

EQUAL EDUCATIONAL OPPORTUNITIES

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion.

No student shall on the basis of sex, race, color, national origin, age, religion or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance, and extra-curricular activities. The District shall comply with its policy relating to nondiscrimination on the basis of sex, race, color, national origin, age or disability as is specifically set forth in Policies AC and ACE.

This publication will be provided in an alternative format upon request.

Adopted: 04/14/86

Revised: 10/11/93

Revised: 03/13/95

Reviewed: 12/14/98

Revised: 03/14/11

DISCRIMINATION - STUDENT COMPLAINT PROCEDURE

Any student of this District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any District program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint with the School District Civil Rights Compliance Officer/Title IX Coordinator.

Prior to filing the complaint the student shall contact the building principal or the individual whose decision generated the complaint and make an appointment for an informal meeting in an attempt to resolve the complaint. If the alleged complaint is not resolved satisfactorily at the informal meeting, the person may file a complaint in accordance with the procedures set forth in Board Policy AC-R. The complaint shall be initiated at least at the principal level within sixty (60) calendar days after the student, parent or employee knew or should have known of the act or condition on which the complaint is based.

For complaints involving identification, evaluation or placement involving Section 504, you are directed to utilize the Section 504 due process procedures, Policy ACE-R.

For sexual harassment complaints, see policy ACA.

Adopted: 03/14/11

Revised: 03/13/17

EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE FORM

NAME _____

ADDRESS _____

COMPLAINT CLAIMS DISCRIMINATION BASED ON: RACE _____
SEX _____
AGE _____
NATIONAL ORIGIN _____
HANDICAP _____

PHONE _____

DATE OF INCIDENT _____ LOCATION(S) _____

Please describe in full detail, the nature of your complaint. Include the names of persons involved, if any.

Complainant's Signature _____

Date Grievance Was Filed _____

Signature of Civil Rights Compliance Officer/Title IX Coordinator

**EQUAL EDUCATIONAL OPPORTUNITIES NOTIFICATION AND GRIEVANCE
PROCEDURE**

Notification Procedure

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, 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.

It is the intent of Platte County School District #2 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination should be referred to:

Office for Civil Rights Coordinator
Platte County School District #2
555 S. Wyoming
Guernsey, Wyoming 82214
(307) 836-2735

Complaints may also be filed with the Office for Civil Rights.

Office for Civil Rights, Region VIII
U. S. Department of Education, Federal Building, Suite 310
1244 Speer Boulevard
Denver, CO 80204-3582
(303) 844-5695, TDD (303) 844-3417

All students attending Platte County School District #2 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (consumer and homemaking education, trades and industrial education, business and office education, marketing education, agriculture education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

Grievance Procedure

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of sex, age,

race, religion, national origin, or disability may file a written complaint with the Office of Civil Rights Coordinator, Platte County School District #2.

However, prior to filing the grievance the student shall contact the building principal, or the individual whose decision generated the grievance and make an appointment for an informal meeting in an attempt to resolve the grievance. If the alleged grievance is not resolved satisfactorily at the informal meeting, the person filing the grievance must fill out a grievance procedure form detailing the complaint. The complete form will be presented to the Office of Civil Rights Coordinator within fifteen school days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. Completing and filing the form shall initiate the grievance procedure.

Adopted: 04/14/86

Revised: 10/11/93

Revised : 03/13/95

Reviewed: 12/14/98

EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE

The following steps will be followed in resolving a grievance:

LEVEL I - The Title IX Coordinator shall conduct a review of the complaint and provide a written response, complete with supporting reasons, to the complainant within 10 working days after receiving the complaint. The appropriate building principal shall participate in reaching and writing the original decision.

LEVEL II - If the complainant is not satisfied with the response, he/she may submit a written appeal within 10 working days after receipt of the decision requesting a hearing with the Superintendent. The hearing request shall include a copy of the original complaint, supporting statements and evidence, and the decision of the Title IX Coordinator. Within 10 working days after receipt of the request, the Superintendent will meet with the complainant to discuss the complaint and the previous decision. Within five working days after this meeting he or she will provide the complainant with a written decision complete with supporting reasons.

LEVEL III - If the complainant is not satisfied with the response, he or she may submit a written appeal to the Board within 10 days after receipt of the decision. The appeal request shall include a copy of the original complaint, supporting statements and evidence, and decisions which have been made by the Title IX Coordinator and Superintendent.

The Board will consider the appeal at its next regularly scheduled Board meeting following receipt of the request provided the Board has at least five working days to review the complaint. The Board will permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his or her complaint and will provide the complainant with its written decision within 10 days following completion of the hearing.

GENERAL INFORMATION

In the adoption and implementation of this problem solving procedure, it shall be understood that the Board is not a court of law, and that rules of jurisprudence shall not apply. The procedure is, however, designed to facilitate resolution of the grievance.

Records: A written record will be kept of proceedings before the Board and will be retained in the office of the Title IX Coordinator for two school years.

Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the problem solving procedure by reason of their participation.

Procedure: At each procedural level, the complainant shall be given the opportunity to be present and to be heard. Copies of written decisions will be furnished to all interested parties.

Adopted: 05/12/86

Revised: 02/14/94

Reviewed: 12/14/98

EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE FORM

NAME _____

ADDRESS _____

COMPLAINT CLAIMS DISCRIMINATION BASED ON: RACE _____
SEX _____
AGE _____
NATIONAL ORIGIN _____
DISABILITY _____

PHONE _____

DATE OF INCIDENT _____ LOCATION(S) _____

Please describe in full detail, the nature of your complaint. Include the names of persons involved, if any.

Complaint's Signature _____

Date's Grievance Was Filed _____

Signature of Title IX Coordinator _____

Note: To be valid, this completed complaint form must be presented to the Title IX Coordinator within fifteen school days of the incident. The fifteen day limit may be waived by the Title IX Coordinator due to an unusual circumstance.

Approved: 04/14/86

Revised: 12/14/98

**COMPULSORY ATTENDANCE AGE AND
PROCEDURE FOR WITHDRAWAL OF A MINOR STUDENT**

Ages for attendance in Wyoming are set by the laws of the state, viz:

Every child attaining the age of seven (7) years on or before September 15, and under the age of sixteen (16) years who has not completed the tenth (10) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the child resides, unless excluded by provisions of law which are:

- a. Compulsory attendance in school, in the judgment of the Board of Trustees, would be detrimental to the mental or physical health of such child, or of other children in the school.
- b. Compulsory attendance in school, in the judgment of the Board of Trustees, might work undue hardship on the child. The Board may, at its option, conduct a hearing on this issue.
- c. The child has been legally excluded from regular school.
- d. The child has completed the twelfth (12th) grade.
- e. The child has such a mental or physical disability that, based upon a physician's certificate, the Board believes such child could not reasonably benefit from programs available.

The parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the District of enrolling that child in a different school district or in a private school or home-based educational program, shall be required to meet in person with a School District counselor or administrator to provide the School District with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming National Guard Youth Challenge Program.

Adoption Date: 04/14/86

Revised: 04/14/86

Revised: 12/14/98

Revised: 03/13/17

ENTRANCE AGE

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

Legal Reference: W. S. 21-4-302

Adopted: 04/14/86

Revised: 12/14/98

Revised: 3/13/17

PUPIL PLACEMENT

Transfer students will be placed in keeping with their records from previous schools, subject to reclassification according to the standards of Platte County School District No. 2.

In order to assure proper placement of these students, the school reserves the right to require appropriate testing or to use any other means it deems appropriate for proper grade level placement.

Cross Reference: KMK

Adopted: 04/14/86

Reviewed: 12/14/98

SCHOOL ADMISSIONS
Age, Denial, Immunization

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

Parents will be required to furnish documentary evidence (state birth certificate) of the birth date of their child at the time of enrolling their child in kindergarten or first grade. The student must also have a physical examination and verification of required immunizations.

Pupils K-12 entering school in the district for the first time will have a written statement verifying that they have received the following immunizations:

- (1) DPT
- (2) Polio
- (3) Measles
- (4) Mumps
- (5) Rubella
- (6) Hepatitis B

Hepatitis B - Kindergarten beginning Fall 1999

7th grade students entering District for the first time must begin the hepatitis series within thirty (30) days from the date of enrollment.

A pupil will be exempted from immunization requirements only if a waiver is obtained from the State or County Health officer, upon submission of written evidence of medical contraindication or religious objection to the administration of any vaccine.

Students will have (30) days from the date of enrollment to comply with the immunization requirements unless granted a waiver.

Admission may be denied to any child who has completed the twelfth grade, or has a mental or physical disability that, based upon a physician's certificate, would lead the board to believe the child could not reasonably benefit from available programs or if attendance of the child would be hazardous to the health, safety or welfare of other students. However, the board will make provisions for appropriate education of the child.

Legal Reference: W. S. 21-4-302

W. S. 21-4-305

W. S. 21-4-307

W. S. 21-4-309

Cross Reference: JHCA, JHCB, JHCC

Adopted: 05/12/86

Revised: 09/14/87

Revised: 01/10/94

Revised: 04/11/94

Revised: 12/14/98

ADMISSION OF NON-RESIDENT STUDENTS

DEFINITION

“Non-Resident Student”: A non-resident student is any student who is not residing within the school district with intent to make his residence within the school district a permanent residence. Students who only move into the school district on a temporary basis for the convenience of attending schools without intent to permanently reside in the district and who generally leave the school district during summers and times when school is not in session to return to their parents’ home or other place of permanent residence, will not be considered residents of the district.

The Board of Trustees has the sole discretion to admit or not admit pupils resident in other districts to this school district for any reason deemed appropriate by the Board of Trustees except in the case of a student requesting admission from a district that does not maintain a high school wherein that district has agreed to pay tuition in addition to transportation or maintenance for the child to attend school in this district.

ADMISSION

The Board of Trustees may admit any student who is a resident in another school district of the State or who resides outside of the State unless such admission would overcrowd the classrooms of the admitting district. The decision of whether or not to admit a nonresident student is optional with the Board of Trustees and requests for admission may be turned down for any reason deemed appropriate by the Board of Trustees. However, in the case of a request for admission to high school by a student who is a resident in a school district within the State of Wyoming which does not maintain a high school, the student shall be admitted unless such admission would overcrowd the facilities of the district or in any way work a definite hardship upon the educational program of the district as a result of the admission.

(OPTIONAL) :

The admission of any student shall be for a period of one (1) school year and the nonresident student shall reapply for admission the following year. The District shall review the application for admission each year and must grant admission before the student can be admitted or readmitted. In determining whether or not to grant an admission or request for readmission, the board may consider any factors it deems important including, but not limited to, financial consequences, available staff, available facilities, class enrollment, prior disciplinary problems, prior attendance record, and previous effort to make satisfactory academic progress, among others.

SUSPENDED OR EXPELLED STUDENTS

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

TUITION

The district shall not charge tuition to the school district wherein the student resides so long as the student resides within the State of Wyoming provided, however, if the student requesting admission is a student from another Wyoming district which does not maintain a high school and the student is requesting admission to high school, the district shall charge the residential district tuition in an amount established pursuant to W.S. 21-4-501 (c). Upon admission, the student shall be included within the average daily membership (ADM) of the school he/she attends.

The district may, at its sole option and in the discretion of the Board of Trustees, admit pupils from out of state at the rate of tuition at least as high as the actual per-pupil cost for educating that student within the district as such cost is calculated pursuant to W.S. 21-4-501(c) as may be amended. Once the out-of-state student is admitted and tuition is paid as provided for herein, the student shall be included within the average daily membership of the district.

TRANSPORTATION

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

RESPONSIBLE ADULT

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

Legal guardianship shall be assigned upon completing binding document JECB-E-A and JECB-E-B. Documents assigning legal guardianship shall be filed in the Office of the Principal and Superintendent.

Evidence of legal guardianship shall be furnished upon initial application for admission.

Students unable to produce evidence of legal guardianship shall be classified as non-residents and subject to the provision of policy JECB-R governing non-resident students or denied further attendance in a Platte County School District #2 attendance center.

Guardianship will be reviewed annually with the granting court.

Adopted: 05/12/86

Revised: 05/08/95

Reviewed: 12/14/98

Revised: 12/09/02

NON-RESIDENT STUDENTS

A non-resident student shall be defined as a student whose parents or legal guardian live outside the boundaries of the Platte County School District #2 or the State of Wyoming and do not maintain a legal residence in the district.

Non-resident students shall be subject to the non-resident tuition rates established annually by the Board of Trustees. A student who is unable to show evidence of resident status on the first day of attendance will be classified as a non-resident.

A student whose parents are divorced will be classified as a resident if one (1) of the parents maintains a legal residence within the district.

Foreign exchange students shall be considered a resident of the district where the sponsoring family resides.

The Board reserves the right to waive or delay tuition charges for justifiable reasons, for in-state students. Such waiver shall be contingent on the student's satisfactory academic progress and acceptable behavior.

All applicable Wyoming statutes regarding tuition shall be followed.

Legal Reference: W.S. 21-4-502
W.S. 21-4-503
W.S. 21-4-504

Adopted: 05/08/95

Revised: 12/14/98

CUSTODY/GUARDIANSHIP AGREEMENT

This is a legally binding document related to child custody.

Be sure you understand it fully before signing.

_____, whose address is

_____, the parent(s) of

_____ (child), whose date of birth is

, hereby state and agree as follows:

1. I/we have legal custody of said child, and have the authority to enter into this Agreement on behalf of the child.
2. I/we are unable to care for and raise the child in the child's best interests.
3. The Custodian, _____, whose address is _____, desires to care for and raise the child for the parent(s).
4. I/we hereby give and release the custody of the child to the Custodian, _____ . The child shall be a member of the family of the Custodian, and shall be properly educated as required by the State of Wyoming in PCSD#2.
5. The parent(s) and the Custodian understand and agree that for all custodial purposes, including responsibility for medical care, education, and other items, the Custodian is authorized and directed to act in the role of the parent for the child. All school information reports, educational notices or information shall be provided to the Custodian only. The Custodian shall enter into any agreements, meetings or authorizations on behalf of the child without further participation of the parent.
6. This Agreement shall remain in effect until revoked by either party, in writing, or by withdrawal of the child from public school in PCSD#2.
7. The parties agree that this Agreement may be revoked as it relates to public schools when, in the school's opinion, it becomes or creates detrimental or undesirable conditions within the school or interferes with the education of other students or the child.
8. Each party agrees to notify PCSD#2 in the event of termination of this Agreement.

9. Any party hereto may utilize this Agreement as the basis of a guardianship action before a Court of proper jurisdiction without further notice or hearing.
10. In the event any additional expense accrues to PCSD#2 by virtue of this Agreement or by virtue of the parent's non-residence in PCSD#2, the parent and custodian shall be liable therefor.
11. The Custodian acknowledges and understands the responsibility involved in accepting the custody of the child. The Custodian agrees to act in the best interests of the child, and to keep PCSD#2 fully informed as to all conditions, which might affect the child's education.

Adopted: 05/08/95

Reviewed: 12/14/98

IN THE COURT OF _____

IN THE MATTER OF THE GUARDIANSHIP)
OF _____, A MINOR)

Case No. _____
LETTER OF GUARDIANSHIP

THE STATE OF _____, to: _____

Greetings:

WHEREAS, you were on the _____ day of _____, 19_____,
duly appointed
Guardian(s) for _____, a minor, pursuant to
lawful proceedings of record in this Court.

NOW THEREFORE, trusting in your fidelity, the Court does by these presents constitute
and appoint you to be Guardian(s) of _____, a
minor, and to perform the duties and responsibilities as Guardian(s) as required by
law. These presents shall constitute certification and proof of the authority of the
above named Guardian(s) in all matters involving this minor.

Dated this _____ day of _____, 19_____.
.

(seal)

Adopted: 05/08/95
Reviewed: 12/14/98

STUDENTS WITHDRAWAL FROM SCHOOL

Any Platte County School District No. 2 student under the age of 18 may not withdraw from school until his or her parent/guardian has met with a school counselor or school administrator pursuant to W.S. 21-4-102(c), and completed the "Parental/Guardian Consent to Withdraw" form.

The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming National Guard Youth Challenge Program.

Adopted: 04/14/86

Revised: 02/14/94

Revised: 10/13/97

Revised: 12/14/98

Revised: 3/13/17

STUDENTS WITHDRAWING FROM SCHOOL

PARENTAL/GUARDIAN CONSENT TO WITHDRAW

Pursuant to W.S. 21-4-102(c), a student under the age of 18 may not withdraw from school until his or her parent or guardian has first met with a school district counselor or administrator regarding such child wishes to withdraw, and the parent or guardian has given his or her written consent to that child withdrawing from school.

W.S. 21-4-102(a) requires every parent, guardian or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to send such child to, and such child shall be required to attend, a public or private school each year, during the entire time that the public schools shall be in session in the district in which the pupil resides.

I/we, being the parent, guardian or person having control of the following named child:

_____, who is under the age of eighteen (18), but who is either at least sixteen (16) years old or has completed the tenth (10th) grade, do/does hereby give my/our consent to allow the above named child to withdraw from school. I/We do hereby authorize the school district to release the above-named child’s identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701.

(Parent Signature)

(Date)

Adopted: 3/13/18

SCHOOL ATTENDANCE/ABSENCE

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

Normal excused absences are those resulting from illness of the student, medical appointment, or family emergency.

Attendance regulations will be adopted which will bring about regular attendance. Such regulations may include penalties for habitual absence.

Note: Permission from a doctor to return to school may be required following certain diseases or injuries. A student may be required to bring verification of illness from a doctor if, in the Principal's opinion, absences become excessive.

Legal Reference: W. S. 21-4-101
W. S. 21-4-102

Adopted: 05/12/86
Reviewed: 12/14/98

Student Attendance and Absences

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

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. One school day is allowed for make-up for each day missed. 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. Work missed may be made-up at 50% credit of score earned within one (1) school day.

Truancy: Absence that demonstrate a willful and premeditated violation of school attendance. Work missed may be made-up at 50% credit of score earned.

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 his 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 his designee will schedule a conference with the

student and his/her 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 (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 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.

Legal Reference: W. S. 21-4-101

Cross Reference: JHCA, JHCB, JHCC, GBE

Adopted: 06/16/86

Revised: 01/10/94

Reviewed: 12/14/98

Revised: 6/13/16

TRUANCY

The principal or designee of each school shall be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents, guardians or responsible person do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

A habitual truant is defined by law as “any child with five or more unexcused absences in any one school year.” In accordance with the law, if the Board determines a child is a habitual truant, the county authority will be notified who will then initiate proceedings under the Juvenile Court Act.

Legal Reference: W.S. 21-4-102
W.S. 21-4-107

Adopted: 05/12/86
Revised: 4/10/17

STUDENT DISMISSAL PRECAUTIONS

Students leaving before the end of the school day will be excused by office staff, and only when the following criteria is met: A request for early dismissal from the student's parent or guardian in writing, or a telephone request if the caller can be positively identified as the student's parent or guardian, by giving the PowerSchool access code.

Unless notified otherwise by legal document, each parent has equal authority to exercise rights of visitation, removal of the child from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from parents asking the school to restrict visiting privileges, and restricting disclosure of student records will not be honored unless accompanied by a court order or other legally binding documents which corroborates the request.

At no time will elementary students be released from school without being picked up by a parent/guardian or by written permission to be released to a sibling or another adult.

Adopted: 04/14/86

Revised: 12/14/98

Revised: 04/10/18

STUDENT GOVERNMENT

Good citizenship is learned by participation in all realms of decision making. Student involvement in the development of programs, rules, and regulations that either directly or indirectly concern students is encouraged.

Appropriate student government activities shall be established in each building.

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT CONDUCT

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

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

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

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
2. Causes or attempts to cause damage to private property or steal or attempts to steal private property.
3. Causes or attempts to cause physical injury to another person, except in self-defense.
4. Possesses or transmits any firearms, knives, explosives, or other dangerous objects.
5. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or other controlled substance.
6. Continued willful disobedience or open and persistent defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, and morals of other students.

The principal will have these rules printed in the student handbook or other publication and have them made available to students or parents.

Legal Reference: W. S. 21-4-305

Cross Reference: JGD

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT DRESS

All students shall dress and groom themselves in such a manner so as not to create a safety hazard or to disrupt or distract from the educational process and activities of the school.

Adopted: 04/14/86

Reviewed: 12/14/98

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are responsible for the care of equipment, books, and other materials assigned to them.

Any student (s) found to be causing damage to or destroying school property will be required to reimburse the district for the repair or replacement of the property and may be subject to legal action.

Adopted: 04/14/86

Reviewed: 12/14/98

SCHOOL BUS SCHEDULING AND ROUTING

Bus routes, schedules, and stops will be developed under the direction of the Superintendent. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonable service to all students.

Students living within the city limits will not be eligible to ride school buses. Exceptions will be made for disabled students as required.

Cross Reference - EEAB

Adopted: 04/14/86

Revised: 12/14/98

STUDENT CONDUCT ON SCHOOL BUSES

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

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

The principal may withhold the privilege of riding the school bus from the student if the situation warrants.

Cross Reference - EEAC-R

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT CONDUCT ON SCHOOL BUSES

The students' and parents' responsibilities are to:

1. Be ready to board the bus on time.
2. Be careful when approaching the school bus stop. Wait until the bus is at a complete stand still before attempting to enter.
3. Remain off the road at all times and behave in a safe manner while waiting for the bus.

It is the students' responsibility to observe the following safe riding regulations:

1. Assist in keeping the bus as safe and sanitary as possible at all times.
2. Avoid unnecessary noise which might divert the driver's attention and cause an accident.
3. Never stick hands, arms, or any other part of the body out of windows or doors.
4. Pay for damage intentionally caused to seats or other interior parts of the bus.
5. Never experiment or tamper with the bus or any of its equipment.
6. Be careful not to leave lunches, clothing, books, etc. in the bus.
7. Keep personal possessions out of the aisle.
8. Never throw anything in the bus or out of bus windows.
9. Assist in looking after small children.
10. Remain in assigned seats until the bus has stopped. Avoid rowdyism, horseplay and objectionable language.
11. Be courteous to fellow pupils and the bus driver.
12. Remain quiet when the bus is approaching a railroad crossing and until the bus has passed the crossing.
13. Obey the school bus driver and in case of emergency remain in the bus unless otherwise instructed by the individual in authority.
14. Never smoke on a school bus.

15. Remain seated while the bus is in motion.

It is the students' responsibility upon leaving the bus to:

1. Help look after the safety of smaller children.
2. Be careful and watch for traffic.
3. Cross 12 feet from the bus when crossing the road after departure, and look both ways to make sure no traffic is approaching.
4. Get off at the designated stop unless parents have arranged with the driver through personal contact or written request for departure from the bus at some other place.

In case of serious infractions of the rules, the driver will notify the appropriate principal who will take action deemed most appropriate: He/She may:

1. Visit with the student about the actions and outline the process which may lead to his/her being put off the bus.
2. Notify the parent of the student's behavior. It should be stated to the parent at this time if the student's behavior does not improve that he/she will be placed off the bus for a period of time.
3. Notify the parent that the student will not be allowed to ride the bus for a specified period of time to be determined by the building principal.

Cross Reference - EEAC-R

Adopted: 04/14/86

Revised: 12/14/98

HAZING - HARASSMENT OF STUDENTS

Hazing is a violation of the rights of students and interferes with their educational opportunities. Students shall not engage in hazing, which is defined as physically or psychologically torturing, tormenting or abusing a student or in any way maltreating a student.

In our efforts to provide a safe learning environment for every person at Platte County School District #2, harassment has been defined as the unwanted, unsolicited, demeaning or sexual remarks (both written and unwritten), actions or gestures. This is especially true when a person has made it known that they don't like it.

Any student who is proven to have engaged in hazing or harassment of a fellow student may be suspended from school by administrative action or expelled from school by Board action. In addition legal authorities will be notified, when appropriate, of hazing/harassment incidents.

Legal Reference: W.S.21-4-306 (iv)

Cross Reference: ACA
GBEA

Adopted: 04/14/86
Revised: 12/14/92
Reviewed: 12/14/98

ALCOHOL USE/DRUG ABUSE BY STUDENTS

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

1. The education of students to bring about awareness and understanding of the dangers inherent in the use/abuse of **tobacco, alcohol, or other drug** alcohol and controlled drugs.
2. The provision of counseling services that will make it possible for students to seek and get counseling for **tobacco, alcohol, or other drug** drugs and/or alcohol related problems.
3. Emergency health and safety actions which may be appropriate for students under the active influence of **tobacco, alcohol, or other drug** drugs and/or alcohol while at school.
4. The prohibition of the use, possession, or distribution of tobacco on school property. Each building administrator will establish a procedure for dealing with offenders. The procedure will be included within the student handbook.
5. The prohibition of the use, possession, or distribution of **tobacco, alcohol, or other drug** alcohol and illegal drugs on school property or in connection with any school activity. When controlled drugs are involved, law enforcement agencies will be notified. The student will be suspended from school and may be recommended for expulsion. A parent conference will be held.

Adopted: 05/12/86

Revised: 12/14/98

DANGEROUS WEAPONS IN THE SCHOOL

Weapons Policy (Possession or Use of Weapons)

Section 1. Definitions.

- a. Items in the following categories are defined as weapons:
 - i. Type 1: Deadly weapon (as such term is defined in W.S. §6-1-104(a)(iv).
 - ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.
 - iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.
- b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, or vehicle.
- c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
- d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades Kindergarten through twelve.

Section 2. Possession or use of weapons.

- a. "Possession" of a Type 1 or Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
- b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty.

- a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.
- b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.

- c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedures.

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. §21-4-305(d).

Section 5. Notification to District Attorney.

- a. After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall notify the District Attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3(a) of this policy.

The school district will refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in Section 921 of Title XVIII of the U.S. Code to school.

Adopted: 04/14/86

Revised: 10/10/94

Revised: 07/19/95

Reviewed: 12/14/98

STUDENTS OF LEGAL AGE

Every student over 18 years of age is considered to be an adult. Their right of attendance, like all other students, is contingent upon compliance with established rules and policies of the district.

Adopted: 04/14/86

Reviewed: 12/14/98

PREGNANT/MARRIED STUDENTS

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

1. Students who become married shall report the marriage to the principal.
2. A student who is pregnant or who has given birth will not be required to submit medical certification for school participation except to the extent such certification is also required for all other students with physical or emotional conditions requiring the attention of a physician.

Adopted: 04/14/86

Revised: 12/14/98

Revised: 03/13/17

INTERROGATIONS AND SEARCHES

Interrogations of students and searches of their property may occur on school grounds when it is determined by school authorities that there is reasonable suspicion.

Adopted: 04/14/86

Revised: 01/11/99

INTERROGATIONS AND SEARCHES

Searches By Staff

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

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

In the event that search is determined to be necessary, two staff members will be present and, unless there are justifiable reasons for exclusion, the person whose property is being searched shall also be present during the search.

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

Interrogations By Police

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

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee shall be present. An effort shall be made to contact the parent or other adult having custody of the child so that the responsible individuals may be notified of the situation.
2. When the questioning of a child is connected with suspected child abuse, the principal may forego the attempt to notify parents of the questioning.
3. If custody or arrest is involved, the principal shall request that all procedural safeguards prescribed by law be observed by law enforcement officials. The principal shall make every reasonable effort to contact the parents/guardians to inform them of what is transpiring.

Adopted: 04/14/86

Revised: 12/14/98

STUDENT GRIEVANCES

A grievance is a written allegation by a student and/or the student's parent of a violation of Board Policy, Administrative Regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. Channels shall be established for students to present grievances which will permit their resolutions at the lowest possible level.

Adopted: 05/12/86

Reviewed: 12/14/98

STUDENT GRIEVANCES

The following grievance procedure is established to provide for the resolution of grievances. This procedure is intended to provide a simple and straightforward way for the solution of problems at the lowest possible level, as fairly and expeditiously as possible.

Purpose:

1. To provide for unobstructed communications with respect to alleged grievances.
2. To reduce potential areas of conflict between students and the school

district staff. Procedure:

Step A: Informal

If a student has a grievance or a complaint, they should first discuss the matter with the individuals whose decision generated the complaint or grievance in an effort to resolve the problem informally.

A decision shall be rendered within three (3) working days after the informal discussion. This may be a verbal or written response.

If the student is not satisfied with the decision, or if no decision has been rendered, the student shall have the right to have their parent (guardian) or a faculty member assist them in further informal efforts to resolve the problem.

A decision will be rendered within three (3) working days after the informal discussion. This may be a verbal or written response.

Step B.

If the alleged grievance is not resolved satisfactorily at the informal meeting, the student may file a written grievance to the building principal within five school days after the meeting. If not so presented, the grievance will be considered resolved.

Step C.

The principal or his/her representative will investigate the grievance to determine its validity and within ten school days the principal or his/her representative will confer with the complainant and provide a written decision with reasons supporting the decision.

Step D:

Within ten school days of receipt of the Step C decision, the student may appeal the decision to the Superintendent. The appeal must be written, and shall include the original complaint and all previous supporting statements, evidence and decisions. Within ten school days of receipt of the appeal, the Superintendent will meet and confer with the complainant. Within ten school days of this meeting, the Superintendent's decision will be given to the complainant in written form.

Step E:

A student who does not accept the decision of the Superintendent may, within ten days of receipt of the Step D decision, make a written appeal for a meeting with the Board of Trustees. This appeal will include the original complaint and all previous supporting statements, evidence, and decisions. The Superintendent or Trustees shall, at the next regularly scheduled board meeting, schedule a meeting to confer with the student. A final written determination shall be made within ten school days following that meeting.

Approved: 05/01/86

Revised: 02/14/94

Reviewed: 12/14/98

STUDENT DISCIPLINE

The Board believes that effective pupil discipline is a prerequisite for sound educational practice and productive learning. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline and socially acceptable behavior.

The Board, administration and teachers have joint responsibility for the maintenance of student discipline.

The help of the pupil's parents will be of invaluable aid to the Board and the school staff in maintaining discipline. The Board and staff needs, seeks, and expects this help.

A teacher or administrator may use reasonable force as necessary to maintain discipline, prevent injury to another person, or protect himself/herself from attack while acting within the scope of his/her employment.

The Board shall give every possible support and protection, legal and otherwise to its staff in carrying out their respective responsibilities in the maintenance of good school discipline.

Procedures for handling general and major discipline problems, which are designed to achieve these broad objectives and maintain the necessary degree of order in the school, will be developed and included with student handbooks.

Approved: 04/14/86

Revised: 02/14/94

Reviewed: 12/14/98

CORPORAL PUNISHMENT

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a student. Corporal punishment does not include the necessary and reasonable use of physical force to defend against physical force or to otherwise prevent a student from injuring himself or others. Corporal punishment also does not apply to the use of reasonable physical force necessary to maintain control and order or to remove a disruptive student from the class or school setting.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.

No teacher, administrator, student, or other person will subject the student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

Adopted: 04/14/86

Revised: 12/14/98

DETENTION OF STUDENTS

The school principal or teacher may detain a student for disciplinary reasons before school hours, after school hours, or during the noon recess. In the case of bus students, arrangements must be made for the student's transportation home. Twenty-four (24) hour notice will be given so that the parents may arrange transportation.

Students who are detained after school must never be left alone during their detention. Their supervision must be provided, or arranged for, by the teacher or principal who detains them.

Detention is to be limited to a maximum of 60 minutes per day unless the principal or teacher has made arrangements for a longer period with the parents.

Parents of elementary students will be notified if their child is to be detained more than fifteen (15) minutes.

Adopted: 4/14/86

Revised: 12/14/98

STUDENT SUSPENSION/EXPULSION

The Board may suspend or expel a student from school during the school year for the following reasons:

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
2. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
3. Causes or attempts to cause physical injury to another person, except in self-defense.
4. Possession, use, transfer, carrying or selling a deadly weapon within any school bus or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).
5. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or other controlled substances.
6. Continued willful disobedience or open and persistent defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, and morals of other students.

The Board delegates to each principal the right to suspend a student for not more than 10 school days on the grounds listed above. Only the Board may expel a student. The superintendent and Board shall be notified of all out of school suspensions and cases which warrant expulsion consideration.

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

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard within 72 hours of the suspension.

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

No student may be suspended for more than 10 days or expelled without an opportunity for a hearing if requested. The hearing shall be held in accordance with the procedures set forth in the Rules of Practice Governing Hearings and Contested Cases found in policy BDE.

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

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

REPEATED SUSPENSION

1. Students who accumulate more than 10 or more days of school suspension, during any given semester, will be required to have a conference upon their return to school following their most recent suspension.
2. Following the conference and dependent upon its results, the student may be recommended to the Superintendent of Schools for expulsion from school for 90 teacher-pupil days, or the student may be re-admitted to school with a written understanding that should the student become involved in another incident leading to suspension from school, he/she will automatically be recommended for expulsion.
3. Should a student, who returns to school following any expulsion, once again be recommended a second time for expulsion, that recommendation may be for 179 teacher-pupil school days (one school year).
4. Recommendations for and hearing of expulsion cases shall be in accordance with the official policies of the Board of Trustees of Platte County School District #2 and the State of Wyoming.

Legal Reference: W.S. 21-4-305
W.S. 21-4-306

Cross Reference: JFC

Approved: 04/14/86

Revised: 02/14/94

Revised: 12/14/98

STUDENT INSURANCE PROGRAM

A student accident insurance program periodically reviewed and approved by the Board of Trustees will be made available to all students at the beginning of each school year. Through this plan, additional insurance coverage may be purchased which will cover students participating in interscholastic athletics.

Before any student will be permitted to participate in any school sports activities, they must be covered by insurance or a waiver must be presented that absolves the school district of any liability for accidents.

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT HEALTH SERVICES

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about an awareness on the part of students of regular health care.

The objectives of the school health program are:

1. To promote good health habits among students.
2. To stimulate a sanitary and healthful environment in school.
3. To assist in detecting and recommending correction for medical, psychological and physical disability of students.

Health Records

Health records will be maintained by the school nurse and will be kept in the nurse's office until such time as the student graduates or transfers from the school where upon the health records will be placed in the student's cumulative record folder.

Physical Examinations

All students entering kindergarten or first grade for the first time shall receive a physical examination by their family physician as a condition for enrollment. Such examination report shall be filed with the school nurse within 30 days of enrollment.

Athletic Physical Examinations

Annual examinations shall be required for all participants in the secondary (7-12) athletic program prior to their participation in the program.

Annual Screening Program

Vision screening will be planned and administered by the school nurse for selected grades.

Hearing screening will be planned and administered by speech therapist and/or school nurse for selected grades.

All students in grades 6-9 will be screened for early signs of scoliosis (curvature of the spine).

Communicable Diseases

Students showing symptoms of a communicable disease, or infectious condition, or illness or disability of a serious nature will be referred to the school nurse who will make a recommendation about the condition.

Any student who has contracted a contagious disease shall be required to withdraw from school until such time as a physician's statement allows their return.

Special Physical Examinations

A physical exam may be requested by the building principal or superintendent at times when serious doubts concerning the student's health are evident.

Adopted: 05/12/86

Revised: 04/11/94

Revised: 12/14/98

PHYSICAL EXAMINATIONS OF STUDENTS

Students entering kindergarten or first grade for the first time will be required to provide a physical examination report as part of the registration and enrollment procedures.

Any pupil engaging in any competitive interscholastic athletics shall be given a physical examination by a physician prior to participation in any form of school sponsored exercise or practice leading to athletic participation.

In any class where physical exercise is strenuous (such as physical education classes and a student has any physical impairment of which school personnel are aware) these students may be required to present authorization for participation from a physician.

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

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

Cross Reference: JEC

Adopted: 04/14/86

Revised: 09/14/87

Revised: 12/14/98

STUDENT IMMUNIZATION

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

All children entering school for the first time must be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps and rubella. The Hepatitis series will also be required for certain grade levels.

Students will have thirty (30) days from the date of enrollment to comply with the immunization requirements unless granted a waiver which may only be obtained from the State or County Health officer, upon submission of written evidence of medical contraindication or religious objection to the administration of any vaccine.

After 30 days the student will be excluded from school until complete immunization is verified.

Legal Reference: W.S. 14-3-224
W.S. 21-4-309

Cross Reference: JEC

Approved: 05/12/86
Revised: 09/14/87
Revised: 04/11/94
Revised: 12/14/98

COMMUNICABLE DISEASES/AIDS

Teachers shall be alert to signs of illness and communicable disease and refer children with symptoms to the school nurse. Children who have a communicable disease shall be excluded from school and school activities until such time as a physician's statement allows their return. Once they have returned they shall observe other protection procedures recommended by the school nurse.

The school nurse will notify building principals and the Platte County Health Department of all communicable disease cases in the schools.

AIDS

It is the policy of Platte County School District #2 that the rights, safety, and opportunity of all people are to be preserved. No exception occurs in the event students should contract AIDS. The following guidelines will govern the response of Platte County School District #2:

1. Each case of AIDS or a HIV positive test will be evaluated on an individual basis so as to protect the rights of the individual and the safety of all students and staff.
2. Education opportunities for students who are infected with the Human Immunodeficiency Virus (HIV) shall be protected.
 - a. This shall include, to the extent that health permits, attendance in regular class settings with all the rights, privileges, and services which are provided to the other students.
 - b. When health does not permit, AIDS shall be considered a handicapping condition and education shall be provided following the rules and procedures of Public Law 94-142.
3. Being HIV positive is the specific concern of the parents and/or legal guardian.
 - a. HIV test results should never be disclosed to any third party without consent of the patient or, if a minor, the parents/guardians.
 - b. Records containing this information shall be kept separate from other school records.
 - c. Records containing this information shall be in a secured location.
 - d. A designated person must maintain the confidential records.
 - e. The rights of the individual to privacy must be assured at all times.
4. AIDS is a reportable, sexually transmitted disease (STD); therefore, the county health officer and/or the state health officer or AIDS program coordinator at the state must be notified.

The Sexually Transmitted Diseases Program of the Department of Health and Medical Services will provide available educational material to students, faculty of schools and the general public in an attempt to familiarize people with the transmission, cause and available treatment of AIDS.

Cross Reference: GBE, JEC

Adopted: 05/12/86

Revised: 02/15/89

Revised: 12/14/98

EMERGENCY TREATMENT / FIRST AID

No treatment of injuries, except emergency first aid, is permitted in the schools. For purposes of this policy, first aid is the immediate help given by the best qualified person at hand or on call in case of accident or sudden illness.

The school's obligation continues after the emergency until the injured person has been placed in the care of the family or of a physician or the family physician at once.

The school district will provide and maintain first aid kits in all schools.

The school district will provide first aid training to staff members.

First aid training will also be included in the high school physical education curriculum.

Approved: 04/14/86

Revised: 04/11/94

Revised: 07/19/95

Reviewed: 12/14/98

STUDENT PSYCHOLOGICAL SERVICES

Psychological testing will be conducted when deemed necessary for identifying primary and secondary disabilities and providing data for establishing programs to help students develop their potential.

Psychological tests will be administered to students only by certified school psychologists, psychometrists or psychologist contracted for that purpose. Adherence to this policy will ensure quality psychological services and will protect the educational rights, dignity, and privacy of students and parents.

Psychological evaluations will be made only after informed and written consent of the child's parent or guardian is obtained, unless the student is of legal age to give his informed and written consent. Psychological data will be only one of several criteria for determining any change in a student's educational program. Psychological data older than three years will not be used as the basis for prescriptive teaching or placement.

To ensure confidentiality of psychological records, written parental consent is required prior to the release of psychological data. The Board further requires:

- (1) the signature of all persons, agencies, or organizations desiring access to the records of students;
- (2) the right of parents to inspect all psychological records pertaining to their child;
- (3) the opportunity for a hearing to challenge the contents of their child's psychological records;
- (4) the granting to students age 18 and older rights previously held by the parents.

Legal Reference: P.L. 105-17
Individuals with Disabilities in Education Act 97

Approved: 04/14/86

Revised: 12/14/98

**SPECIAL EDUCATION - PARENT REIMBURSEMENT FOR
OUT-OF-DISTRICT TRAVEL EXPENSES**

The parents of a child who has been placed through the IEP process in an out-of-district educational setting will be allowed a reasonable amount of visitation according to the plan set forth during the Individual Education Plan meeting. The parents will be reimbursed the travel costs at the established rate, meal costs not to exceed \$25.00 per person per day, and room rate not to exceed the established rate established by Federal guide lines.

The parents will sign the Wyoming Department of Education required contract, which will be available through the District Special Education Coordinator. The parents must have receipts for all reimbursable expenses in order to be reimbursed.

Services will be provided in accordance with the Wyoming State Board of Education Rules and Regulations Governing Services for Children with Disabilities, 2000.

Legal Reference(s): Wyoming State Board of Education Rules Governing Services for Children With Disabilities

Adopted: 08/13/01

SUPERVISION OF STUDENTS

Teachers are responsible for the safety and welfare of all students assigned to them during the school day or during school activities outside the school day. Students are not to leave a classroom without the permission of the teacher and teachers are not to leave a class unattended except in an emergency.

No student activity is to be conducted under sponsorship of the school without proper faculty supervision at all times.

Aides, and all others assigned responsibility for student supervision, must not allow students to leave their area of supervision without permission.

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

Approved: 04/14/86

Reviewed: 12/14/98

STUDENT AUTOMOBILE USE

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

Students who fail to drive reasonably and prudently while on or immediately adjacent to the school grounds are guilty of open defiance to school authority, rules, and regulations. Violators will be handled in the following manner:

- a. First offense - Student will be warned by the Principal. His/her parents will be notified.
- b. Second offense - A conference will be held with the student, parents and/or guardian(s), and the Principal. The student will be notified at this time that the violation warrants a two-day in-school suspension. Besides the normal school assignments, the student will be required to complete a driving safety program.
- c. Future violations will be grounds for a five-day out-of-school suspension.

Adopted: 04/14/86

Reviewed: 12/14/98

SAFE SCHOOL CHOICE OPTION

A Wyoming public school is considered to be persistently dangerous (PDS) if the following condition exists:

In any two consecutive years, the school has experienced felony-related expulsions for drug, alcohol, weapons, or violence that exceed an expulsion rate of two percent per year of the student body or four students, whichever is higher, as figured from the most recent October 1 enrollment data.

If any school in Platte County School District #2 (the school) is identified as a PDS, it will:

1. Notify the parents of each student attending the district within ten (10) days that the school has been identified as a PDS.
2. Explain to all students the opportunity to voluntarily transfer to a "safe" public school.
3. Develop a corrective action plan with thirty (30) days.
4. Implement the plan in a timely manner.

The correction action plan must be submitted to WDE for approval.

Students who have been victims of a violent criminal offense while in or on the grounds of the school will be provided safe school options as follows:

1. Within ten (10) days, the school will explain to all students the opportunity to voluntarily transfer to a safe public school.

Legal Reference: 20 U.S.C. § 7912

Adopted: 05/14/07

REPORTING CHILD ABUSE

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

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

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

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

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

Legal Reference: W.S. 14-3-201 to 14-3-215

Adopted: 04/14/86

Reviewed: 12/14/98

REPORTING CHILD ABUSE

Any school employee who has reasonable cause to suspect that any child is subjected to abuse or to conditions that might result in abuse (for example, malnutrition, dangerous conditions, neglect) should immediately report the situation to the Principal. This oral report should be followed at once by a written report sent by the employee to the Principal.

The written report should include:

- a. Name, age, and address of the child.
- b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.
- c. The nature of the child's injury or condition; information on conditions leading to suspected abuse and/or neglect --(all with dates as appropriate).
- d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The Principal shall contact the Department of Social Services, using procedures and forms as may be required by that department.

After the report is made to the Department of Social Services, district and school staff members will make themselves available for meetings with the department's representative to facilitate communication. The school will report any further incidents of abuse to the agency's representative.

As the case is being investigated, the school will provide supportive aid and counseling services for the child as deemed appropriate.

Once a report of child abuse is given to the Department of Social Services, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, the school will not:

- a. Make home visits for investigative purposes.
- b. Take the child for medical treatment. This does not preclude taking action in an emergency situation.
- c. Convey messages between the agency and the parents or guardians.

Authorized school and district personnel may make available to the Department of Social Services personnel the health or other records for investigative purposes.

Approved: 4/14/86
Reviewed: 12/14/98

SUSPECTED CHILD ABUSE REFERRAL FORM

Person Making Referral

Name: _____ Address: _____

Phone: _____ Relationship: _____

Student(s) Being Referred

Name: _____ Address: _____

Age: _____

Parent(s) or Guardian(s)

Name: _____ Address: _____

Summary (Nature of Injury/Condition):

Date of Referral to Office

Signature of Person Making Referral

Date & Initial of Receiving Principal

Action Taken

Date of Referral to DFS

Signature of Person Making Referral

STUDENT AWARDS

Each school in the district shall establish programs and activities which will serve to encourage outstanding achievement amongst the students of the district. Appropriate awards and recognition shall be given to students whose achievement and performance warrant such honor.

Adopted: 06/16/86

Reviewed: 12/14/98

JI-E

PLATTE COUNTY SCHOOL DISTRICT #2 National Trip/Competition Agreement

In an attempt to avoid any confusion or misunderstanding PCSD #2 would like to clarify its role in National trip/competition. In order to do this we would like potential participants, parents/guardians, sponsors and principals to read the following responsibilities and rationale PCSD #2 has established for all parties involved with Co-Outcomes Based Education (CO-OBE) activities.

1. FBLA, FHA, Speech, Music - vocal and instrumental, and OM will submit to the Accreditation Committee how their groups goals enhance or support the Philosophy and Mission statements of PCSD #2 which in turn match outcomes of the school district. The Accreditation Committee (AC) will review and pass this information on for Trustee approval.
2. Individuals attempting to qualify for a national trip should be responsible for at least a portion of the cost. There is greater appreciation for those things for which we work. A form signed by the student and parent/guardian, sponsor and principal, which indicates that the participant assumes financial responsibility, will be completed prior to try-outs or starting a project.
3. FBLA, FHA, Speech, Music - vocal and instrumental, and OM organizations should help fund a portion of the cost for their members who qualify for National trip/competition.
 - a. The organizations could develop ways to obtain funds in a non-solicitation method, in other words no door-to-door sales. For example the music and speech departments could charge a fee at one or two of their performances each year.
 - b. Multiple organization fundraisers would be allowed when one or more members qualify for nationals.
 - c. Money raised in the name of the Organization or District, for the purpose of funding a national trip, must be deposited in an activity account under school control. Money raised by an individual not using the name of the organization or district will be of no consequence to the district.
 - d. A form to verify the legitimacy of a fundraiser will be developed. The purpose is to safeguard the public and district from fraud. This form will be posted at approved fundraisers.
4. PCSD #2 will contribute by paying the expenses of the sponsor of the organization. When feasible, collaboration with other district's sponsors will be investigated. An account will be established for this fund. This fund may need to be built up over a number of years to accommodate the chance that all groups would qualify the same year. It has been recommended that once this fund is met, money would continue to be allocated and transferred to purchase equipment that would benefit the entire student population.

HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

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

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

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

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

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

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

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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

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

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

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

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

Adopted: 11/9/09

**TRAINING, INFORMATION AND RESTRICTIONS ON PARTICIPATION
FOR STUDENT ATHLETE CONCUSSIONS**

Because a concussion is a type of traumatic brain injury, it should always be treated carefully and seriously. Young athletes are particularly vulnerable to the effects of a concussion, which has the potential to result in short or long-term changes in brain function or, in some cases, death. Any time the signs or symptoms of a concussion are observed by or reported to school personnel, precautions should immediately be taken. The school district has developed protocols for the training of coaches and athletic trainers to facilitate the recognition of symptoms of concussions and to address restrictions concerning participation in school athletic events after suffering a concussion or head injury. The district has also developed protocols which require providing information to students and parents on head injuries and concussions and related restrictions on participation in athletic activities. The school administration and Activities Director shall take the appropriate steps to ensure that the district's coaches, athletic trainers, volunteers and other individuals responsible for coaching, providing athletic training, or advising school athletic teams, comply with the district's protocols as set forth in Regulation JJIF-R.

Adopted: 08/10/11

TRAINING, INFORMATION AND RESTRICTIONS ON PARTICIPATION FOR STUDENT ATHLETE CONCUSSIONS

PROTOCOLS

In order to address risks associated with concussions and other head injuries resulting from athletic injuries, the school district adopts the following protocols:

Definitions:

“Athletic coach or trainer” means any paid or volunteer individual whose responsibilities include coaching, athletic training, or advising a school athletic team or club.

“Health care provider” means any person who is licensed and qualified under Wyoming law to provide health care services and is also permitted to perform a pre-participation athletic physical examination.

“School athletic event” means a game, competition, or practice associated with an athletic activity sanctioned by the Wyoming High School Activities Association or a game, competition, or practice associated with school-sponsored athletic activities in a middle or junior high school which directly corresponds to those high school activities sanctioned by the Wyoming High School Activities Association.

“Student athlete” means a middle school, junior high school, or senior high school student who engages in or seeks to engage in a school athletic event.

“Symptoms” means any change in the athlete’s behavior, thinking, or physical functioning, as self-reported by the athlete.

“Signs” means any change in the athlete’s behavior, thinking, or physical functioning, as observed by a coach or trainer, or school official, or another student athlete.

“Head injury” means a mild, moderate, or severe traumatic brain injury and is not intended to include superficial injuries to the head or face that do not involve trauma or potential trauma to the brain.

“Youth Athletic Activity” means any athletic activity related to competition, practice, or training exercises among middle school, junior high school or senior high school student athletes.

1. Training of Coaches and Athletic Trainers to Facilitate the Recognition of Signs of Concussions.
 - A. Every coach and athletic trainer shall annually complete a concussion recognition education course. The course shall be completed prior to the start of

the first athletic season in which the coach or athletic trainer provides assistance for youth athletic activities during the school year.

B. The concussion recognition education course shall, at a minimum, include:

- i) Information on how to recognize the physical and cognitive signs and symptoms of a concussion;
- ii) The necessity of obtaining proper medical attention for a person who is suspected of having a concussion;
- iii) Information regarding the nature and risk of concussions, including the danger of continuing to play after sustaining a concussion; and
- iv) The proper method of allowing a student athlete who has sustained a concussion to safely return to athletic activity. This may include training regarding a progressive physical activity program.

2. Restrictions Concerning Participation in School Athletic Events After Suffering a Head Injury (Concussion)

A. A coach or athletic trainer shall immediately remove the student athlete from the school athletic event and shall not allow the athlete to continue participation in a school athletic event on the same day that the student athlete meets one or both of the following criteria:

- i) Exhibits physical or cognitive signs or symptoms consistent with a concussion or other head injury after a coach, athletic trainer, school official, or student athlete reports, observes, or suspects that the student athlete exhibiting these signs or symptoms has sustained a concussion or other head injury, and the signs and symptoms cannot be readily explained by a condition other than concussion; or
- ii) Has been suspected by an athletic coach, trainer or health care provider of having a concussion or other head injury.

B. If a student athlete is removed from a school athletic event pursuant to Section 2(A), the coach or athletic trainer shall make reasonable efforts to notify the athlete's parent or legal guardian that the student is suspected of having sustained a concussion or other head injury.

C. If a student athlete is removed from a school athletic event pursuant to Section 2(A), the coach or athletic trainer shall not permit the student athlete to return to the athletic event or to participate in any youth athletic activity involving physical exertion until the student athlete has been evaluated by a health care provider and receives written

clearance from the health care provider to return to participation in the youth athletic activity.

D. Any student athlete who loses consciousness during an event, whether related to a head injury or not, shall not be allowed to participate for the remainder of that day and, in order to return to practice or play in the future, the student must have medical clearance by a practitioner licensed by the State Board of Medicine. WHSAA Rule 2.4.5.

3. Information to Students and Parents Regarding Head Injuries and Related Restrictions on Participation in Athletic Activities

A. At the beginning of each academic year, each public middle, junior high and high school within the district shall provide to a student athlete and the student athlete's parent or guardian, a form with information pertaining to concussion and other head injury. The school district shall receive signatures on the form from the student athlete and the student athlete's parent or guardian before permitting the student to begin participating in youth athletic activities for that academic year. This form may be combined with other consent to participate forms utilized by the school or in connection with registration forms, at the discretion of the school/athletic administrator.

Adopted: 08/10/11

STUDENT FUND RAISING ACTIVITIES

Recognizing that there is a need to offer students the opportunity to be involved with student organizations and that the District can not fund all of these opportunities and there is a limit to which most small communities can financially support civic and/or school fund raising activities, the Board of Trustees establishes a limit on the number of such activities school clubs, organizations, classes, etc., can sponsor during a given year.

Cross Reference: IGDF

Adopted: 04/14/86

Revised: 10/11/93

Reviewed: 12/14/98

Revised: 09/11/00

STUDENT FUND RAISING ACTIVITIES

The following guidelines will apply to fundraising activities:

1. Clubs, organizations, classes, etc., will be limited to no more than two money-making activities per year.
2. The school principal will be responsible for determining the number (one or two) of activities and for approving and assigning fund raising activities for each organization. Organizations needing to raise more funds for state or national competitions will be given special consideration by the principal when assigning fund raising activities.
3. With the approval of the principal, the following types of fund raisers may be repeated numerous times by the same organization and still count as only one major fund raiser: food sales, concessions, dances, 3-point contests, etc.
4. Raffles (gas, 50/50, 60/4, ect.) will be limited to one per organization per year and are not encouraged as the only fundraising an organization does. A raffle will be considered one of the organizations two fund-raisers for the year.
5. Close Up, a school sponsored organization, shall be considered as an exception to the rule in regard to fund raising policies.
6. Halloween booths have been considered charitable contributions rather than fund raising activities.
7. Students that qualify for a National Competition through their performance in a State Competition leading to a National Competition or a student elected to a state office that required participation at the National Level will be given \$500.00 for actual expenses toward their National Competition by the District. All other expenses will be the responsibility of the student.

Adopted: 9/11/00

Revised: 3/12/07

STUDENT FUND RAISING ORGANIZATIONS

The following student groups or organizations are recognized by the Board of Trustees as approve for fundraising:

Future Business Leaders of America (both HS and Middle Level)

Family Career Community Leaders of America

Viking (Varsity) Club

Student Council – Elementary

Student Council - Secondary

Art Club

Close Up

Music

Spanish Club

Fourth Grade

Destination Imagination

Future Problem Solvers

Junior Class

Senior Class

Speech

Cross Reference: JL

Adopted: 10/14/85
Revised: 09/12/88
Revised: 01/10/94
Revised: 12/14/98
Revised: 09/11/00

Revised: 3/12/07
Revised: 06/10/13

Code: JLA

STUDENT GIFTS

Because of potential embarrassment that might result among children, students shall be discouraged from giving gifts to classroom teachers and other school personnel.

Adopted: 04/14/86

Reviewed: 12/14/98

ADMINISTERING MEDICINE TO STUDENTS

Absolutely no medication, internal or external, including medications and vitamins, should be dispensed by the nurse or school personnel unless requested in writing by the child's parents/guardian or the child's physician.

When a child must receive medication during school hours, the following policy shall be followed.

1. Signed, written permission of the parents and written instructions by the physician and pharmacist shall be on file in the school before any medication is dispensed.

The physician's instructions should include the name of the child, the frequency and duration of medication, and the potential side effects of the medication.

2. The school shall not furnish any medications under any circumstances.
3. If the medication is left in charge of the nurse, principal or his designee at the physician's request, the medication should be labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name.
4. All medications, which are to be left in charge of the nurse, principal or his designee, must be kept in a safe place, out of the reach of children.
5. For school sponsored trips, the following procedure will prevail:
 - a. The parent or guardian will complete a form indicating the student's need for medication (name of medication, dosage, and condition requiring the medication, and possible side effects, if any).
 - b. The information form must be returned to the sponsor prior to the trip.
 - c. All medications must be in appropriately labeled containers.

Pursuant to W.S. §21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the District if a written statement is submitted to the District containing:

- b. parental verification that the student is responsible for and capable of self-administering medication and parental authorization for self-administration of medication required for a potentially life threatening condition:

- c. health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the asthma medication;
- d. the written verification required by this policy shall be provided on the forms provided by the State Department of Education and shall require the signatures of the parent or guardian of the student and the student's physician or physician's representative.

Approved: 04/14/86

Revised: 04/11/94

Revised: 07/19/95

Revised: 03/10/97

Revised: 12/14/98

Revised: 09/12/05

Revised: 09/09/13

**REQUEST FOR STUDENT SELF-ADMINISTRATION OF
INHALED ASTHMA MEDICATION(S)**

Child's Name: _____ School: _____

Date of Birth: _____ Grade: _____

TO BE COMPLETED BY PHYSICIAN:

Diagnosis _____

RX (Dosage/Frequency/Route):: _____

Adverse Reactions/Side Effects: _____

List other Medications currently Being Taken _____

Student is capable of appropriate and accurate self-administration of his/her asthma medication(s), and should be allowed to carry it for this purpose. YES NO

Name of Prescribing Physician _____

Address _____ Phone _____

Physician's Signature _____ Date _____

My child has been instructed in the proper use of the above asthma medication(s). I certify that my child is capable of self-administration. I request that he/she be permitted to carry and self-administer the above asthma medication(s). I authorize the release of information between the school and physician pertinent to my child's medication(s) and asthma diagnosis.

My child and I understand that there are serious consequences for sharing any medications with others. Furthermore, I understand that the school shall incur no liability, and I will hold the school and its employees harmless against any claims relating to self administration of asthma medications.

Parent/Guardian Name (please print)

Relationship to Student

Parent/Guardian Signature

Date

Self Administration of Inhaled Asthma Medications form shall be updated once per school year.

Adopted: 09/12/05

Homeless Children

It is the policy of Platte County School District #2 that every child will have equal access to a free, appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assure that those rights are fully protected and honored.

Homeless Children - Definition

Homeless is defined as an individual who lacks a fixed, regular or adequate nighttime residence and includes but is not limited to an individual who has a primary nighttime residence that is:

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

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

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

Children and Youth in Transitional or Emergency Shelters

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

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

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

Foster Children and Youth

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

Incarcerated Children and Youth

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

Migratory Children and Youth

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

Runaways

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

School-Aged, Unwed Mothers

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

Sick or Abandoned Children and Youth

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

If a school has students who meet any of the above definitions of homeless, the student should be referred to the Platte County School District #2 Homeless Liaison. The Liaison will convene the necessary staff and community agencies needed to develop an action plan to provide the student with a free appropriate public education.

The McKinney-Vento Assistance Act, 42 U.S.C. SS11431-11436. Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. SS6311-6315.

The Individuals with Disabilities Education Act, 20 U.S.C. SS1400 et seq.

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. SS1751 et seq.

June 5, 1992 Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services.

Adopted: 10/14/02

Revised: 12/09/13

Revised: 11/14/16

Platte County School District #2
Referral for Homeless Child

Date: _____

Last Name: _____

First Name: _____

Sex: _____

Address:

City _____ State _____ Zip _____

Birth Date: _____

School Attending: _____

Current grade: _____

Previous School: _____

Parent(s) Name(s): _____

Address:

City _____ State _____ Zip _____

Student resides with: _____

Daytime Phone: _____

SECLUSION AND RESTRAINT IN SCHOOLS

General Statement of Policy.

It is the policy of Platte County School District No. 2 to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. '21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint.

Adopted: 12/12/11

SECLUSION AND RESTRAINT IN SCHOOLS

I. **Definitions.**

All definitions used in this policy shall be consistent with the definitions in the Rules. For the purpose of clarity, the following definitions are restated:

- A. **Emergency** means a situation constituting an imminent risk to health or safety.
- B. **Imminent Risk** means an immediate and impending threat of a person causing substantial physical injury to self or others.
- C. **Prohibited Practices** means that certain activities or objects are prohibited from being utilized with students under any circumstances. Prohibited elements include:
 - 1. **Aversives** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors.
 - 2. **Locked Seclusion** means a seclusion room with a locking device that is engaged by leverage of an inanimate object, key, or other mechanism to keep the door closed without constant human contact. The term does not include a securing mechanism requiring constant human contact, which upon release immediately permits the door to be opened from the inside.
 - 3. **Mechanical Restraints** include devices or equipment designed or utilized to restrict the free movement of all or a portion of a student's body. The term does not include assistive or protective devices or equipment prescribed by an appropriately trained professional or professional team that are used for the specific and approved purposes for which such devices or equipment were designed and prescribed.
 - 4. **Prone Restraints** include holding a student in a face down position or in any position that will:
 - a) obstruct a student's airway or otherwise impair the ability to breath;
 - b) obstruct a staff member's view of a student's face;
 - c) restrict a student's ability to communicate distress;
 - d) place pressure on a student's head, neck, or torso; or
 - e) straddle a student's torso.

- D. **Restraint** means the use of physical force, with or without the use of any device or material, to restrict the free movement of all or a portion of a student's body. Restraint does not include comforting or calming a student, holding the hand or arm of a student to escort the student if the student is complying, intervening in a fight or using an assistive or protective device prescribed by an appropriately trained professional or professional team. The term does not encompass any of the prohibited practices described in this rule.
- E. **Seclusion** means removing a student from a classroom or other school activity and isolating the student in a separate area. Seclusion occurs when a student is placed in a room or location by school personnel, purposefully separated from peers, and prevented from leaving that location. Separation in an area where the student is prevented from leaving is always considered seclusion. There are two distinct categories: i) Seclusion from the Learning Environment, or ii) Isolation Room. The term does not include a student-requested break or in-school suspension, detention or other appropriate disciplinary measure. Seclusion does not include time out, which means providing the student with a brief opportunity to regain self-control in a setting that does not physically remove the student from peers or the learning environment, and the student is not physically prevented from leaving the time out area. The use of time out is not regulated by this policy.
1. **Seclusion from the Learning Environment** means visually or audit orally isolating the student from the classroom or other school activity, away from peers in an area that obstructs the student's ability to participate in regular classroom or school activities. The student is prevented from rejoining the learning environment or school activity until directed by staff.
 2. **Isolation Room** means purposefully placing the student in an enclosed room built in compliance with all relevant health and safety codes and in compliance with Wyoming Department of Education Physical Space Requirements for Isolation Rooms. The student is not released from the Isolation Room and permitted to rejoin the learning environment or school activity until directed by staff. An Isolation Room is not the same as locked seclusion, which is a prohibited practice.

II. **Staff Training.**

- A. The district adopts the CPI evidence-based model for the purpose of training and safe implementation of seclusion and restraint.
- B. A core group of classified and non-classified staff shall be certified consistent with the CPI for the safe and appropriate use of physical restraint. This core group of staff shall be recertified according to CPI's standards.

1. The initial training for each staff member shall be completed in accordance with the model program.
 2. The ongoing training shall be completed in accordance with the model program.
- C. All staff shall receive training in the prevention of physical restraint and seclusion including skills training related to positive behavior supports, safe physical escort, conflict prevention, de-escalation, and conflict management. Professional development in this area will be ongoing.
- D. In addition to the ongoing training for all staff referred to above, all staff shall also annually receive information regarding the implementation of this policy, including information regarding the staff members assigned as core group of staff in paragraph B.

III. Seclusion and Restraint Procedures.

A. Restraint.

1. Non-emergency situations: only trained, certified staff pursuant to paragraph III.C above shall be permitted to utilize restraint as part of a planned behavior intervention.
2. Emergency situations: Any staff member may intervene for purpose of restoring safety in a bona fide emergency situation constituting an imminent risk to the health or safety of students, staff or others.
3. Durational guidelines: The following durational guidelines are to be followed when implementing a restraint:
 - a) the minimum amount of time necessary to de-escalate the conduct necessitating the restraint will always be used.
 - b) The duration of the initial restraint and any additional restraint needed thereafter to de-escalate the situation shall be that recommended by the evidence-based model referenced in II(A) above.
4. Administrative review: In the event that implementation of the restraint exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately be contacted and review the following elements to determine if and under what conditions the restraint may continue:

- a) the reason for the restraint, including the likely harm to the student or others;
 - b) the type of restraint being used;
 - c) the factors, if known, which precipitated the conduct necessitating restraint;
 - d) other options available to eliminate the risk of harm or safety to student or others;
 - e) the likelihood that continued restraint will prevent harm to the student or others.
5. Debriefing: After restraint has been implemented, the following debriefing procedures will be utilized:
- a) A conference will be held involving all staff present and/or involved with the restraint, as well as the responsible administrator. The debriefing will include:
 - 1) a discussion of the factors that precipitated the conduct necessitating the restraint;
 - 2) a review of all interventions and de-escalation techniques, procedures or efforts utilized in advance of the restraint;
 - 3) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;
 - 4) a review of training received by staff involved with the restraint procedure and a determination of whether such restraint was done in compliance with this policy;
 - 5) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for restraint.
6. Documentation: The completion of an incident report as referenced below is required for each restraint.

B. Seclusion

- 1. There are two regulated seclusion categories: Seclusion from the Learning Environment, or Isolation Room.
- 2. The use of a locked seclusion room is prohibited in all school facilities.

3. The use of an Isolation Room will be limited to locations specifically built and/or modified for that purpose, meeting all relevant health and safety codes and the Wyoming Department of Education Physical Space Requirements for Isolation Rooms.
4. School staff must be able to see and hear the student in seclusion at all times.
5. Students placed in seclusion must be permitted access to normal meals and personal hygiene opportunities. Meals and bathroom breaks may be separate and supervised if needed to ensure safety.
6. Seclusion from the Learning Environment: The following requirements apply:
 - a) Durational guidelines: These durational guidelines are to be followed when implementing a Seclusion from the Learning Environment. Seclusion should not be used any longer than necessary to allow a student to regain control of his/her behavior. Initial Seclusion from the Learning Environment and any additional exclusion shall be in accordance with the training and recommended durational guidelines from the evidence-based model referenced in II(A) above.
 - b) Use of a debriefing procedure and an incident report following the implementation of Seclusion from the Learning Environment is not required.
7. Isolation Room: The following requirements apply:
 - a) Durational guidelines: These durational guidelines are to be followed when implementing a Seclusion from the Learning Environment. Seclusion should not be used any longer than necessary to allow a student to regain control of his/her behavior. Initial Seclusion from the Learning Environment and any additional exclusion shall be in accordance with the training and recommended durational guidelines from the evidence-based model referenced in II(A) above.
 - b) Debriefing: After a removal to an Isolation Room has been required, the following debriefing procedures will be utilized:
 - (i) A conference will be held involving all staff present and/or involved with the Isolation Room, as well as the responsible administrator. The debriefing will include:

- (A) a discussion of the factors that precipitated the conduct necessitating the Isolation Room;
 - (B) a review of all interventions and de-escalation techniques, procedures or efforts utilized in advance of the Isolation Room;
 - (C) a review of the behavior plan or other plan, if one exists, for dealing with the behaviors of the student;
 - (D) a review of training received by staff involved with the Isolation Room procedure and a determination of whether such Isolation Room was used in compliance with this policy;
 - (E) a discussion of changes that could be made or implemented that might assist in preventing the student conduct or eliminating the need for the Isolation Room.
- c) Administrative review: In the event that implementation of the Isolation Room exceeds the durational guidelines specified above, an administrator or administrative designee shall immediately be contacted and shall review the following elements to determine if and under what conditions the Isolation Room may continue:
- (1) the reason for the restraint, including the likely harm to the student or others;
 - (2) the type of restraint being used;
 - (3) the factors, if known, which precipitated the conduct necessitating restraint;
 - (4) other options available to eliminate the risk of harm or safety to student or others;
 - (5) the likelihood that continued restraint will prevent harm to the student or others.
8. The use of appropriate disciplinary measures involving such things as after-school detentions or in-school suspensions and/or other disciplinary measures is not regulated by this policy and may continue in accordance with the approved district policies and procedures relating to such disciplinary measures.

- C. **Documentation.** The completion of an incident report is required for each use of an Isolation Room as referenced below.
- D. **Incident Report.** For each incident involving a need to implement a restraint or remove a student to an Isolation Room, a Physical Restraint Incident Report or Isolation Room Incident Report will be filled out. The Physical Restraint Incident Report is attached as Exhibit JLJ-E(1) and the Isolation Room Incident Report is attached as Exhibit JLJ-E(2).
- E. **Parent Notification.** Parents shall be notified of each use of regulated seclusion or restraint procedure according to the following schedule:
 - 1. An attempt shall be made to contact the parent by phone as soon as reasonably possible after the event.
 - 2. Written notification of the regulated procedure should be sent to the parent within twenty-four (24) hours of the regulated procedure unless the parent and school have agreed to an alternative time frame.

IV. **Enforcement Procedures**

- A. **Complaint Process:** The following process for the receipt of complaints from any individual or entity regarding the use of restraint or seclusion shall be utilized:
 - 1. Parent shall be directed to provide written notice of their complaint, specifically including the following:
 - a) the conduct complained of;
 - b) a statement as to whether or not they felt the conduct violates this seclusion and restraint policy and, if so, how;
 - c) a statement of other options or alternatives that the complainant believes should have been utilized in lieu of the restraint or seclusion procedure used; and
 - d) a statement as to the remedial action being requested.
 - 2. Subsequent to receipt of the written complaint, the investigation process shall be initiated. The investigation process shall include the following requirements:

- a) the responsibility administrator (principal or special education director) or his/her administrator designee shall immediately conduct an investigation, including meeting with the complainant and with all staff involved separately, interview witnesses, gather information regarding the event being complained of. The administrator in his/her discretion may elect to have a meeting involving the complainant and the staff who are being complained about, after which the administrator shall make a written determination as to the complaint with a finding as to whether or not the seclusion and restraint policy was complied with, as well as recommendations for any subsequent action or changes involving the student impacted by the restraint or seclusion, as well as any remedial actions applicable to the staff involved. A copy of the decision shall be provided to both the complainant and the staff being complained about.
3. In the event the complainant is not satisfied with the decision of the responsible administrator, the complainant may appeal that determination to the superintendent of schools who, in his/her sole discretion, may elect to conduct an additional investigation or, alternatively, review the information provided by the complainant, the staff complained about, and the investigating administrator and either affirm, reverse or modify the decision. The determination of the superintendent shall be submitted in writing to the complainant, the staff complained about, and the original investigating administrator.
4. In the event the complainant is not satisfied with the decision of the superintendent, the complainant may appeal the decision to the board of trustees. The board of trustees shall review all information submitted to and reviewed by the original administrator and the reviewing superintendent. The board in its sole discretion may elect to receive verbal communication from the complainant, the staff complained about, or the building administrator. Should the board elect to receive input from the original investigating administrator or the superintendent, the board shall extend an equal opportunity to the complainant to present information. In the event the board elects to receive verbal information, such information shall be informally presented to the board. No formal contested case hearing will be initiated.
5. The board will, at the next regular board meeting following the first meeting at which the information is presented to the board, render a decision upon the complaint, which decision shall

thereafter be submitted in writing to the complainant, the superintendent, the original investigating administrator, and the staff member(s) being complained about.

V. Publication of Policy

This policy shall be adopted in the regular course of policy adoption by the board and included with other policies within the district and maintained in the official policies of the district. All students and parents shall be given notice that the district has a seclusion and restraint policy and advised as to where such policy may be reviewed. District policies and regulations published on an official school website shall include a complete copy of this seclusion and restraint policy and parents and students shall be notified as to how that website may be accessed or, alternatively, that the policy may be reviewed at the administration office of the district. Notification of the existence of this policy and where it may be reviewed shall be included in all student handbooks. In addition thereto, to the extent a behavioral intervention plan, IEP or other behavioral document applicable to any student incorporates the possibility of utilizing a restraint or seclusion procedure, the student and parent shall be given a copy of this policy for review.

Reviewed: 1/30/12

STUDENT FEES, FINES, AND CHARGES

The school shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

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

All students participating in extra-curricular activities will be assessed a one time fee of \$25.00 for the year. This fee will include all activities for that year.

Students using a musical instrument that belongs to the school will be charged an annual fee of \$25.00 for the use of the instrument.

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

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage.

All credits, report cards, and grades will be withheld, and transcripts will not be forwarded until proper settlement of fines, bills, or assessments is rendered.

Legal Reference: W.S. 21-9-103 (a)
W.S. 21-4-308 (b)

Adopted: 04/14/86

Revised: 12/14/98

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in Platte County School District #2 schools. Data in the cumulative record shall be factual and objective. The cumulative records shall be factual and objective. The cumulative records shall be limited to identifying data, academic work completed, level of achievement, attendance date, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, parents and legal guardians of the student. Any other access 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 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.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in School District #2.

Cross Reference: KBA

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT RECORDS

Content and Custody of Records

Student education records may contain, but will not necessarily be limited to, the following information: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor rating and observations, and verified reports of serious or recurrent behavior patterns.

Student records should contain only factual, responsible, and documented information about the child. They should not contain unsubstantiated opinion or language which tends to “categorize” students.

The building principal is the official custodian of the records of students.

All requests for inspection and review of educational records, and requests for copies of student records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as part of each individual's records. The request for inspection of records shall be made available to the parent or eligible student upon request in accordance with the following requirements.

Access to Records

A parent or guardian shall have access to the student's education files; however, if the student is 18 years old or older, the student may inspect his/her own records and his/her written permission shall be necessary in order for his/her parent or guardian to inspect them.

The principal may request other certificated personnel, such as counselors, to assist in answering any questions parents or guardians may have regarding interpretation of the records.

In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the parent, guardian, or student. The principal, upon receipt of a written request, will provide access to review the records and set a date and time for the inspection and review. In no case will the date set be more than three working days after the request has been made. The parent, guardian, or student shall examine the student's file in the presence of the principal or other person(s) designated by him/her.

The record itself shall not be taken from the school building. However, upon request, one copy of the records will be provided within a reasonable time to the parent, student, or guardian at no expense to them.

Challenges Regarding Material in Records

If the parent, guardian, or student 18 years of age or older challenges any part of the record in writing, the principal should review the part of the record challenged and may by mutual agreement with the parent, destroy, delete or add the information under question within 10 days of receipt of challenge. If the principal does not agree regarding the challenge, the parent, guardian, or student 18 years of age or older may request a hearing, the procedure for which shall be:

1. Requests for hearing shall be presented to the Superintendent.
2. The hearing shall be held within 45 days after receipt of the request. Notice of the date, place, and time of the hearing will be forwarded to the eligible student, parent, or guardian by registered mail.
3. The hearing will be conducted by a board hearing committee composed of at least three board members appointed by the Board chairman.
4. The parent or student shall be afforded full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals at his or her own expense, including an attorney. The hearing committee shall make its decision in writing within 10 days following the conclusion of the hearing and shall notify the student, parent, or guardian of that decision by registered mail, and of their right to place in the records a statement commenting upon the information in the records and/or setting forth any reason for disagreement.
5. The decision of the hearing committee shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
6. Any explanation placed in the records shall be maintained as a part of the records as long as the record itself is maintained by the school district. If the records of the student or the contested portion is disclosed by the school to any party, the explanation shall be disclosed to that party.

Disclosure to Certain Agencies and Individuals Without Written Consent

The school district will disclose personally identifiable information from records of a student without written consent of the parent of the student, guardian, or eligible student only to:

1. Other school officials within the school district who have legitimate educational interest in it.. Other school officials permitted access to the record will include the teachers of the school where the child is in attendance, the school nurse, the guidance counselor, the speech therapist, and the Superintendent of School. For the purposes of this policy, “legitimate educational interest” is interpreted as meaning the interest of any certificated individual charged with the responsibility for providing educational programs, services, or auxiliary services to the individual student.
2. Official of another school or school system in which the student seeks or intends to enroll.
3. Authorities named in the “Family Educational Rights and Privacy Act” and accompanying federal regulations. These include: Comptroller General of the United States, Secretary of HEW, U. S. Commissioner of Education, Director of N.I.E., Assistance Secretary for Education, state education authorities, health and safety of students.

Disclosure of Directory Information

The school district may disclose directory information or class lists without written consent of the parent, eligible student, or guardian. For example such directory information may be sent to recognized institutions of higher learning. Under no circumstances will such directory or class lists be made available to agencies who might exploit the student.

Annual Notification of Rights

The school district at the beginning of each year will notify the parents or guardian of each child in the school district and eligible students of their rights to inspect their records and of the Board policy governing student records. The notification shall be through the student/parent handbook.

Legal Reference: P. L. 93-380
41 Fed. Reg. 9062
2 Fed. Reg. 99.36

Cross Reference: KBA

Adopted: 04/14/86
Revised: 02/14/94
Reviewed: 12/14/98

SCHOOL CONTACTS WITH NON-CUSTODIAL PARENTS

The Board believes it is appropriate to afford non custodial parents* the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to the records shall be in accordance with policy JO.

Upon request, non custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. These rights include but are not limited to:

1. Parents may initiate a written request to the building Principal for the standard information listed below:
 - a. school calendar
 - b. grade reports
 - c. conference dates and times
 - d. progress reports
2. Parents may request and be granted a mutually agreeable conference arrangement in addition to that provided the custodial parent.

*A non custodial parent refers to the parent who does not have custody of the child, but does have the right to information about the child's education.

Adopted: 05/12/86

Reviewed: 12/14/98

FREE AND REDUCED PRICE MEALS

The Board recognizes the fundamental need for all children to have a nutritional lunch. The school lunch program will be available to all children. In meeting this goal, the district will provide a free or reduced price meal for all children determined to be eligible according to family income standards, regulations, and procedures distributed by the federal school lunch program and adopted by the Board.

Adopted: 04/14/86

Reviewed: 12/14/98

REQUEST FOR DISCLOSURE OF STUDENT EDUCATIONAL RECORDS
[Completed form to be retained, on file with student records, by appropriate school district administrator cooperating in this disclosure request].

Name of Person, Organization or Agency Making Disclosure Request (Examiner)

Date of Request

Student Name

Description of student records for which disclosure request is made: _____

Statement of Examiner: "I certify that I have been informed and agree that the educational records I have requested to be reviewed may not be disclosed nor may the information therein be disclosed to a third party without prior consent."

[Signature of Representative or Person Making Disclosure Request

[Date]

AUTHORIZATION FOR DISCLOSURE

Permission is hereby granted to _____ to disclose the educational records of _____ [school official] of _____ [student name]. I understand that the educational records will be examined by: _____, and certify that I am fully authorized to grant permission for this disclosure. My relationship with the named student is: _____.

Signature of Person Authorizing Disclosure]

[Date]

RECORD/REPORT OF DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

Date of Disclosure

**PLATTE COUNTY SCHOOL DISTRICT #2
Notification of Rights under FERPA
For Elementary and Secondary Schools**

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. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School 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 School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.

(3) 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 School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Platte County School District #2 will make available to the public directory information pertaining to students at Platte County School District #2. Directory

information includes the following: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within ~~thirty (30)~~ fifteen (15) days from the date of this notice.

Reviewed: 10/14/13

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT
GOVERNING THE MAINTENANCE, TRANSFER, AND
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

1. Student educational records and progress records will be maintained on established forms which have been adopted for district-wide use (cumulative folders, health records, history sheets, achievement test labels, attendance registers, etc.). Additional information reports such as observation notes, letters from parents, teacher comments, etc. will be placed in the educational records of students only upon the advice of the school principal or other school official who is responsible for the maintenance of student educational records.
2. The additional information reports, considered to be the property of the school district, shall be maintained in files other than student cumulative folders. This policy shall apply to lesson plan books, grade books, observation notes, evaluation comments, case study records, and other similar record forms developed by teachers, psychologists, therapists, social workers, and other similarly trained professional employed by the school district.
3. Achievement tests may be administered without prior parental permission and the results of those tests may become part of the student's educational records. In addition, other tests may be administered upon approval of parents or the appropriate school officials. Results of those additional tests may also be placed in the educational records of students.
4. In compliance with applicable governmental regulations, the record-keeping practices of the school district shall include the following:
 - a. Provision to annually inform parents of their rights regarding the educational records of students;
 - b. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records;
 - c. Announcement of the location of student educational records and the responsible school district officials.
5. Disclosure of directory information will be made without prior or written parental permission. Directory information, for the purposes of the school district, may include: student name, address, telephone listing, electronic mail address, photograph, grade in school, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended. Any student or parent who objects to the disclosure of directory information should provide the school with a written objection prior to the start of school or within fifteen (15) days after notification of the school's intent to make public directory information, whichever is later.
6. Personally identifiable information, for the purposes of the school district, may include such information as: names of parents and other family members, health records, identifiers such as student or social security number,

descriptions of personal or educational characteristics, test scores and other similar information. Personally identifiable information generally shall require written consent prior to disclosure.

7. Officials of the school district may disclose the educational records of students, without prior or written consent:
 - a. When parents or legal guardians seek to examine the records of their own children;
 - b. When parents request that records be transferred to schools or school districts in which the students seek or intend to enroll;
 - c. When requested by school officials from schools or school districts in which students seek or intend to enroll;
 - d. To officials and employees of the school district who have a legitimate educational interest in those records;
 - e. To eligible students (those who have reached 18 years of age or are attending a post-secondary educational institution) who seek to examine their own educational records;
 - f. To comply with a judicial order or lawfully issued subpoena, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order;
 - g. To appropriate organizations and governmental officials (as specified by the Family Educational Rights and Privacy Act, P. 99.31).
8. Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students. Records of disclosure will be maintained by the school district.
9. Unless it has received legal evidence to the contrary (legal instrument or court orders governing such matters as divorce, separation, or custody), the school district will presume that both parents of students have the legal authority to examine the educational records of their children.

RIGHTS OF PARENTS UNDER THE PROVISIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. Parents, legal guardians and eligible students under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of 45 days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.) it may presume that either parent has legal right of access to the records of students, and may honor the written request from either parent.

3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored (costs of reproduction will be borne by the parent).
5. Parents, legal guardians, and eligible students who feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students may request that the records be amended.
6. If the school agrees with the request, the records will be amended and the parent will be advised, in writing, of the agreement.
7. If the education agency does not agree with the request for amendment, the parent must be advised of his right to a hearing. (Central administration instructions should be sought at this point, for the regulations governing hearings are lengthy, detailed and explicit).
8. If the hearing determines that an amendment will be made, the records are amended and the parent informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, the parent must be advised of his right to place a statement of disagreement in the educational record of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

Reviewed: 01/30/12

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL

The parents of a student enrolled in Platte County School District Number Two shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- ◆ Political affiliations or beliefs of the student or the student's parent;
- ◆ Mental or psychological problems of the student or the student's family;
- ◆ Sex behavior or attitudes;
- ◆ Illegal, antisocial, self-incriminating, or demeaning behaviors;
- ◆ Critical appraisals of other individuals with whom respondent has close family relationships;
- ◆ Legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- ◆ Religious practices, affiliations or beliefs of the student or the student's parents; and ◆ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Platte County School District Number Two may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Principal's Office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written

request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy such as student confidentiality during survey administration; collection by District designated personnel.

Each parent of a student at Platte County School District Number Two shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

The School District must provide reasonable notice of the adoption or continued use of these policies directly to the parents of students enrolled in the school in this school district. At a minimum, the school district must provide such notice at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change to the policy, and after an opportunity for the parent to opt the student out of participation in an activity requesting information which students are not required to provide.

Note: This policy was developed in consultation with parents on July 7, 2003.

NCLBA Reference: Title X, Part F. §1061

Statutory Reference: 20 U.S.C. §1232 (h)(c)(2)

Adopted 08/11/03

STUDENT ISOLATION PAYMENTS

Whenever a student shall reside in a remote area, one (1) mile or more one way from a designated bus route, or in an area not easily accessible to school buses, and when State guidelines are met, the district will pay isolation to the student's parents/guardians.

The parent/guardian must complete the appropriate WDE forms and certify the ability to earn a substantial portion of the family income is directly related to and enhanced by the family residing in the isolated location listed in the family address space on the appropriate WDE form. Isolation payments will follow State guidelines and must be approved by the PCSD#2 Board of Trustees. Reimbursement rates are established by the Wyoming statute.

Legal Reference: W.S. 21-4-401(a)
21-4-504 9-
3-103

State Board Policy : EEAA

Adopted: 04/14/86
Revised: 02/14/94
Revised: 07/20/94
Reviewed: 12/14/98

CO-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

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

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

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

Activities shall be conducted in keeping with the following guidelines:

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students.
2. There will be a one time \$25.00 fee to participate in co-curricular and interscholastic activities each school year.
3. All participation shall be voluntary.
4. Most activities should be an outgrowth of curricular activities.
5. All activities will be supervised; all organizations, clubs and groups will have a faculty advisor.
6. No activities, other than scheduled interscholastic contests, games, or events shall be scheduled between the hours of 6:00 p.m. and 7:00 p.m., such hour to be designated as a dinner hour. During basketball season, an hour shall be reserved for all participants. This shall be one hour before practice for those practicing late and one hour after for those practicing early.
7. No school activity will be scheduled on Sunday or on scheduled school holidays without board approval. One exception to this will be that a limited number of practices may be scheduled over Christmas break upon approval of the Principal. These practices are not to be considered mandatory. Another exception is that the school may participate in activities scheduled by the WHSAA or the SEWAC on Sundays or on scheduled school holidays without board approval.

8. Participation by any student organization, club, team, etc., in Wyoming interscholastic events, contests, games, etc., shall require the approval of the High School Principal.
9. Participation by any student organization, club, team, etc., in any event, contest, game etc., outside the State of Wyoming shall require advanced approval of the Principal. Approval by the Board of Trustees shall be obtained only when required by insurance.

Cross Reference: IGD, JU

Adopted: 04/14/86

Revised: 11/12/90

Revised: 02/14/94

Revised: 12/14/98

CO-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

Eligibility

1. No student shall represent or participate in the activities of the high school in any manner unless, in the judgement of the administration, he/she is a representative of the school's ideal in matters of citizenship, efforts, and attendance.
2. Representing the school or participating in activities consists of holding elective or appointive office; participation in public literary, speech, musical, or athletic contests; participation in trips sponsored by the school or any of its organizations; or any other school activity considered to be extracurricular.
3. Students must have passed five subjects in the previous semester in order to be academically eligible to participate. Students must be currently passing in five subjects to be academically eligible. Students not passing in five subjects will be academically ineligible and may not compete for at least five school days from Monday morning to Monday morning.
4. Students ineligible by WHSAA requirements are automatically ineligible by local requirements.
5. Students must be in attendance one-half day immediately prior to the day of an extra-curricular activity or event before they can practice or participate in a contest, game, or event unless arrangements for an excused absence have been made in the office. If a school time extra-curricular activity or event, they must have been in school the one-half day immediately prior to the scheduled time of the practice, game, contest, or event, before they can participate, unless arrangements for an excused absence has been made in the office.

As regards personal illness of a student, a student may not practice or participate unless they have been in school one-half day immediately prior to a practice, game, contest, or event. If students are ill and cannot be in school a major portion of a day, health considerations require that they not be involved in activities that day.

Appropriate dress for students participating in activities or events, either as contestants or spectators, whether at school or away, is a prerequisite for any school function as determined by the supervisor.

Cross Reference: IGD-R

Approved: 04/14/86

Revised: 11/13/95
Revised: 12/14/98

CO-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

Destination Imagination

Future Problem Solvers

Future Business Leaders of America

Family Career Community Leaders of America (FCCLA)

Close Up

Varsity Club

Art Club

Spanish Club

Student Council - Elementary

Student Council - High School

Music

National Honor Society

Speech

Skills USA

LEGO League

Junior High Volleyball

High School Volleyball

Junior High Football

High School Football

Junior High Girls Basketball

Junior High Boys Basketball

High School Girls Basketball

High School Boys Basketball

Junior High Boys Basketball

Junior High Track

High School Track

Cross Reference: IGD-E

Adopted: 04/14/86

Revised: 10/11/93

Revised: 12/14/98

Revised: 6/10/13

CHURCH / COMMUNITY NIGHT

It shall be the policy of the Platte County School District #2 not to schedule school activities involving students after 6:00 p.m. on Wednesday evening. However, the school may participate in activities scheduled by the WHSAA or the SEWAC. No school activity will be scheduled on Sunday. Sunday travel required to attend a scheduled Monday activity is permissible with appropriate permission from the principal.

Cross Reference: IGDA, JT

Adopted: 04/14/86

Revised: 02/14/94

Revised: 12/14/98

STUDENT PUBLICATIONS

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

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

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

Cross Reference: IGDB

Adopted: 04/14/86

Reviewed: 12/14/98

STUDENT SOCIAL EVENTS

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

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

Chaperones shall be provided for social events under the direction of the Principal.

Except as noted in IGDC-R all social events may be organized so as to divide activities for junior high school students from social functions for the senior high students.

Cross Reference: IGDC

Adopted: 04/14/86

Revised: 12/14/98

STUDENT SOCIAL EVENTS

School parties and dances are for the students of Guernsey-Sunrise Junior and Senior High School. Other persons will be admitted by guest permits only. The following provision will apply.

1. All school parties and dances will end no later than 12:00 o'clock a.m. (those that precede a school day will end at 10 o'clock p.m.)
2. Students and guests must arrive within one hour after the function begins. Exceptions may be granted by the sponsor.
3. Any student leaving the function after it begins forfeits the right to return.
4. Guests must be approved in advance of the function and must be under 21 years of age. Any exception must be granted by the principal.
5. Selected students with aid of the sponsor/chaperone will enforce all pertinent rules.
6. All school sponsored functions must be held in the school except as specifically exempted by the Principal.
7. Students in grades 7-8 are not to be included in Senior High School social activities, dances, etc., with the following exceptions:
 - a. Homecoming
 - b. Halloween Carnival Dance
 - c. Court Dance
 - d. Other activities as approved by the Principal

Independent social activities may be established for the junior high.

Cross Reference: IGDC-R

Approved: 04/14/86

Revised: 12/14/98