

THE WRIGHT PLACE MIDDLE SCHOOL

Student/Parent Handbook

2017-2018

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Our Vision

*As a dedicated community of learners,
we strive to produce graduates who are responsible,
engaged, and productive 21st century citizens.*

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Resource Utilization Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Teaching and Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Leadership Capacity Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. The Board of Trustees holds regular and proactive communication with stakeholders as a top priority, including communication from Trustees and district administration.

Our Mission

To educate each individual based on needs and abilities, while meeting high standards for behavioral and academic excellence.

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General Information

The Wright Place Middle School is part of SCSD #2's educational programs. The purpose is to provide educational opportunities for students/families who are seeking non-traditional learning situations. Students at the Wright Place will master the same state and district standards as their peers at Sheridan Junior High School. Our alternative setting allows students to work toward mastery using a variety of learning strategies focused on individual learning styles, varied assessments, and a flexible pace.

This handbook is intended to be a guide to school policies, regulations, procedures, and expectations, the principles that make these schools a positive place to learn.

Our mission statement has been developed by a group of parents, teachers, administrators, board members, community members, and students. Our goal is that all community members can communicate the mission statement. This statement drives decisions made concerning program development, curricula, staff development, student and parent involvement, etc.

Our school is located on the Sheridan Junior High School campus in the Early Building.

Building Hours

The Wright Place Middle School will be open from 8:05 a.m. until 3:45 p.m. If students arrive on campus before 8:05 a.m., they will be asked to remain outside, weather permitting. Students are not allowed into the building, unless they are working in a teacher's classroom. Students should leave the building by 3:45 p.m., unless requested by staff to stay later.

Academic Hours

The Wright Place classes run from 8:20 a.m. to 3:30 p.m. Monday through Friday.

Medications

If it becomes necessary for a student to take any form of medication at school, a school medical form signed by the parent/guardian must be presented to the office. All medication must be brought in its original container from the pharmacy and kept in and dispensed through the main office. **District and State regulations insist upon compliance for your children's and staff safety.**

Student Phone Calls/Messages

- Students are to use the school telephone only between classes.
- If a student becomes ill, they must call a parent or guardian from the office, not on their cell phone.
- Messages and deliveries from home should be left in the office.
- Students will be called out of class only in an emergency.
- Non-emergency phone calls for students need to be kept to a minimum, and messages will be delivered to class

at a convenient time.

Visitors

- While parents are welcome to visit our school, they are urged to arrange visits in advance.
- School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must check in at the office and wear a school visitor’s pass. Visitors are expected to leave promptly when their business is completed.
- Former graduates/alumni may visit the school after school hours; appointments can also be made to meet with faculty. Students that graduate in prior quarters within the current year are allowed on campus for school business only.
- Any unauthorized visitors will be escorted off campus by an administrator or the School Resource Officer.
- Providing outside food and/or beverages to students during the school day is not allowed.
- Parents are welcome to eat lunch with their student, and are asked to make pre arrangements.

Busing/School Sponsored Trips

- Conduct on a bus, at bus pick-up sites, while being transported on the bus to and from school, is the same as expected in the classroom. Students may be denied the privilege of riding a bus for lack of cooperation or improper conduct.
- The District will approve transportation for school-sponsored events. All students participating in such events must travel to and from the events by the approved transportation. The only exception will be a written release by the parent(s)/guardians(s).

Fines

- Students will be held accountable for damaged and/or lost school property including personal one-to-one computers.
- Students will be held accountable for damaged and/or lost school property each quarter or upon completion of a course.

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges. Please see the school Consequence Guide for more information.

Behavior	Example
Off Task Usage	Gaming, messaging, web surfing, personal emails, personal documents or forms , or during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.

Discovery Program

The Discovery Program addresses issues of student apathy, negativity, disruption, and violence. By inspiring positive social change, a teacher can create a climate in which students improve their performance in the classroom, better their relationships at home, and transition more easily into adulthood.

The comprehensive curriculum, designed for middle and high school students, is grounded in the values of mutual respect, sensitivity, faith in student potential, and high expectation for positive change. Activities – ranging from a team-building rope exercise to a course in preventing substance abuse – support the program’s goal to engender caring, sensitive, and responsible young people.

All Wright Place students will attend daily Discovery classes to learn social/emotional skills, as well as cultural concepts to develop character traits that will enable them to be more successful in school and in life.

6 Ps

The Wright Place students are expected to demonstrate the six Ps:

1. **Prompt:** Student will make a commitment to be on time and punctual. See Student Attendance Procedures on Page 15.
2. **Prepared:** Student needs to be ready to learn when the class starts.
3. **Polite:** Student will demonstrate consideration for others by respecting self/others and using appropriate behaviors in all situations.
4. **Positive Mental Attitude:** Student is expected to maintain a positive mental attitude.
5. **Participate:** Student is expected to be actively involved in each lesson and learning.
6. **Produce:** Student will meet expectations in every class.

Tribes/Advisory

The purpose of having Tribes is to provide an opportunity for students to establish and build a long-term relationship with an adult advocate within our school. Students will be expected to participate in a variety of different activities including service learning, re-discovery activities, goal setting (both academically & behaviorally), and academic improvement activities. Students will be assigned a Tribes leader upon acceptance to our school. They will remain with that instructor for the duration of their enrollment.

Promotion and Retention

Students attending the Wright Place may have demonstrated deficiencies in their academics in the past. As a part of the alternative setting, students are expected to focus upon four core classes: English, math, science, and social studies. Students must pass all four classes in order to be promoted to the next grade. Promotion will be based upon the body of evidence portfolio that includes project-based activities, grades, demonstration of mastery of District Standards, PAWS and MAP test results, and teacher recommendations. Students making inadequate progress toward standards in the four core areas will be retained.

The Wright Place Grading Scale

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or Below

Highly Qualified Staff

If you have any questions in regards to any staff member's qualifications, please contact the principal.

Guidance Services

The Wright Place Middle School students are fortunate to receive instruction, support and professional services from a staff that has a genuine interest in providing for their needs. Guidance services are provided to help make the students' educational experience more enjoyable and more successful. Services offered include:

- Academic and post-secondary counseling;
- Individual counseling (short-term, solution-focused);
- Educational groups;
- Educational, emotional and/or vocational testing and assessment;
- Crisis intervention; and
- Assisting students and families connect with appropriate community

The school guidance program offers limited health services to students. *These services are educationally focused and follow a brief problem-focused approach.*

Closed Campus

The Wright Place Middle School will be a closed campus throughout the day, including the lunch hour. Students who leave campus without permission will be marked absent for the rest of the day. Parents are welcome to dine with their student on an occasional basis. Parents may sign their student out of school for lunch for special occasions.

Enrollment Procedures & Fees

Enrollment procedures at the Wright Place Middle School are as follows:

1. Complete the application process.
2. Attend the required screening interview.
3. Await the committee's decision to either accept or deny the application.
4. Decide if the Wright Place Middle School meets your educational needs.
5. Complete all necessary school forms, and attend any additional required meetings with staff.
6. A valid withdrawal form, including proof of all fines paid, from your previous school must be presented before enrolling in our schools. If you choose to attend, and it is shortly before the end of a quarter, you must wait for admittance until the next quarter.
7. Student and Parent Compact: The Wright Place Middle School Student and Parent Compact agreements list student expectations for attendance, productivity, and behavior. The student and parent(s) must sign the Compact. (See page
8. Parents/Adult Involvement
Parents must commit to:
 - attend a three to four week Parent Discovery class. These two-hour training sessions are held each Thursday evening from 7-9 p.m. The parents' participation in the Adult Discovery classes is a component of a student's continued eligibility to attend the Wright Place Middle School.
 - attend the two Parent/Teacher academic conferences each year.

Student Attendance Procedures (See SCSD2@.com for Policies JH)

The learning process requires an investment of effort, energy, and time. We believe that our attendance policy serves two purposes. First, since absence from classes has a substantial negative effect on academic performance, our goal is

to get each student to be in class on time every day. The second function of this policy is to help reinforce society's expectations toward attendance as it relates to work and other important commitments. This policy will be enforced on a "per class", "per year" basis.

Students hold the primary responsibility for daily attendance. Parents or guardians are expected to call daily if their son or daughter is absent. Parents or guardians will be given 48 hours to deliver a note to the front office verifying any non-school related absence. Administration will address attendance 48 hours after an absence (unv). Consequences will be given if absences (unv) are determined to be unexcused (unx). Our Attendance Secretary can be reached by dialing this number: 673-8730, extension 5829. A message can be left 24 hours a day to verify an absence. The Attendance Secretary will make daily calls home for absences each day.

According to state law, determination of whether an absence is excused or unexcused lies with the school and not with the parent.

Compulsory Attendance

Students who demonstrate attendance problems, and are not yet sixteen or have not yet completed the tenth grade, will be referred to Juvenile Justice and/or the County Attorney's office. If the has not been corrected to the satisfaction of the court, on the fifth absence, the County Attorney may pursue criminal action against the child's parent, guardian, or custodian, alleging the child to be "an habitual truant" and the parent to have "willfully failed, neglected, or refused to comply with the provisions of the compulsory attendance law".

The Twelve-Day Limit

A maximum of twelve non-school related absences will be tolerated in any one class. An absence count will begin with the student's first official day of enrollment in a class. No matter the length of the school day, a student is expected to attend. Students must also have all future absences for the rest of the school year excused by a doctor's note or the absence(s) will be unexcused. A parent, counselor, and administrator meeting will also be held. When a student enrolls at Wright Place their attendance record for that school year applies towards the 12-day limit as per policy.

Attendance Definitions

Attendance – being in a designated classroom for a designated period of time, or attending an approved school activity.

Absence – not being in a designated classroom for a designated period of time. An absence will be recorded if a student enters the classroom more than 10 minutes after the tardy bell has rung, or misses 10 minutes without permission.

Tardy – not being in the classroom door when the bell rings.

School Related Absence – missing class due to school related reasons. The following absences will not count toward the twelve-day per year absence limit:

- School sponsored activities (ACT)
- Field trips (ACT)
- Out-of-School suspension (OSS)
- Behavior Center (BC)
- Administrative, counselor, or teacher meetings (ACA)

Non-School Related Absences – an absence that the parents and school personnel considers compelling or unavoidable.

Non-school related absences that do not count toward the twelve-day total are:

- Weather or natural disasters that make travel perilous (OTH)
- Family related: life-threatening illness, death in family (BER), or other crisis
- Court hearings that a student must attend (proof required) (OTH)
- Religious holidays (written request to principal required) (OTH)
- Emergency medical and/or dental treatment, counseling (doctor's note) (MED)

Non-School related excused absences that will count toward the twelve-day total are

- Illness (ILL)
- Family vacations (OUT)
- Family circumstances (OTH)
- Visits to the nurse that exceeds 15 minutes in length.

*These absences permit a student to make up work.

Attendance Contract

At 6 absences students will be:

- Required to make up class time (Carnegie Units or seat time)
- Placed on an attendance contract. This contract is a binding agreement for the remainder of the school year.

Tardies

Being on time is an important academic and work related skill. Tardy is defined only as: not being in the threshold of the classroom door when the bell rings. After 10 minutes a Tardy becomes an unexcused absence. Consequences will be assigned by the teacher.

Unexcused Absence

An unexcused absence is an absence that the school district considers non-compelling or avoidable. An absence that is authorized by a parent is not, by virtue of that authorization, necessarily an excused absence. A student shall be considered unexcused or truant when his/her absence is deemed so by the principal. Unexcused absences also count toward the twelve-day per year absence limit in each class. Unexcused absences will be counted consecutively from first semester through second semester. (They do not start over second semester). Failure to communicate with the school within two days (48 hours) after the student returns may result in an absence being recorded as unexcused. Any unexcused absence, student will be required to make up time with the teacher(s).

*It will be at the teacher's discretion whether to accept missed work as a result of unexcused absences or not.

Makeup Work

When a student is absent for any reason, it is the responsibility of the student to make arrangements for make-up work. If the student knows ahead of time that she/he will be absent, arrangements should be made to complete work before they leave. Makeup work will be required for all absences. If no graded work was done in class that day, the student will be required to get the notes, handouts, read the assigned material, or complete any activity, and then show the teacher the work or material. Some assignments may require work outside the regular class time. The student will be given assigned time to makeup work, which is equal to the number of days absent, plus one days. Athletes and field trip participants need to make prior arrangements for makeup work in advance of the absence. It will not be at the

teacher's discretion whether to accept missed work as a result of unexcused absences or not.

DISCIPLINE

The purpose of discipline and consequences at the Wright Place is to maintain a positive, safe learning environment for all and to provide interventions to help promote positive behavior among students. Administrators will apply behavioral interventions in the form of re-teaching and consequences for students whose behavior and choices compromise the quality of the learning environment or in any way jeopardize safety of their peers. The fundamental goal of all discipline and consequences is to positively change student behavior.

**Wyoming Education Code
Expulsion Policy
(See SCSD2@.com for Policies JKD/JKE)**

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

Student Discipline and State Law

Wyoming state law (21-4-306) states that the following shall be grounds for suspension or expulsion of a child during the school year:

Continued willful disobedience or open defiance of the authority of school personnel;

Willful destruction or defacing of school property;

Any behavior which in the judgment of the local Board of Trustees is clearly detrimental to the education, welfare, safety, or morals of other students; or

Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or teacher with physical violence.

Consequence Descriptions

- *Re-teaching/Office Time Out:* Temporary removal from the classroom for discussion of behavior and re-teaching of expectations.
- *In School Suspension:* Removal from the classroom with supervised isolation in the ISS Room.
- *Temporary Removal/Parent Time Out:* Removal from school until after a parent/guardian conference.
- *Detention:* Supervised isolation during lunchtime or after school, with time for students to reflect on their actions and impact on the learning environment. Students are to complete homework during detention.
- *Saturday School:* Supervised quiet time on Saturdays from 7:55-12:00 noon, during which students reflect on their actions and impact on the learning environment. Community service is sometimes a component of Saturday School. Students are to complete homework during the session.

- **Suspension:** Removal from school for a period of time not to exceed 10 school days unless further action is pending. Suspended students may not participate in school activities or be on school grounds while suspended.
- **In-School Suspension:** This is an in-house suspension that focuses on student safety and well-being while being engaged in behavioral and academic challenges.
- **Expulsion:** Removal from school for the remainder of the school year or, in some cases, up to one calendar year.
- **Restitution:** Restoration or payment of damages for something that has been stolen or destroyed. This includes reimbursement to the school district or an individual for the total replacement cost or repairing the damage.

Note:

The guidelines for school discipline listed on the following chart do not include all of the possible variations of student misconduct. Examples include throwing snow, horseplay, roughhousing, being in an unauthorized area, and failure to keep hands, feet, and other objects to oneself. ***In all cases, the interpretation and evaluation of extenuating circumstances is left to the Principal, Assistant Principal, or Discipline Staff.***

CONSEQUENCE GUIDE

Behaviors	Lunch or After School Detention	Saturday School	ISS 1 day	ISS 3 days	ISSr 5 days	ISS 10 days	Expulsion Recommendation
Level 1 - Minor Misbehavior (Classroom) Includes talking in class; off task behavior; minor disruptions; lack of preparation/materials; name calling; throwing paper, etc; sleeping; dishonesty; passing notes; backtalk; writing on school property	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.						
Level 2 - Minor Misbehavior Includes 4 STEPS; cell phone/electronics use; public display of affection; profanity; class disruption; throwing food; skipping; gossip/drama/rumors; minor technology misuse (e.g., off-task behavior)	1 st offense	2 nd offense	3 rd offense	4 th offense	5 th offense	6 th offense	
Level 3 – Major Misbehavior Includes bullying/threats/harassment; hate speech; insubordination; disrespect/defiance; profanity directed at staff; major technology misuse (e.g., inappropriate sites, bullying); tobacco use/possession			1 st offense	2 nd offense	3 rd offense	4 th offense	
Level 4 – Significant Major Misbehavior Includes alcohol/drug possession/use; fighting; theft; sexual harassment; vandalism					1 st offense	2 nd offense	
Level 5 – Expulsion Recommendation Includes providing/selling drugs or alcohol; false alarms/ bomb threats; assault/battery; weapon possession/use							1 st offense

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Any student earning 10 or more major office referrals will be recommended for expulsion from the Wright Place. Excessive or ongoing minor and/or major referrals may also result in a recommendation for expulsion.

Tuancy/Ditching	Students will attend After School Detention or Saturday School for time equivalent to time truant. 3 unexcused absences will result in referral to Juvenile Justice.
Tardies	5 tardies-After School Detention; 10 tardies-Saturday School; 15 tardies-In-School Suspension 1 day & parent meeting; 20 tardies-In School Suspension 3 days
Cheating/Plagiarism	See related section in handbook.
In-School Suspension	In-School Suspension is on campus supervised study that provides students a location to work on assignments, including behavior modification curriculum.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.
Dress Code	See related section in handbook.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

Harassment, Intimidation, Bullying
(See SCSD2@.com for Policies JIFCA)

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Weapons
(See SCSD2@.com for Policies JICI)

Wright Place Middle School has a zero tolerance for firearms or weapons. Consequences: Referral to local authorities, and/or immediate suspension leading towards expulsion.

Fighting

Fighting on campus or off-campus may result in the student or students being dropped from the Wright Place Middle School with the loss of the privilege of ever enrolling at the Wright Place Middle School again. Due process and procedures will determine the extent of the violence and application of the policy to the parties involved.

The Discovery curriculum provides discipline guidelines and creates the school culture at the Wright Place Middle School. Please refer to page 7 for a more complete description of the Discovery Program.

Definitions of Discipline Terms

Problem Solving Contract (see page 23):

1. Two (2) Redirects – student is guided to correct their behavior
2. Third (3rd) Redirect is a Hall Conference – the teacher will direct the student to correct their behavior
3. Problem solving contract with referral to the principal’s office. Student will be sent home or to Reboot.
4. Contact parents
5. 1-day suspension (in and/or out of school)
6. Student will complete contract and meet with the parent, teacher, and/or Principal.

Temporary Dismissal: removal from school until after a parent/guardian conference.

Suspension: Students may be assigned In-School Suspension/Reboot or Out-of-School Suspension for disciplinary reasons.

Expulsion: Students are removed from school for the remainder of the semester or, in some cases, up to one year.

No Tobacco/Smoking Policy

(See SCSD2@.com for Policies GBECD/KFA/JICG-JICH)

Students are not allowed to smoke or chew tobacco, or use tobacco/nicotine derivative products in the school building, on school grounds, or within sight of the school.

Consequence: Warning or citation, suspension, and/or expulsion.

Drugs and Alcohol

(See SCSD2@.com for Policies GBECC/JICG-JICH)

There is absolutely no tolerance for a student to attend school while under the influence of drugs or alcohol. There is absolutely no tolerance for the possession, use or distribution of drugs (prescription or street), or alcohol on school grounds. Drug dogs will be used to search lockers, back packs, and vehicles.

Consequences:

1. Referral to local authorities, suspension, and/or expulsion. Urine analysis and/or drug screen as determined by administration/staff (within a four-hour period).
2. Recommendation to parents for referral to drug/alcohol treatment program.
3. Individual cases will be considered if treatment is sought by the student.

Dress Code

Acceptable clothing includes the following: pants, shorts, skirts, or dresses that ride above the hips and reach past mid-thigh; modest shirts and dresses with straps 1" or wider with fabric that covers the front, back, sides (under the arms), and undergarments and that touch the waistband when arms are at the sides; and shoes/sandals. *Things to avoid: bandanas; hats; sunglasses; exposed midriff, backs, cleavage and skin above mid-thigh; pajamas; slippers; references to violence, alcohol, tobacco, drugs; clothing with offensive/sexual language or graphics.* Any item that is deemed disruptive to the learning environment will be left up to the discretion of the administration.

Students in violation of the dress code will be allowed the opportunity to change into clothing that appropriately resolves the dress code violation (belt, T-shirt, etc.). Repeat offenses are considered disrespect/defiance and disciplinary action will be assigned as follows:

- 1st offense: Warning, Parent call
- 2nd offense: After School Detention, Parent call
- 3rd offense: Saturday School / Parent, Student, and Principal Meeting
- 4th offense: ISS 1 day
- 5th offense and beyond: Referral for disrespect/defiance (see Consequence Guide)

Cell Phones & Electronics

Upon entering the building in the morning, students must turn off cell phones and place them in their lockers. If a student has a cell phone on his/her person or is using the cell phone in the building before 3:30 pm, it will be confiscated and returned to a parent only. Violating the cell phone rule is a Level 2 violation (see Consequence Guide). After 3:30 pm, students are allowed to use cell phones inside or outside the building. Other portable electronic devices, including iPods, MP3 players, CD players, cameras, and gaming systems must be kept in a locker, never on a student's person. SJHS strongly discourages students from bringing such devices to school because of the risk of theft. E-readers are allowed in class for assigned silent reading only. Students may not use E-readers to access the internet. SJHS staff is not responsible for theft or damage.

Search and Seizure

(See SCSD2@.com for Policy JIH)

The safety and security of students entrusted to a school must be of paramount importance. Inherent in this mission is the authority of the School District to conduct reasonable searches and seizures within the limitations established by the United States Constitution and Wyoming State Constitution. In this regard, the District recognizes that the students attending the schools enjoy the same rights against compelled self-incrimination and unreasonable search and seizure afforded to adults. If police officers or other officials request an interview, an attempt will be made by phone to contact the student's parents or legal guardian and to have one of them present during the interview. The student will be informed that he/she has the right to refuse an interview. Searches may be considered and conducted on school property or at school-sponsored events. The authority to inspect students' school lockers, persons, belongings, and automobiles is inherently granted school boards and school officials.

Student Grievance Procedures

(See SCSD2@.com for Policies JBA/JBA-E)

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 his or her conduct may file a written complaint with the building principal and initiate a formal grievance.

Nondiscriminatory Statement and Title IX

Sheridan County School District 2 does not discriminate on the basis of race, color, sex, national origin, sexual orientation, age, or disability in programs or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Traci Turk or John Camino, Coordinators for the Office of Civil Rights, Sheridan County School District 2, 201 N. Connor Street, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office or Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218. The Title IX Coordinator for each school is the Principal. The District Title IX Coordinators are the Special Services Director and Human Resource Director.

Notification of Rights Under FERPA For Elementary and Secondary Schools

(See SCSD2@.com for Policy JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

Protection of Pupil Rights Amendment (PPRA Policy JRA-E3)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Wright Place Problem Solving Contract

Student Name: _____

Date: _____

For Office Use Only

Discipline Category _____ Consequence _____
Principal Name _____ Person Referring _____

Clearly Define the Problem: _____

Create and list possible solutions for your problem: _____

Circle the solution(s) in the list above that will best help you behave differently in this area.

How will this solution help you? _____

How will your solution affect others? _____

How soon can you put your solution into action? _____

List some consequences that the teacher can enforce if you decide not to handle this problem as you have agreed to do.

(Student)

(Teacher)

(Parent)

(Date)

Electronic Information Resource Agreement (Internet Access)

Please read this document carefully. All students in Sheridan County School District No. 2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

Terms and Conditions of This Agreement

These policies shall apply to:

1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District No. 2.
2. Users who obtain their access privileges through association with Sheridan County School District No. 2.

Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

Acceptable Use Guidelines

The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District No. 2.

- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify or destroy hardware or software, interfere, or hack/crack the system security.

Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

Services

Sheridan County School District No. 2 reserves the right to log the use of all systems and monitor filespace utilization. Should it become necessary, files may be deleted. The System Administrator may close an account at any time. Sheridan County School District No. 2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District. Sheridan County School District No. 2 makes no warranties of any kind, whether expressed or implied. Service is provided as an "as is, as available" basis. Sheridan County School District No. 2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

Consequences

Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District as appropriate may take disciplinary action. The administration, faculty, and staff of Sheridan County School District No. 2 may request the System Administrator to deny specific user accounts.

Sheridan County School District No. 2

Board Policies for Parents

This section of the Student and Parent Handbooks contains policies on which the school district must provide annual notification to parents. Policies are adopted to meet the United States and Wyoming Constitutions, federal and state statutes, case law, and State Board of Education rules and regulations, as well as federal regulations.

Please take this opportunity to review these important policies. If you desire to review additional policies they can be accessed on the School District website under Board Policies.

<u>AC</u>	<u>NONDISCRIMINATION/EQUAL OPPORTUNITIES</u>
<u>EFDA</u>	<u>PAYMENT/DEBT SCHOOL LUNCH COLLECTION</u>
<u>JB</u>	<u>EQUAL EDUCATIONAL OPPORTUNITIES</u>
<u>JBA</u>	<u>DISCRIMINATION - STUDENT COMPLAINT PROCEDURE</u>
<u>JH</u>	<u>STUDENT ABSENCES AND EXCUSES</u>
<u>JH-P</u>	<u>ATTENDANCE PROCEDURE</u>
<u>JCFA</u>	<u>HARASSMENT, INTIMIDATION, AND BULLYING</u>
<u>JLCD</u>	<u>ADMINISTERING MEDICATION TO STUDENTS</u>
<u>JRA</u>	<u>STUDENT RECORDS</u>
<u>JRA-E2</u>	<u>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</u>
<u>JRA-E3</u>	<u>NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</u>
<u>JRA-P</u>	<u>PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS</u>
<u>KIB</u>	<u>REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY</u>