purpose; using or attempting to discover another user's password, use or let others use another person's name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person; trespassing in another's folders, work or files; or deleting any work that is not their own; employing the network for commercial purposes; otherwise accessing game sites, video streaming, music files, forums or chat rooms devoid of educational purpose and without instructor consent; tampering with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff; writing, producing, generating, copying, propagating or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software; utilizing or attempting to utilize any form of proxy server outside of the school district."

**E-MAIL & INTERNET PENALTY** -- Violations will result in a loss of access, as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

**Standard Response Protocol (SRP):**

Standard Response Protocol (SRP) is a school safety system that utilizes 4 basic components, the program is universal and aligns with the standard operating procedure for the local law enforcement, National Guard base, County Sheriffs and for most of Wyoming. The four basic components are: LOCKOUT, LOCKDOWN, SHELTER, and EVACUATE. LOCKOUT means we are keeping everyone in the building and not letting anyone leave. LOCKDOWN means there is an intruder in the building and everyone is to stay behind locked classroom doors. SHELTER is for natural disasters, such as tornadoes,



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and will give specifics on what everyone is to do. EVACUATE means that we are leaving the building and going to a specific point outside the school. The protocol allows for any person in the building to use the system to notify anyone of the current situation. Each command is followed by explicit instruction and directions for all to hear and use. For further information on SRP go to the website: [www.iloveguys.com](http://www.iloveguys.com)

**FIRE DRILLS** -- In case of fire, or for fire drills, the fire alarm will ring. Upon hearing the alarm, all persons are to leave the building in an orderly manner. Students and teachers will leave the building in class groups and remain outside until directed to re-enter the building. A plan for fire drill procedure is provided in each classroom. If the fire alarm should ring while students are in the halls, passing from one class to another, students should leave the building by way of the nearest exit, go a safe distance from the building and report to the teacher with whom they were to have the next class; then remain there until the signal to return to the building is given. Order is essential to assure the safety of all people.

**CRISIS MANAGEMENT TEAM** -- Any and all emergency procedures will be handled through the Standard Response Protocol. Information on the Standard Response Protocol can be found in the Central office and the High School office.

**CARE OF FACILITIES** -- In order to keep a positive representation of the school, students will be held responsible for the proper care of all books, supplies, apparatus, and furniture provided them by the Board of Education. Students who deface or damage school property shall be required to pay all damages and face possible suspension and arrest.

**BEHAVIOR AT ATHLETIC EVENTS** -- Parents and other adults are the role models that students follow. It is very important that the adults set an example for appropriate behavior at school events by their actions and words. Appropriate behavior expected at athletic events includes respecting adults, children, referees, and coaches. All attendees are expected to remain in event areas and children should be under adult supervision at all times. Anyone not following appropriate behavior may be asked to leave the premises. PCSD #2 will follow the yellow/red card system developed by the WHSAA. When the game is over, students should leave the building in an orderly manner.

**CONCERT/PERFORMANCE ETIQUETTE** -- When a performing organization presents a concert, they are putting forth their best effort; and they should expect the same from those in the audience. Keep concert programs quiet during the performance. If you must get up to leave during a concert, do so only at the end of a group's performance or between pieces. It is best if you stay for the entire concert. Cell phones should be turned off or to mute. These high-pitched beeps and lighting are distracting to everyone. Listening to iPods or playing games during the performance is impolite to the performers. Please use discretion in taking photos. Flash photos during a performance are extremely distracting for all. Parents should keep small children seated with them and not allow them to move around during the concert. If very young children become restless and disrupt others' ability to listen, please take them from the performance area until they are quiet. Please respect the privacy of other families, and do not post pictures of other children on social media.

**CELL PHONES** --Cell phones or any other electronic device that can take photographs, send email or text messages will not be allowed in the locker rooms or bathrooms during the school day or during after school practice and games. Each classroom will be equipped with a cell phone holder. Students will either place their cell phones in their lockers or in the cell phone holder in the classroom. Phones will not be allowed to be used during class time unless approved by the teacher for educational use. Students who violate this policy may have their phone confiscated by the teacher or administration for the remainder of the day. Continued non-compliance may result in losing all cell phone privileges. Inappropriate and threatening communication on cell phones during the school day will not be tolerated and will result in disciplinary actions.

### **JED-R Student Attendance and Absences**

Lack of attendance in school can be an early indicator to possible struggles in the future. Research has demonstrated that promptness and regular attendance are essential skills for success, not only in school, but for life beyond. Any secondary (7-12) student attending Platte County School District #2 will be allowed ten (10) absences per semester without



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academic penalty. Any absence, with the exception of school activities, will be recorded as a class absence. Any absence beyond the ten (10) could result in loss of credit for the semester.

### **Definitions**

**Absence:** Not being in attendance in any class for which a student is enrolled, with the exception of school activities.

**Excused Absence:** Any absence with the knowledge and approval of the parent or guardian. For an absence to be excused, a phone call or written excuse must be in the office within two (2) school days following the absence. These will count toward the ten (10) days. It is the student's responsibility to make arrangements for make-up work.

**Unexcused Absence:** Any absence for which documentation is not received, either in writing or by phone call, within the two (2) school days' time frame.

**Truancy:** Absence that demonstrates a willful and premeditated violation of school attendance.

**Habitual Truancy:** W.S. 21-4-110 states any student with five (5) or more unexcused absences in any one (1) year will be declared habitually truant.

### **Absence Procedures**

1. When a student reaches five (5) absences in any class period (regardless of excused or unexcused) the principal and/or designee shall send written notification to the student and parent stating the class or classes the student has been absent from five (5) times specifically notifying the parent of the importance of regular school attendance.
2. After a student is absent in any class seven (7) times (whether excused or unexcused) the principal and/or designee will schedule a conference with the student and the parent or guardian to discuss the importance of school attendance and the attendance policy.
3. After the student is absent from any class nine (9) times out of the allowed 10 days (whether excused or unexcused) the principal will arrange a meeting with the student, the student's parents/guardians and the superintendent to address the absences and explain that any additional absences will result in loss of credit for the semester.
4. If a student is passing the class at the end of the semester, despite absences over the allotted amount (10), they can recover the credit by passing a cumulative semester assessment with a score of 75% or higher. It is the student's responsibility to make arrangements with the teacher to take the assessment.
5. Exception to the nine (9) days absent out of the allowed 10 days total, would be circumstances beyond the student's control requiring extended time away from school such as family emergencies, major illness or hospitalization. These situations will be reviewed on a case-by-case basis, with documentation required when needed.

**TRUANCY** -- According to Wyoming Compulsory Attendance Statutes (applicable to students age 7-16 or through Grade 10), a habitual truant is any student who accumulated five or more unexcused absences in any one school year. The Principal of each school is the designated attendance officer for that school. The attendance officer shall monitor the attendance of all students. When a student has missed five (5) days of school and such absences are unexcused, it shall be the duty of the Principal to counsel with the student, parent, or guardian in an attempt to improve attendance habits. Should an additional unexcused absence be recorded, the Principal shall provide written notice to the parent or guardian that attendance is required by law. If another unexcused absence should occur, the Principal shall make and file a complaint against such parent or guardian with the county attorney who has the authority to initiate proceedings in the interest of the child under the Juvenile Court Act.

**TARDIES** -- Tardiness, unless a student is detained by a staff member, is defined as any unexcused appearance of a student beyond the scheduled time that a class or activity period begins. Tardies beyond 15 minutes into any class period are treated as an absence. Teachers who detain a student from reporting to class on time are to notify the next class period teacher. Teachers work collaboratively to honor other staff members' passes.

### **APPOINTMENTS & LEAVING SCHOOL EARLY** --

Students must sign out in the office when they leave for any reason, and they must sign in when they return to school, if they return to school the same day.



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## GENERAL INFORMATION

**FINES/OBLIGATIONS** -- All students are to pay fines or monetary obligations before checkout.

### **DANCES** --

All school dance requests must be submitted and approved by the Administration.

Students must arrive within the first hour of dance to be allowed to attend the dance.

Students may not return to a dance once they have chosen to leave.

Alumni and students from other school districts are not admitted unless prior permission has been approved by the Principal.

In no case may a person who is 21 or over be admitted into the dance.

Chaperones of dances should feel free to call upon the local police when help is needed.

Attendance is limited to students in grades 9 through 12 unless approved by administration.

Dances will end no later than 12:00 a.m. on weekends and 10:00 p.m. on school nights.

**ACTIVITY FEE** -- Any student participating in an extracurricular activity must pay a \$25 fee. This fee is paid once each year regardless of the number of activities participated in by the student. This fee must be paid prior to any participation. Students needing economic assistance to pay this fee may request assistance through the Booster Club.

**CLUBS** -- School clubs and organizations serve 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. All clubs and organizations must be supervised by a faculty advisor. Money making activities are closely supervised and must receive advance approval from the principal.

**DAILY BULLETINS** -- All notices of club meetings, athletic and social events and general information for the day are published in our PowerSchool bulletins and on social media. Students responsible for submitting notices for the bulletin must obtain approval from a sponsor and have them in the high school office on the weekday before the intended publication date. While we do try to read the announcements during the day in classrooms, students are responsible for checking them each day.

**DRESS CODE** -- During the school day, all students are expected to dress and groom themselves neatly in clothes that are clean and suitable for school. Clothes that display obscene sayings, gestures or pictures *or refer to any controlled substance* are not permitted. It is the policy of GS Junior High and High School that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are therefore required to dress in a manner that promotes a safe and healthy school environment and is not disruptive to the educational climate and process. We, the staff and students of Guernsey-Sunrise, acknowledge that this dress code supports our mission to fearlessly strive for excellence. It will be up to the discretion of the administration to determine whether the clothing is appropriate or not, if there is any dispute. **Hats and other head coverings will be removed upon entering the building and remain off until you depart the building on school days.**

**INSURANCE** -- The School District, in conjunction with insurance companies, offer students accident health and dental insurance policies at various costs per student in grades 7-12. Please consult the High School office for information and assistance.

**LIBRARY SERVICES** -- The library is available from 8:00 a.m. until 3:30 p.m. Monday through Thursday and 8:00 a.m. until 1:40 p.m. on Fridays to aid students with reference materials and reading selections. In order to keep the library at maximum efficiency, these rules have been established:



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1. Books may be checked out for a period of three weeks and are renewable for another three weeks.
2. Reference books and current magazines must be used in the library.
3. Students with overdue books will not be allowed to check out any further materials

Students have the option of using the online card catalog on the PCSD #2 webpage under the library tab to locate materials, then fill out a request form to check the materials out. The librarian or aide is available to help students. Students should feel free to ask for assistance in locating and using materials.

**LOCKER POLICY** -- Students are provided lockers for their convenience, but the locker remains school property and may be inspected periodically. Students are responsible for their locker condition and contents. Permanent type decorations, including stickers and decals, are not to be placed inside or outside student lockers. Pictures and posters must be appropriate for school display. The combinations to the locks are changed each summer. **IMPORTANT-Keep your combination confidential!** The school will not be responsible for any losses or damages that might occur from people getting into your locker. Taking photographs or video taping in the locker rooms is strictly prohibited.

**LOST AND FOUND** -- A lost and found department is maintained in the office. All articles that are found should be turned in immediately. Lost articles can be reported to the office. Individuals may seek the recovery of such articles in the lost and found box.

**LUNCHROOM PROCEDURES** --

Students are expected to conduct themselves properly in the lunchroom at all times.

**P.E./ATHLETIC LOCKS** -- All students participating in physical education and athletic activities may be issued a combination lock from the office. IT IS ADVISABLE TO KEEP ALL LOCKERS LOCKED AT ALL TIMES. DO NOT ALLOW OTHERS TO KNOW YOUR COMBINATION. If the lock does not work properly, report this fact to your coach or physical education teacher right away. The same locks must be returned at the end of the year. Lost locks cost **\$10.00** to replace.

**PHYSICAL EDUCATION DRESS** -- We do not require students to wear any specific style or color of P.E. gear, although students must dress out for P.E. The clothes worn for P.E. must be suitable for the activity the class is doing. **This means some kind of shorts or sweats, a T-shirt, and gym shoes.**

**PHYSICAL EDUCATION EXCUSES** -- We do accept written parent requests for students to restrict their participation in P.E. activities for short periods of time (usually a day or two). If a student needs to be excused from P.E. activities for a long period of time (a week or more), we usually require a doctor's statement which would include the nature of the injury or illness, what activity restrictions are recommended, and the period of time these restrictions will be in effect. On rare occasions a student may be scheduled into another class in lieu of P.E. when the period of disability is extended.

**POSTERS** -- Any posters that are put up must have permission from the Principal.

**RANDOM CANINE SEARCH** -- The Board of Trustees, administration, and staff of Platte County School District No. 2 maintain vigilance in keeping our schools drug free. We intend to be proactive in meeting our responsibilities to you and our patrons in ensuring that drugs do not enter our schools and thereby threaten the safety and wellbeing of our students. In this regard, the Superintendent of Schools has been authorized by the Board of Trustees to schedule random canine searches of student lockers located within school buildings and of automobiles parked on school property.

To aid in its mission of keeping our schools drug free, the administration, from time to time, may request the assistance of appropriate law enforcement agencies to use dogs that have been specially trained to sniff for drugs within our schools and in vehicles located in our school parking lot.



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If the dog alerts the handler to a locker, the responsible school official will search the locker without the consent of the student to whom it is assigned.

If the dog alerts the handler to an automobile, the student driver will be asked to open the doors and trunk. If the student refuses, the student's parents will be notified. If the parents refuse, the appropriate law enforcement agency may request that a search warrant be issued from a judicial officer.

If evidence is produced of illegal contraband, appropriate disciplinary proceedings pursuant to School Board Policies may be instituted. The disciplinary proceedings possible are outlined in Platte County School District #2's Board Policy Book. In addition, the law enforcement authorities present may decide to take other appropriate action in accordance with their responsibilities.

Students should assume full responsibility for the security of the lockers assigned to them and for the vehicles, which they bring to our school.

**SCHEDULE CHANGES** -- All scheduling of classes or changes in student schedules must go through the counselor and principal's office. No student is to transfer from one class to another without clearance from the counselor's office and a change slip signed by the principal and parents validating such change. This change slip must be presented to and initialed by the teacher of the class leaving and collected by the teacher of the class entering. No schedule changes will be made after the first 5 school days of any semester without permission from the principal.

**SCHOOL PICTURES** -- All students, faculty and staff are required to have their pictures taken annually for the Viking yearbook. Individual picture packages will be handled on a pre-pay basis. The price list and other information will be sent home in advance. Payment must be brought at the time the pictures are taken or purchased online ahead of time. Retakes will be taken for students who were absent, new students, or students who purchased unsatisfactory pictures the first time. The photography company handles all finances and issues related to the quality of the photos.

**STUDENT COUNCIL** -- Student Council, composed of representatives from school classes, clubs, organizations and school staff, functions within the school according to the Student Council constitution. The Council is the recognized student governing body. Grievances as well as ideas for improvement of students' school life should be brought before the council either by representatives or by concerned students. The Student Council is your collective voice to the administration and the Board of Trustees. Use the Student Council to express your suggestions and grievances. Do not take matters into your own hands. Guests are welcome to attend Student Council meetings provided they observe the rules of parliamentary procedure.

**STUDENT GRIEVANCES [Policy JFH-R](#)** -- The following grievance procedure provides a simple and straightforward way for resolving problems at the lowest possible level: First discuss the matter with the individuals whose decision generated the complaint or grievance, in an effort to resolve the problem informally. A verbal or written response will be made within three working days. If not satisfied, the student shall have the right to have their parent (guardian) or a faculty member assist them in further informal discussions with the individuals. Again, a verbal or written response will be made within three working days. If the grievance has not been resolved, file a written grievance to the building principal within five school days after meeting with the individuals. Upon investigating the grievance, the principal will meet with the complainant and provide a written decision along with a reason supporting the decision. If the grievance is still not resolved, file a written grievance to the Superintendent within ten school days. Upon investigating the grievance, the Superintendent will meet with the complainant and provide a written decision within ten school days. If unsatisfied with the Superintendent's decision, make a written appeal to meet with the Board of Trustees. The Superintendent and Board of Trustees shall, at the next regularly scheduled board meeting, schedule a meeting to confer with the student. A final written decision will be made within ten school days following that meeting.



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**STUDENT RECORDS** -- Access to a student's cumulative record shall be limited to authorized school personnel, parents and legal guardians of the student. Any other accesses will require a subpoena or the written permission of the parent or legal guardian. Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded the parents of the student shall be accorded to the student. District officials will forward transcripts and suspension/expulsion information from the cumulative record upon the request of bona fide educational institutions, parent, legal guardian, or the student if he has attained eighteen years of age or is attending an institution of post-secondary education. Parents or guardians have the right to inspect the records of their student and the Board policies about those records at any time.

**TELEPHONE CALLS** -- If there is a call for a student they will be notified, but will not be called from class except in cases of extreme urgency. Telephoning should be done before or after classes, but if the situation is urgent, calls may be made between classes. *Teachers may send a student with a pass to use the phone if it is related to the class or deemed an emergency.*

**TRANSPORTATION FOR SCHOOL SPONSORED TRIPS** -- All participants will go to events by school provided transportation. Parents may make personal arrangements in advance with the Principal for appointments and other family needs if they wish to transport their son/daughter to the event. To arrange to have their son/daughter released from the bus after the event, the parent must personally present a written note to the coach/sponsor. If the student is to be released to someone other than the parent after the event, the parent must make arrangements with the Principal in advance by filling out the travel release form.

**VEHICLES** -- Students are permitted to drive vehicles to and from school. Students are reminded to park all vehicles on school property. Safety of drivers as well as other students must be kept in mind at all times. Students who fail to drive safely may lose the privilege of parking on school property.

**VISITING STUDENTS** -- Student visitors are disruptive to the educational process ongoing in the classrooms and are therefore not allowed.

### **GRADING/GRADUATION PROCEDURES**

**GRADING PROCEDURES** -- Grading of students' work is to be calculated on a percent basis-0 to 100 as follows:

A= 100-90      B=89-80      C=79-70      D=69-65      F=64-0

**REPORT CARDS** -- Report cards will be sent home to parents at the end of each semester.

**ACADEMIC LETTERING** -- Students will receive an academic letter if they have at least a 3.5 cumulative GPA after their freshman year. For transfer students, eligibility will be determined after the first three quarters of the starting year.

**INCOMPLETE GRADES** -- Students receiving incompletes will need to make arrangements with their teacher, administration, and the BIT team to determine a plan for making up and finishing their class work.

**AT RISK LIST** -- This list is made up of students who are not proceeding at an acceptable rate. They may be on the list if their grade average in any class falls below 70%, or their attendance for the course is less than 90%.

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES** -- Students with two or more grades of an "F" are not eligible. Eligibility will be run on Thursday after school. Once a student has received an "F" in any core (English, Math, Science,



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Social Studies) class, the student will be required to go to after school tutoring, 3:35-4:00 with that teacher. If the student refuses to work with the teacher after school, the Principal will be notified for further action.

### **STUDENT WORK EXPECTATIONS:**

Students are given assignments that are relevant. Students will be expected to complete the assignment and demonstrate progress toward proficiency while striving for excellence. For all activity trips and/or excused absences which are scheduled in advance, students are encouraged to turn in their class work before they leave; however, all work will be required to be turned in **the day a student returns** without penalty. Each student should also be prepared for any class activity (i.e. labs, quizzes, and chapter tests) the day they return.

If students are ill they will be given one day for every day they were absent to make up school work. Any student who feels they have an extenuating circumstance (i.e. serious illness, death or emergency in the family, etc.), and feel they need some extra time to get caught up without penalty, should contact the Principal's office to arrange for the extra time necessary to successfully catch up. It is important to all students not to get behind in their work if they are to be successful.

**HONOR ROLL/GRADE POINT AVERAGE** -- In order to give recognition to students for scholastic accomplishment, an honor roll will be determined and published at the end of each SEMESTER. Honor Roll categories are as follows with weighted GPAs: Superintendent's Honor Roll: 3.7 Semester GPA and up, Principal's Honor Roll 3.2 Semester GPA. You cannot have an F or INC and be on the Honor roll.

**Class rank:** Because some colleges and organizations use class rank as a basis for admission or awarding scholarships, class rankings shall be computed and will be made available upon request to students and parents in grades 9 through 12. Class rank will be determined by dividing the sum of the percentage grades by the total number of classes. For purposes of designation of student honors and for college admission information, the end of the first semester of the senior year will serve as the cutoff date for computation of class rank.

### **National Honor Society Membership**

Guernsey-Sunrise Schools will follow the guidelines set forth in the National Honor Society Constitution, approved July 8, 2016.

To be **eligible** to apply for membership the candidate must be

- Sophomore, Junior or Senior designated as eligible (Freshmen [ninth graders] are not eligible.)
- Must have been in attendance at the school the equivalent of one semester.
- Have a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale). Candidates shall then be evaluated on the basis of **service, leadership, and character**.
- Membership in the local chapter is an honor bestowed upon a student.
- Selection for membership is by a **Faculty Council** and is based on outstanding **scholarship, character, leadership, and service**. Once selected, members have the responsibility to continue to demonstrate these qualities.
- The Faculty Council shall consist of five(5) voting faculty members appointed annually **by the principal**. The chapter adviser shall be an ex officio, nonvoting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council.
- An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.



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- Members who fall below the standards that were the basis for their selection shall be promptly warned **in writing** by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

## **GRADUATION HONORS**

Beginning the freshman year of the graduating class of 2011, Platte County School Board #2 passed a policy determining how graduation honors will be determined. This policy replaced the old policy of a valedictorian/salutatorian determined by GPA. **Graduation honors** will be determined by the level of Hathaway eligibility. Students eligible for the Hathaway Honors scholarship (25 ACT/3.5 gpa) will be considered graduating with High Honors; Students eligible for Hathaway Performance scholarship (21 ACT/3.0 gpa) will be considered graduating with Honors. Student speakers for graduation will be determined by selecting a) students graduating with High Honors or b) if fewer than two High Honors graduates, students graduating with Honors whose composite ACT score is highest.

## **GRADUATION REQUIREMENTS**

<b>Graduating Class of 2021 and beyond</b>	
<b>Subject</b>	<b>Diploma</b>
English	4
Math	3
Science	3
Social Studies	3**
Physical Education	1
Electives	12
<b>Total</b>	<b>26*</b>

\*\*Must include history and American government and economic systems and institutions.

\* Classes must be taken from a list of approved classes indicated in the Course Handbook (course handbook is available in the High School office).

Any student meeting the requirements of the **Hathaway Honors Scholarship** will be awarded an Honors Diploma

- All students must carry at least seven classes per semester and be in attendance eight semesters.
- Transfer students must have completed all the requirements above and must have been in attendance at Guernsey-Sunrise High School for at least one full semester prior to graduation.
- Students who do not meet the district's requirements for graduation due to a program modification outlined in a resource program IEP will receive the Platte County School District #2 diploma which stipulates that they have completed an alternate course of study, provided all the requirements of the modified program have been met.
- The High School Principal shall present a complete list of students who have or will meet graduation requirements for Board consideration and action at a regular or a special board meeting in April or May annually.
- Exceptions to the above requirements may be made by the Board of Trustees upon recommendation of the Superintendent of Schools.



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6. Class Standing: Freshman 0-3.5 credits, Sophomore 3.75-10.75 credits, Junior 11 to 18.25 credits, Senior 18.5 credits or above.

**GOLDEN VIKING AWARD**—Awarded by the Board of Trustees to students who have a 3.8 GPA and have successfully participated in and completed at least two extra-curricular activities from the following list: Art club, Spanish club, FBLA, FCCLA, Student Council, National Honor Society, Speech (minimum of four meets), Football, Volleyball, Basketball, Track, SkillsUSA, Tabletop Gaming Guild, School Musical, and Lego League.

**DISCIPLINE PHILOSOPHY**-- Good discipline is imperative to the educational process. The Board of Trustees must verify that the procedures relating to discipline are in accordance with good educational practices and due process in order to give the support which teachers and administrators need. When teachers and administrators operate within the framework of the policies of the Board of Trustees, they rest assured that they will be supported by the Superintendent, the staff, and the Board of Trustees.

**EXPECTATIONS---** Students of Guernsey-Sunrise High School are expected to act like young adults. If a student is not acting like a young adult, or if the student violates the Viking PRIDE code, the student will be disciplined based upon the infraction and the consequences will match the severity of the infraction.

Level 1 Definition	Level 1 Examples of Misconduct	Potential Consequences (Teacher Responsibility):
Acts that are minor but inhibit normal classroom operation, school operation, and/or bus operation.	<ul style="list-style-type: none"> <li>● Classroom disturbance</li> <li>● Dishonesty</li> <li>● Tardiness</li> <li>● Failure to carry out directions (homework included)</li> <li>● Lunchroom misconduct</li> <li>● Bus misconduct</li> <li>● Defiance</li> <li>● Internet use violation (student off task)</li> </ul>	<ul style="list-style-type: none"> <li>● Notification of unacceptable behavior</li> <li>● Classroom Management Plan</li> <li>● Conference with student and/or verbal reprimand</li> <li>● Conference with parents (by phone or in person)</li> <li>● Withdrawal of privileges</li> <li>● Behavioral contract</li> <li>● Counseling</li> <li>● Temporary removal from classroom</li> </ul>
Level 2 Definition	Level 2 Examples of Misconduct	Potential Consequences
Behaviors that disrupt the learning climate of the classroom, school, and/or bus operation.	<ul style="list-style-type: none"> <li>● Continued level one acts of misconduct</li> <li>● Truancy and/or unnecessary, excessive absenteeism</li> <li>● Forgery or the use of forged notes/excuses</li> <li>● Disrespect or insubordination</li> <li>● Theft or destruction that does not result in a harmful environment</li> <li>● Internet use violation (inappropriate content)</li> <li>● Failure to comply with level 1 consequences</li> </ul>	<ul style="list-style-type: none"> <li>● Conference with student</li> <li>● Conference with parents (by phone or in person)</li> <li>● Withdrawal of privileges</li> <li>● Suspension not to exceed 10 days</li> </ul>



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Level 3 Definition	Level 3 Examples of Misconduct	Potential Consequences
Behaviors that creates a harmful environment in the classroom, school, and/or bus operation.	<ul style="list-style-type: none"> <li>● Any harmful threats to students, peers, or faculty.</li> <li>● Possession of drugs, paraphernalia, or weapons</li> <li>● Internet use violation (creates a harmful environment)</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension or Expulsion</li> </ul>

**DRUG AND ALCOHOL ABUSE ACTION**—Possession, distribution, sales, or being under the influence of alcohol or other controlled substances or paraphernalia used for consuming drugs on School District property will not be allowed. The same applies to misuse of other chemicals that alter mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to its intended use or purpose. Although the District emphasizes prevention and assistance programs, the response to violations of the substance abuse policy will be unequivocal. Parents/guardians will be involved in the process whenever possible, and law enforcement officials will be contacted whenever the school principal or designee determines such contact appropriate within the confines of state and federal law.

**WEAPONS POLICY** -- 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. 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, toy weapons that resemble the real thing, etc. 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. Weapon as defined in Wyoming Statute: 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.

**ADMINISTRATIVE DETENTION** -- Times will be before school, after school or during lunch. Transportation arrangements are the responsibility of the student. Students may not be excused except in the case of a medical emergency that can be verified.

**ADMINISTRATIVE PROBATION** -- Before a student is taken before the Board of Trustees for an expulsion hearing, the student may be placed on Administrative Probation. This probation contract establishes conditions that must be met by the student in order to remain in school. Failure to abide by the contract may result in an expulsion hearing before the Board of Trustees.

**OUT OF SCHOOL SUSPENSION (OSS)** -- Out of school suspension is used to remove students from the school premises for a time established by the school administration. **Students suspended out of school must take the responsibility to get their assignments and turn their work in. Work is still expected to be completed in a timely manner. Any work not turned in will receive a 0 (zero) until the work is completed.** Students suspended out of school are also considered absent.

**IN SCHOOL SUSPENSION (ISS)**— In school suspension is used to remove students from the social aspect of their normal day while providing them with the opportunity to continue their academic work.



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**DISCIPLINARY COMMUNITY SERVICE** -- Must be completed during non-academic time with the supervisory staff in a non-mechanical activity for a specified amount of time given or will be considered uncooperative behavior and appropriate consequences will be assigned.

**SUSPENSION/EXPULSION** -- Expulsion is the exclusion of a student from school for an indefinite period of time not to exceed one calendar year. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons.

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 as per Wyoming Statutes Title 21.

Education § 21-4-306:

- (i) Continued willful disobedience or open defiance of the authority of school personnel;
- (ii) Willful destruction or defacing of school property during the school year or any recess or vacation;
- (iii) Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by subsection (b) of this section;
- (iv) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence;
- (v) Possession, use, transfer, carrying or selling a deadly weapon as defined under [W.S. 6-1-104\(a\)\(iv\)](#) within any school bus as defined by [W.S. 31-7-102\(a\)\(xl\)](#) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

As used in paragraph (a)(iii) of this section, "habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.

The administrator's recommendation for expulsion is made by letter to the superintendent and shall contain the following:

- Date suspension occurred
- Reasons for expulsion recommendation
- Administrator's Signature

**SEARCH POLICY** -- School officials may search a student's locker and seize any illegal materials. In addition, students have no expectation of privacy with regard to their backpacks and/or vehicles while the backpack and/or vehicle are on school property. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in school or the school environment, a student's locker may be searched without prior warning.



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