

**Junior High Student and Parent  
Handbook  
2018-19**



**Excellence in Everything, Every Student,  
Every Day**

**(Newly Created on 8/9/2018)**

**Guernsey-Sunrise Secondary Schools Vision Statement**

Empowering every student to build their future.

**Guernsey-Sunrise Secondary Schools Mission Statement**

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

**Core Values**

Personal Courage, Respect, Integrity, Determination and Excellence



**Mascot:**

**Colors: Black and White**

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



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Welcome Message from Principal Suppes,

As the principal of Guernsey-Sunrise schools for the 2017-18 school year, I would like to officially welcome you to our school and the beginning of an “Excellent” school year.

Throughout this school year you will once again see and hear a single phrase in all that I do. That phrase is **“Excellence in Everything. Every Student, Every Day”**. This phrase guides my educational decisions and drives my leadership. Aristotle once said:

**“We are what we repeatedly do,  
Excellence therefore is not an act,  
But a Habit.”**

I expect all staff and students at Guernsey-Sunrise to be excellent in all that they do, from the classroom to the hallways, the concert hall to the stage, the sports arena and throughout our community. This will mean hard work, and giving one hundred percent, but I truly believe that excellence can be achieved in all that we do in education, and it can be done in positive and engaging ways that bring out the best in us all.

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

Welcome,

Principal Suppes

Viking Pride

970-250-8744



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## GENERAL NOTICES

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

### **NONDISCRIMINATION STATEMENT** --

Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to Platte County School District #2, Office for Civil Rights Coordinator, 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 80204-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request. The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political belief, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202)720-5881 (voice) or (202)720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250 or call (202)720-7327 (voice) or (202)720-1127 TTD). USDA is an equal opportunity employer.

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

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



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

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

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

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

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

**McKinney-Vento Homeless Assistance Act**

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

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

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

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

**PRIVACY NOTICE** -- Pursuant to the No Child Left behind Act of 2001 and the provisions in the ESSA legislation, the purpose of this notice is to inform you of the specific or approximate dates during the school year when certain activities are scheduled or expected to be scheduled.

1. During the school year, the following activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information will take place as follows: None

2. The following surveys containing requests for certain types of sensitive information will be given as follows:

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

**WY-TOPP & MAP**—WY-TOPP is given in March, MAPS is given three times per year (Fall, Winter, Spring)

**Climate Surveys**—once per year, in the spring

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

**EYE EXAMINATION - September/November**



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**HEARING -October/November**

**TEETH - February**

**SCOLIOSIS - November**

**HEIGHT & WEIGHT - September/December/January/May**

If you do not want your child to participate in any of the above activities, surveys, exams or screenings, you must prepare a written notice stating which activity, survey(s), exam(s) or screening(s) you do not want your child to take part in. That notice shall be delivered to the Principal prior to the day such activity is scheduled. NCLBA Reference: Title X, Part F, '1061 Statutory Reference: 20 U.S.C. '1232(h)(c)(2)

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

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

## **HEALTH SERVICES**

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

If a student is ill or needs to see the nurse, he/she should get permission from his/her classroom teacher and check with the appropriate school office before going to the nurse's office. If a student needs to go home because of illness, he/she must be checked out by the nurse.

When a student needs to take prescription medication during school hours or during school activities, he/she may carry the medication and take it when needed, but it must be in a container properly labeled with the student's name and the name of the medication. It is the responsibility of the parent and student to inform the nurse of the medication being taken, the physician's name, the prescribed dosage and any side effects. Without this information, the school cannot be responsible for the medication or any situations that may occur as a result of the medication. If the medication requires refrigeration, it may be kept in the refrigerator in the nurse's office; any medication that does not require refrigeration, but the parent/student wishes the nurse to administer, may also be kept in the nurse's office.

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

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

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

1. DPT (diphtheria, whooping cough, tetanus) - Initial series of three around the age of one, and a booster at kindergarten entry. At least one dose must be administered on or after the 4th Birthday. The 5th DPT should be scheduled in the 6th grade. A total of 5 DPT shots are required.
2. Polio - Initial series of three around the age of one and a booster at kindergarten entry. Total of four. If a 3rd Polio Dose was administered on or after the 4th birthday, a 4th dose is not required.
3. MMR (Measles, Mumps, Rubella) - One shot on or after the 1st Birthday and a 2nd dose at least 1 month after the 1st dose.



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4. Hepatitis B - A total of three Hepatitis B shots are required for Kindergarten and 7th Grade. For students 7 years of age and older who were not immunized prior to the 7th Birthday, a total of 3 doses of TD Vaccine, 3 doses of Polio Vaccine and 2 doses of MMR vaccine are required. Policy JHCB

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

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

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

**DRUG-FREE SCHOOLS POLICY ADB**—The school district is committed to providing a drug- and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the workplace, on school premises or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory.

Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on employees who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short- or long-term suspension with or without pay, termination of employment, and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.

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

**DARE                      LIFE SKILLS                      DRUG AWARENESS ACTIVITIES**

If you object to your students' participation in the above programs, you may so notify the school district in writing. Your request shall be delivered to the Principal of the school your child attends, and shall state that you do not wish your child to participate in the safe and Drug-Free School programs described above, and the student will be withdrawn from the program or activity as requested. NCLBA Reference: Title IV, Part B, '4153 Statutory Reference: 20 U.S.C. '7116(b); 20 U.S.C. '7163

**GRIEVANCE PROCEDURE Policy JFH-R** -- We recognize that problems and misunderstandings among people arise from time to time. At Guernsey-Sunrise School we expect that these problems and misunderstandings can be generally resolved through discussions and conferences among the individuals involved (students, parents, teachers, and other school personnel). If these discussions and conferences fail to resolve the issues to the satisfaction of everyone involved, then a complaint should be made to the school principal, who has the responsibility and authority to resolve the situation. If the principal will not or cannot resolve the situation, contact the superintendent. If the superintendent will not or cannot resolve the situation, contact the Board of Trustees. Those people seeking to address the Board of Trustees should



contact the Superintendent of Schools by the Wednesday before the Board meeting, which is on the second Monday of each month.

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

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

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

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

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



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performance of any computer's memory, file system, or software; utilizing or attempting to utilize any form of proxy server outside of the school district."

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

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

**TORNADO DRILLS** -- In case of a tornado or in tornado drills, teachers will be notified. Upon notification, all persons are to move to the building's interior areas, stay close to an inside wall and remain there until directed to return to their classrooms.

**CARE OF FACILITIES** -- Patrons judge our school spirit and citizenship by what they see in the appearance and care of the building and campus. It is the responsibility of each student to see that school property is kept in good condition. Pupils will be held responsible for the proper care of all books, supplies, apparatus, and furniture provided them by the Board of Education. Pupils who deface or damage school property shall be required to pay all damages and face possible suspension and arrest.

**AT ATHLETIC EVENTS** -- Parents and other adults are the role models that students follow. It is very important that we set the example for appropriate behavior at school events by our own actions and words. Inappropriate behavior includes, but is not limited, to yelling at other adults, children, referees, coaches, etc.; physically invading another person's personal space; physically occupying a location that is not allowed by school district regulations, policy, or procedure. Anyone not following appropriate behavior may be asked to leave the premises. PCSD #2 will follow the yellow/red card system developed by the WHSAA. When the game is over, pupils should leave the building in an orderly manner.

**CONCERT/PERFORMANCE ETIQUETTE** -- Sit quietly and wait for the concert to begin. You may talk softly while you are waiting. Do not talk or make noises during the performance. It can be very distracting to the performers. Applaud after each full piece of music has been completed. Sit quietly during the performance. When a performing organization presents a concert, they are putting forth their best effort; and they should expect the same from those in the audience. Keep concert programs quiet during the performance. If you must get up to leave during a concert, do so only at the end of a groups performance or between pieces. It is best if you stay for the entire concert. Cell phones should be turned off or to mute. Watches set to beep on the hour should also be turned off. These high-pitched beeps are distracting to everyone. Listening to ipods or playing games during the performance is impolite to the performers. Please use discretion in taking photos. Flash photos during a performance are extremely distracting for all. Parents should keep small children seated with them and not allow them to move around during the concert. If very young children become restless and disrupt others' ability to listen, please take them from the performance area until they are quiet. Please remove all hats.



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**CELL PHONES** -- For this school year- Cell phones or any other electronic device that can take photographs, send email or text messages will not be allowed in the locker rooms during the school day or even during after school practice.

Cell phones may not be used in classrooms, each classroom will be equipped with a cell phone holder. Students will either place their cell phone in their locker, in their backpack or in the cell phone holder in the classroom. Phones will not be allowed to be used during the class time. Students who violate this policy will be sent directly to the office and consequences will be applied.

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

### **JED-R 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) days out of the 10 allowed 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 out of the 10 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.



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

**TARDIES** -- Tardiness, unless a student is detained by a staff member, is defined as any unexcused appearance of a student beyond the scheduled time that a class or activity period begins. Students at Guernsey-Sunrise Jr./Sr. High School have a four-minute passing period between classes, making most reasons for tardiness inexcusable. The office will deal directly with tardiness. Teachers are responsible for recording tardiness to their classes. Tardies beyond 15 minutes into any class period are treated as an absence. Students may receive three tardies (*in total*) per semester. Each tardy after will result in a discipline referral. Teachers who detain a student from reporting to class on time are to provide a note for the student to enter his/her next class. Teachers work collaboratively to honor other staff members' passes.

**APPOINTMENTS & LEAVING SCHOOL EARLY** -- Students may leave the school grounds -- during the school day for the following reasons:

1. A doctor or dental appointment that can't be made during any other time.
2. If the student is ill and has received permission from his/her parents and school officials to leave school.
3. If the student's parents come to school to personally pick him/her up for some extraordinary reason.
4. Directed by school personnel for school reasons.

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

### **GENERAL INFORMATION**

**FINES/OBLIGATIONS** -- All students are encouraged to pay fines or monetary obligations before second semester district assessments.

### **DANCES** --

Junior High Students will only be allowed to attend the Homecoming Dance and the End of the Year dance.

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

**DRESS CODE** -- During the school day, all students are expected to dress and groom themselves neatly in clothes that are suitable for school. Clothes that display obscene sayings, gestures or pictures *or refer to any controlled substance* are not permitted. All shirts/tops must cover the chest to just below the collarbones, the torso at all times and the back at least up to the middle of the shoulder blade. Straps must be at least one inch in width and cover undergarment straps. Shorts/skirts/etc. must be mid-thigh in length. If your hand and arm hanging loosely at your side is longer than your garment, the garment is too short. Pants must be worn at or above the hip bone. We shouldn't see your underwear. Students are required to wear appropriate physical education attire, including a shirt while passing in the corridors and halls. Students displaying inappropriate clothing will be either sent home and make up the time missed or be asked to turn the garment inside out. **Hats and other head coverings will be removed upon entering the building and remain off until you depart the building on school days.**



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**HALLWAYS** -- Students are not to be in the hallways during class time or during lunch except to pass to and from the exit, or the library without a pass from a teacher or the office.

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

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

1. Books may be checked out for a period of three weeks and are renewable for another three weeks.
  2. Reference books and current magazines must be used in the library.
  3. Students with overdue books will not be allowed to check out any further materials
- The librarian or aide is available to help students. Students should feel free to ask his/her assistance in locating and using materials.

**LOCKER POLICY** -- Students are provided lockers for their convenience, but the locker remains school property and may be inspected periodically. Students are responsible for their locker condition and contents. Permanent type decorations, including stickers and decals, are not to be placed inside or outside student lockers. Pictures and posters must be appropriate for school display. For your information, the combinations to the locks are changed each summer.

**IMPORTANT-Keep your combination confidential!** The school will not be responsible for any losses or damages that might occur from people getting into your locker. All Junior High students will use their lockers for their books and school supplies. Junior High students will not be allowed to use backpacks during the school day, unless they are transporting Physical Education clothes to and from Physical Education. If students bring their backpack to class, they are to be sent back to their lockers to put their backpack in the locker.

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

**LUNCH TIME:** Students in 7<sup>th</sup> and 8<sup>th</sup> grades will not be allowed to leave school property during lunch without a written note from their parents/guardians excusing them for lunch time. Parents can come by the school and sign their student out for lunch as well.

**LUNCHROOM PROCEDURES** --

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

**ATHLETIC LOCKS** -- All students participating in athletic activities will be issued a combination lock from the office. If a student is using two different lockers, (each in a different locker room), two combination locks will be issued. IT IS ADVISABLE TO KEEP ALL LOCKERS LOCKED AT ALL TIMES. DO NOT ALLOW OTHERS TO KNOW YOUR COMBINATION. If the lock does not work properly, report this fact to your coach or physical education teacher right away. All combination locks will be checked out to individual students by the office personnel. The same locks must be returned at the end of the year. Lost locks cost **\$5.00** to replace.

**PHYSICAL EDUCATION DRESS** -- Students will not be required to dress out for PE.

**PHYSICAL EDUCATION EXCUSES** -- We do accept written parent requests for students to restrict their participation in P.E. activities for short periods of time (usually a day or two). If a student needs to be excused from P.E. activities for a long period of time (a week or more), we usually require a doctor's statement which would include the nature of the injury or illness, what activity restrictions are recommended, and the period of



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time these restrictions will be in effect. On rare occasions a student may be scheduled into another class in lieu of P.E. when the period of disability is 9 weeks or more.

**POSTERS** -- Any posters that are put up must have permission from the Principal. The principal initials must be on all posters.

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

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

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

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

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

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

**RESEARCH RULE** -- Except in Science, Health or other direct curricular issue, no writing, research, reporting, multimedia, speech or other presentation will be accepted with any controlled substance as a topic.

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

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

**STUDENT GRIEVANCES** -- The following grievance procedure provides a simple and straightforward way for resolving problems at the lowest possible level: First discuss the matter with the individuals whose decision generated the complaint or grievance, in an effort to resolve the problem informally. A verbal or written response will be made within three working days. If not satisfied, the student shall have the right to have his/her parent (guardian) or a faculty member assist him/her in further informal discussions with the individuals. Again, a verbal or written response will be made within three working days. If the grievance has not been resolved, file a written grievance to the building principal within five school days after meeting with the individuals. Upon investigating the grievance, the principal will meet with the complainant and provide a written decision along with



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reason supporting the decision. If the grievance is still not resolved, file a written grievance to the Superintendent within ten school days. Upon investigating the grievance, the Superintendent will meet with the complainant and provide a written decision within ten school days. If unsatisfied with the Superintendent's decision, make a written appeal to meet with the Board of Trustees.

The Superintendent and Board of Trustees shall, at the next regularly scheduled board meeting, schedule a meeting to confer with the student. A final written decision will be made within ten school days following that meeting.

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

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

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

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

## **GRADING/GRADUATION PROCEDURES**

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

A= 100-90

B=89-80

C=79-70

D=69-65

F=64-0

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

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

**ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES** -- Students with two or more grades of an "F" are not eligible. Eligibility will be run on Thursday after school. Once a student has received an "F" in any core (English, Math, Science, Social Studies) class, the student will be required to go to after school tutoring, 3:35-4:00 with that teacher.



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**LATE WORK PROCEDURE POLICY**—Students are given assignments that are relevant and must be completed, because of this there will be late work that is accepted by the teachers. The teacher may use time to get all assignments done. Late work will not be worth full credit, but the lowest grade the student can receive is a 60%. (delete) New Policy Below:

**STUDENT WORK EXPECTATIONS:**

Students are given assignments that are relevant. Students will be expected to complete the assignment and demonstrate progress toward proficiency while striving for excellence

**HALF-DAY REWARD**—Students who are on the Superintendent’s Honor Roll or have perfect attendance for a quarter are awarded a half-day out of school privilege. Naturally, they must have their parent’s permission as well as adhere to the following schedule: **Morning half day...must be in school for periods 5-8. Afternoon half-day...must be in school for periods 1-4.**

**HONOR ROLL/GRADE POINT AVERAGE** -- In order to give recognition to students for scholastic accomplishment, an honor roll will be determined and published at the end of each SEMESTER. Honor Roll categories are as follows: **Junior High Honor Roll:** Superintendent’s Honor Roll: 3.7 Semester GPA and up, Principals Honor Roll 3.0 – 3.6 Semester GPA. You cannot have an F and be on the Honor roll

**DISCIPLINE**

**PHILOSOPHY** -- Good discipline in the schools is extremely important to the whole community, but particularly important to the pupils, teachers, principals, Superintendent, Board of Trustees and parents. In the end, good discipline is important to the educational process for it is a vital factor influencing the kind of education pupils will receive. Discipline procedures must be in accordance with good educational practices and due process. The Board of Trustees must know that the procedures relating to discipline are in accordance with good educational practices and due process in order to give the support which teachers and administrators need. When teachers and administrators operate within the framework of the policies of the Board of Trustees, they rest assured that they will be supported by the Superintendent, the staff, and the Board of Trustees.

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

**DRUG AND ALCOHOL ABUSE ACTION**—Possession, distribution, sales, or being under the influence of alcohol or other controlled substances or paraphernalia used for consuming drugs on School District property will not be allowed. The same applies to misuse, of other mood-altering chemicals such as but not limited to, prescription and non-prescription drugs, paint, glue, Dust off, petroleum products, “spice”, “K-2”, herbal incense, or any other substance which is used in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to its intended use or purpose. Although the District emphasizes prevention and assistance programs, the response to violations of the substance abuse policy will be unequivocal. Parents/guardians will be involved in the process whenever possible, and law enforcement officials will be contacted whenever the school principal or his/her designee determines such contact appropriate within the confines of state and federal law.

**WEAPONS POLICY** -- Possession and/or use of any dangerous weapon in any school building, to or from school, on school grounds, in any school vehicle, or at any school sponsored activity is strictly prohibited. Possession is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity. Students are expected to understand the special seriousness, potential harm, and fear weapons can have in a school setting as provided by law or district policy. The principal or superintendent may suspend or recommend expulsion of any student who possesses, handles, transmits, or conceals any object that could be used or construed as a weapon to disrupt the educational process or cause harm or fear to another person. A definition of weapon is not limited to the



obvious such as guns and knives, but would or could be construed to also include items such as slingshots, bludgeons, explosives, toy weapons that resemble the real thing, etc. An exception to this regulation may be made for students participating in class work or an authorized extracurricular activity or team involving the use of weapons or similar objects and permission should be obtained prior to bringing such items to school. Weapon as defined in Wyoming Statute: means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

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

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

**OUT OF SCHOOL SUSPENSION (OSS)** -- Out of school suspension is used to remove students from the school premises for a time established by school administration. **Students suspended *out of school* must take the responsibility to get their assignments and turn their work in. They must turn in all work on the day following their suspension. Exceptions may be made for work that cannot be done at home, for example, woods/welding project, culinary lab, science lab, etc. Any work not turned in will receive a 0 (zero).** Students suspended out of school are also considered absent which can mean they will drop below the required 90% attendance in any course.

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

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

**EXPULSION** -- Expulsion is the exclusion of a student from school for an indefinite period of time, in excess of that amount of time, which may be imposed in a long-term suspension. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons.

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

Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;

Causing or attempting to cause damage to private property or stealing or attempting to steal private property;

Causing or attempting to cause physical injury to another person except in self-defense;

Commission of any act which if committed by an adult would be robbery or assault as defined by state law.

Violation of criminal law;

Violation of district building regulations;

Violation of the district's policy on dangerous weapons in the school. Suspension or expulsion will be mandatory for possession of a deadly weapon, in accordance with state law;

Violation of the district's alcohol use/drug abuse policy. Suspension or expulsion will be mandatory for sale of drugs or controlled substances, in accordance with state law;

Violation of the district's smoking and use of tobacco policy

Throwing objects outside of supervised school activities that can cause bodily injury or damage property;

Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school;

Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence;

Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;



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Lying or giving false information, either verbally or in writing, to a school employee;  
Scholastic dishonesty which includes, but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work; and  
Continued willful disobedience or open and persistent defiance of proper authority.

The following violations (but not exclusive of others) occurring on the school property or at school functions, or in any other jurisdiction over the student, may bring expulsion recommendation:

- Continued open defiance of authority
- Destruction of school property
- Physical abuse or threat to any person
- Unlawful or unauthorized use, possession, distribution, or sale of drugs (prescribed or non-prescribed); alcoholic beverages, or other illegal contraband
- Violations of District or school regulations
- Violation of state law
- Unauthorized possession of weapons that are dangerous to persons or property. Weapons are any objects that can be construed to threaten, intimidate, or cause bodily harm.

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

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

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

