

SCSD#1

PINEDALE HIGH SCHOOL STUDENT HANDBOOK

Home of the Wranglers



2013-2014

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2013-2014**

WELCOME LETTER:

Welcome to Pinedale High School, Home of the Wranglers!

We would like to personally extend a warm welcome to all students and their parents. PHS has many great things in store for you as you journey through high school.

Our teachers are highly qualified experts in their content areas who have proven success validated by standardized test scores, graduation rates, college enrollment, and college completion. Teachers are given continuous best-practice professional development throughout the year to make sure every PHS student receives the highest quality, student-centered instruction delivered in a safe and comfortable environment, and enhanced with the latest technology available.

Parents are an integral part of our success here at PHS. Supportive parents help students prepare and attend school regularly with an attitude of mutual respect, personal responsibility, and determination to succeed to the best of their abilities without exception. We hope that all parents and families take education very seriously, and enthusiastically support our endeavors to advance student learning by best-practice instructional methods every day.

There are many activities for students to take advantage of here at PHS from athletics to fine arts, FFA and other clubs and organizations that enhance the students' high school experience and well-roundedness. It is our belief that extra-curricular activities are a huge benefit to students but should never take the place of academic achievement.

We encourage all students and parents to read through this handbook together and become familiar with high school policies as these are fundamentally important to student success at PHS. If you have any questions please call the high school office and our staff will help you.

Thank you for your support and we look forward to the highest achieving year yet. GO WRANGLERS!

Sincerely,

PHS Leadership Command
307-367-2137 ext.4235

INTRODUCTION

The purpose of this handbook is to acquaint students and parents with the policies and procedures of Pinedale High School. Each student and his/her parents should read all of these policies and be familiar with them.

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PINEDALE HIGH SCHOOL MISSION STATEMENT

The Mission of Pinedale High School is to implement a rigorous, performance-based educational program designed to yield the absolute best effort and work from every student, empowering them to achieve beyond expectations in a safe, collegial environment which will prepare them to be successful in a global society.

SCHOOL HOURS

7:45 to 3:07

Regular Day Schedule

First Bell at 7:40am

Period 1	7:45 to 8:35	
Period 2	8:39 to 9:35	minutes included for announcements +6
Period 3	9:39 to 10:29	
Period 4	10:33 to 11:23	
	A) Lunch/Success	11:23 to 11:53
	B) Lunch/Success	11:53 to 12:23
Period 5	12:27 to 1:17	
Period 6	1:21 to 2:11	
Period 7	2:15 to 3:07	minutes included for announcements +2

STUDENTS' RIGHTS AND RESPONSIBILITIES

All students are expected to behave appropriately. School is a public place and appropriate public behavior is expected. All students are worthy human beings deserving respect and the best efforts of the school staff. Students are expected to follow adult direction at school or while involved in school activities. Students have certain obligations to be contributing participants in the learning process and to be good citizens within the school community.

As a student at the Pinedale High School, you have these rights:

- ❖ To be safe
- ❖ To be respected as individuals
- ❖ To be treated fairly and without prejudice
- ❖ To learn without disturbance or distraction
- ❖ To have personal property respected and protected
- ❖ To be exposed to competent teachers and positive adult role models
- ❖ To be challenged with materials and instructional techniques commensurate with their abilities and their learning styles
- ❖ To be free from harassment
- ❖ To learn in a drug-free, smoke-free and violence-free environment

As a student at Pinedale High School, these are your responsibilities:

- ❖ Come to school, attend all classes on time, stay in the classroom unless you have your teacher's permission to leave
- ❖ Be aware of the safety needs of yourself and others
- ❖ Walk at all times inside the school and while going to lunch and the busses
- ❖ Leave snow on the ground at all times

- ❖ Respect school property and the property of others
- ❖ Show respect to other individuals
- ❖ Behave appropriately, be considerate towards others and school personnel
- ❖ Do not bring, have in possession, or use any weapons, alcohol, drugs, tobacco, or smoking material
- ❖ Follow school rules of conduct in all parts of the school program

REGULAR ATTENDANCE

Research strongly supports that there is a direct and positive relationship between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that which occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, the viewing of video clips, means that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Pinedale High School and thus attendance should be and will be a significant factor in the determination of a student's grade as determined by the individual teacher.

Student learning and student achievement is the mission of schools. Regular attendance at school is the primary responsibility of the students and parents. There is no substitute for regular classroom attendance. Many classroom experiences cannot be made up.

Absence Definition: A day at the high school consists of seven (7) academic periods and one success period. Attendance at the high school will be measured as seven (7) academic periods equals one (1) day of absence, three academic (3) periods equal one half (½) day absence. Absence from class is a failure to be in attendance at the place designated for the class for a period of time in excess of ten (10) minutes of the time designated for that class.

High School Unexcused Absence/Truancy Policy

Any absence deemed unexcused may result in students being required to make that time up at the discretion of PHS administration (i.e. lunch detention, ISS, Saturday school, attendance recovery, loss of privileges, etc.)

After the Fifth Truancy

- Parent/guardian notification
- Lunch detention, ISS, or off-campus privileges revoked
- Letter sent to parent/guardian
- Attendance Recovery
- Mandatory parent/guardian and student conference with building principal and/or attendance review committee
- Referral to the County Attorney for court appearance

Examples of unexcused absences are: skipping class, skipping school, and leaving the school without obtaining a permit to leave from the office. Parents/guardians must call, e-mail, or send a note granting permission for students to leave in order for students to obtain a permit from the office.

SCSD #1 EXCUSED ABSENCE REGULATIONS

As stated above, the Board of Education considers school attendance to be an integral part of the student's learning experience. Therefore, parents/guardian should make every effort to comply with both board policy and Wyoming State Statutes related to attendance. Parents/guardians shall notify school officials of all student absences prior to such absences or by 4:00 PM on the next school day of such absences. Please phone 367-2137 Ext. 4237 to report student absences. Parents/guardians shall pre-approve all planned student absences at least two weeks prior to such absences so that teachers and/or administrators can arrange for continued learning and completion of assignments. SCSD #1 recognizes that extraordinary circumstances, such as death in the immediate family, may impact a student's ability to attend school. During such unavoidable absences, students and parent/guardians should make every effort to communicate with school administrators and/or teachers to arrange for opportunities for continued learning and completion of missed assignments. Doctor's notes can be required by administration at any time when absences due to a student's illness become excessive.

High School Excused Absence Policy

The building principal or designee will attempt to call about all unreported student absences. After the fifth (5) excused absence per semester, the building principal and/or attendance review committee shall send written notification to the parent/guardian stating the dates and/or classes which the student has been absent, the importance of attendance, and the possible consequences related to continued absence from school. After the seventh (7) excused absence per semester, the building principal and/or attendance review committee shall send written notification to the parent/guardian stating the dates and/or classes which the student has been absent, the importance of attendance, and the possible consequences related to continued absence from school. The building principal and/or attendance review committee may also request a meeting with the student and parent/guardian to discuss specific educational and/or legal consequences related to continued absence from school. **After the ninth (9th) excused absence per semester, the building principal and/or attendance review committee will review and recommend further action that may include, but not be limited to:**

- Attendance contract
- Requirement of appropriate documentation for future absences
- Attendance recovery
- Loss of academic credit
- Referral to the county attorney for court appearance

Tardy: The golden rule for attendance at PHS is called **time for time**. A teacher can expect a student who is tardy and has missed critical work to come in within two days to make up missed work. A tardy is a failure to be in attendance at the place designated and at the time set for start of the class without a pass signed by a staff member. Students who are tardy (excused or unexcused) to class will serve a fifteen (15) minute make-up with their teacher. If the make-up time is not completed after two days, restricted lunch will be assigned. Students who accumulate more than three tardies per semester in a specific class will be assigned restricted lunch for each successive tardy. Failure to serve restricted lunch can result in In-School-Suspension. Students who miss ten minutes or more of a class will be counted absent (excused or unexcused) for that class. Tardiness during the school day may be excused only by staff members who are responsible for the tardy.

Make up Work:

Excused Absences: Two (2) school days for every day absent is allowed for makeup work. It is the student's responsibility to ask for and complete their makeup work. Students gone for activities will be responsible for tests, quizzes, and all other work upon immediate return to class. With reasonable notice, teachers will provide assignments in advance of scheduled absences.

Unexcused Absences: It is the student's responsibility to ask for and complete their makeup work. 50% credit will be awarded for assignments missed during unexcused absences.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks. They are to report student progress to parents and students. The teacher and advisor will contact parents when a student is doing unsatisfactory work in class. This is done so parents may also help solve a student's learning problems. Parents are urged to visit school to become acquainted with the teachers and the subjects being taught. Visits are welcome at any time provided they do not interfere with the normal operation of the school.

In addition to report cards, an academic progress report will be issued each four and ½ weeks. Grades can also be accessed through the Pinedale schools web site at www.pinedaleschools.org using the student's ID number and PIN number. This report will indicate the student's progress at that point in time. Contact the secretary in the high school office for usernames and passwords.

GRADUATION REQUIREMENTS

4	English*	1	P.E.
3	Math	1	Additional Career and Vocational Course
3	Science*	1	Fine Arts
3	Social Studies	.5	Health**
	Wld. Hist. / Geog. (10 th)	<u>10.5</u>	Electives
	U.S. Hist. (11 th)		
	U.S. Govt. /Econ. (12 th)	26	TOTAL

TOTAL CREDITS REQUIRED TO GRADUATE = 26

*English credits must be English 9, 10, 11, 12.

- A student may take either English 11 or English 11 Honors (with teacher recommendation)
- A student may take English 12, Advanced Placement English 12, dual credit (English 1010/1020) (with teacher recommendation).
- A student may take either U.S History or Advanced Placement U.S. History (with teacher recommendation).

*Science credits must include a full year of each: Physical Science, Biology I, and an elective Science.

ADDITIONAL GRADUATION REQUIREMENTS

In addition to completing the course requirements for graduation, a student must also pass a United States Constitution and Wyoming Constitution test in order to graduate from Pinedale High School as per state mandate. All students must show proficiency on 5 of the 9 Wyoming State Standards in the following additional areas: Social Studies, Science, English, Math, Health, P.E., Foreign Language, Vocational and Fine Arts. Students will be assessed throughout the year to measure proficiency.

Only the students enrolled in Pinedale High School at the time of the graduation ceremony, will participate in the ceremony.

GRADING SCALE

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

VALEDICTORIAN AND SALUTATORIAN SELECTION

The selection of the Valedictorian and Salutatorian shall be based on a core curriculum and all elective class enrollments, the cumulative GPA, and ACT scores. A student must be in attendance at PHS for a minimum of two semesters.

To be considered for the Valedictorian or Salutatorian award, a student must have taken the following core curriculum classes:

ENGLISH: Four units are required (of which at least three units are to have a substantial writing component.)

MATHEMATICS: Four units are required to include minimum course selections at a level no lower than Algebra I, Algebra II, and Geometry.

SCIENCE: Four units are required, one of which must be a lab science.

CULTURAL CONTEXT ELECTIVES: Three units are required to be drawn from Social or Behavioral Sciences, Visual or Performing Arts, Foreign Language, or Career Vocational.

The Valedictorian and Salutatorian will be selected based on the following criteria:

- Valedictorian and Salutatorian will be selected using an un-weighted GPA. One point will be added to the un-weighted GPA for each Advanced Placement, dual enrollment, or honors course passed.
- ACT scores of the highest un-weighted GPA's will be ranked from 10 to 1, with 10 points being awarded to the student with the highest score, 9 points awarded for the second highest score, etc.
- Only courses in which the students receive a letter grade may be used in the selection process of Valedictorian and Salutatorian. Pass/Fail classes will not be used in GPA calculations.

The student receiving the **highest total score** will be named Valedictorian and the student receiving the **second highest total score** will be named Salutatorian.

The Valedictorian and Salutatorian will be determined after the completion of the first semester of the senior year to ensure accuracy, to afford those students the opportunity to list the accomplishment on their scholarship applications, and to allow additional time for speech preparation. Once the Valedictorian and Salutatorian are selected, no further calculations will be made at the end of the school year.

POWER SCHOOL INTERNET VIEWER

PHS Power School has an Internet viewer that allows parents and students to view real time grades. Student numbers and PIN codes will be mailed home after all enrollment paperwork has been turned in to the office. To protect student records, the school will not give these numbers out over the phone or to a third party.

HONOR ROLL

In order to recognize excellence in scholarship, a Principal Honor Roll will be published at the end of each semester. The Principal Honor Roll will list students with a grade point average of 3.5 to 3.99. The Superintendent Honor Roll will list students with a 4.0. Gold Cards will be presented to all students who receive all A's for each quarter. A student must be enrolled in at least five (5) classes offered in the Pinedale High School curriculum (as described in the course description book) in order to qualify for any of the honor rolls mentioned above.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in October and February. During these conferences, parents and teachers discuss students' progress and development. In addition to the regularly schedule conferences, the teaching staff is available for conferences by appointment. Parents are encouraged to have conferences with teachers when there are questions or when there is a change in behavior. If concerns remain after talking with the teacher, parents are encouraged to request an appointment with the principal.

ACADEMIC SUPPORT

From 3:07 PM to 3:30 PM all teachers will be available in their classrooms for those students who want to improve their grades or are at risk of failing a class. Mandatory after school help time will be assigned for those students at risk of failing. In order for students to be excused from a mandatory after school help assignment, parents will need to contact the school. Students taking advantage of the after school help time will be required to sign in.

DISCIPLINE POLICY

STUDENT CONDUCT AND BEHAVIOR

All students enrolled at Pinedale High School are governed by the rules and regulations as outlined in this handbook and by the SCSD #1 Behavior and Discipline Code.

WEAPONS/DANGEROUS ITEMS

In order to provide a safe learning and working environment, the school district prohibits the possession of weapons or look-alike weapons on school property or trips. The possession or use of a weapon may result in an expulsion from school for a calendar year. Ref: SCSD#1 Policy – JGE (Weapon Policy)

STUDENT DRESS

Students are expected to be clean and well groomed while attending school or school sponsored activities. Students attending the Pinedale High School will not wear any articles of clothing that convey messages of profanity, drugs, alcohol, gang promotion, are sexually suggestive, display racial or alternative lifestyle slurs, or cause a disruption in the learning environment. Inappropriate clothing at school also includes but is not limited to: spaghetti strap shirts, bareback or shoulder-less shirts, low riding pants, and short shorts and skirts. Shorts and skirts will be long enough to reach mid-thigh. Hemlines will be at fingertip level or longer when hands are at students' side. All tops and shirts must completely cover the torso while standing and/or sitting. Underclothes are not considered proper outerwear and should not be visible.

Headwear is not to be worn in the school building during school hours (7:45 AM to 3:07 PM). Headwear includes, but is not limited to hats, caps, bandannas, etc. Students wearing inappropriate attire will be required to correct their attire at school if possible, or will be required to either go home to change or call home for a change of clothes. Teachers and/or the administration may require lost class time to be made up after school. Disciplinary action is the responsibility of the building administration. It is the responsibility of the teacher, especially during the first period when inappropriate attire should be discovered, to bring the violation to the attention of the building administration.

HAIR AND GROOMING

All students at Pinedale High School will be responsible and held accountable for the way in which they carry themselves on campus. No distracting hairstyle or hair color will be allowed to disrupt the educational environment. **ALL FINAL DETERMINATIONS OF APPROPRIATE HAIR, DRESS CODE, AND GROOMING WILL BE DECIDED BY THE CAMPUS PRINCIPAL.**

FOREIGN EXCHANGE STUDENTS

Only full-time, year-long foreign exchange students from an approved foreign exchange program will be allowed to attend Pinedale High School. Upon successful completion of coursework, the foreign exchange student will be issued a Certificate of Attendance and will be allowed to participate in graduation ceremonies if they are age appropriate.

PERFECT ATTENDANCE

Students with perfect attendance will be rewarded with a certificate for each nine week period.

NATIONAL HONOR SOCIETY

National Honor Society is an organization for those students selected by the faculty for excellence in academics, character and service. It is indeed an honor to be chosen to be in the National Honor Society and it should be a goal for students. If selected, members must maintain the high standards of which they were selected and will be expected to be active members (attend meetings, participate in NHS sponsored activities, etc.)

There is no guaranteed number of inductees in any given year and students may be removed for misconduct in order to protect the integrity of the organization.

HALL PASSES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be in the halls. Students in the halls during class time must have a hall pass.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it.

COPY MACHINE

The copy machine is to be used by the faculty and staff only.

HOMEWORK

Homework is an integral part of the teaching-learning process. Many classes will regularly assign homework in order to provide the most meaningful and valuable learning experience. Students will be required to complete and submit their homework for credit.

STUDENT POSTERS AND SIGNS

All posters and signs must be placed in designated areas after clearance has been given by the high school principal or his/her designee. Signs and posters should also be taken down when they are no longer relevant.

STUDENT COUNCIL

The school endorses the formation of a student council and recommends that such a council function as an active group for the involvement of students in the government of the school.

DANCES

High school dances are for the benefit of students at Pinedale High School and only high school students may attend. Dances should be planned at least one week in advance and must be cleared with the principal. Middle school age students are not allowed to attend. Guests from other schools will be allowed if they are cleared with the principal in advance. One hour after any dance starts, the doors will be locked. Students may leave at any time, but they will not be permitted to return. Non-faculty chaperones for dances have to be approved by the campus principal.

CALENDAR OF EVENTS

The official school calendar is posted in the high school office. Organizations planning an activity should check the calendar for free dates before requesting approval of an activity. The principal or designee will approve the addition of activities to the school calendar.

LIBRARY USE

All books must be checked out from the librarian in charge. Lost books must be paid for at full replacement cost. The librarian will establish rules for library use to be followed by students.

FUND RAISING ACTIVITIES

All fund raising activities will be cleared through the principal.

MOBILE COMMUNICATION DEVICES

Students will be allowed to possess wireless communication, electronic, and personal entertainment devices while in school, but they will need to be turned off and stored somewhere out of sight. Cell phones may be used in the common areas, between classes. No cell phone or digital photographs are permitted in the restrooms or locker rooms at any time.

Students in violation will have their cell phones confiscated until the end of the day. For a second offense, the cell phone or other electronic device will be confiscated, taken to the office, and will need to be picked up by the student's parent for conferencing purposes.

Exceptions: Mobile, electronic and personal entertainment and/or communication devices may be used in classrooms for educational purposes if their use is aligned to the daily learning targets and is documented in teachers' lesson plans. Students who are on call as certified EMT's or certified firefighters may wear pagers after notifying the administration in writing.

STUDENT VEHICLES AND PARKING PASSES

If a student wishes to drive to and park at school, written permission must be obtained from parents on a form available at the high school office. Furthermore, students must purchase a parking tag from the main office, register their tag with the school resource officer, and display the parking tag on the base of the rear-view mirror visible for everyone to see. Students will be charged a five dollar (\$5.00) fee for their parking tag to be purchased at the main office. Failure to post the parking tag in a visible spot or driving on campus without a parking tag will result in a loss of driving privileges and possibly a citation from law enforcement. Students will only park in the student parking lot at the west end of the high school building. Parking in front of the school in any fashion may result in a loss of driving privileges and a citation may be issued from law enforcement. Parking in front of the school is strictly reserved for staff and visitors. Since parking is sparse at PHS, parking spots will be first come first serve. Students will be expected to observe fire lanes, etc. Students are not allowed to park in the Pinedale Aquatic Center's parking lot. Student vehicles that are found parked at the PAC will be given a citation and towed at the owner's expense. The speed limit in the student parking lot is **five (5) MPH**. Any speeding, exhibition driving or any other dangerous violation will not be tolerated on or about the school grounds and will result in loss of driving privileges, a citation, and possibly the vehicle being towed at the owner's expense.

SCHEDULE CHANGES/ DROPPING CLASSES

Changes in a schedule will only be considered if the change is necessary for graduation. Appropriate course changes will only be made during the first five (5) school days of each semester and will not be reflected on the students' transcripts. The student's parents, teachers, and counselor must sign schedule changes. These changes must be within the constraints of the class schedule (class size, time, etc). A student who wishes to change a class should make the change as soon as possible so he/she will not get behind in the new class.

Special consideration will be given for changes after the first week of the semester only after a student, parent, teacher, and principal conference with a consensus agreement that it would be in the best interests of the student. Any classes dropped after the end of the first week of any semester will cause a student to be ineligible for extracurricular activities for a period of 10 days following the withdrawal.

CLUBS AND ORGANIZATIONS

All clubs, organizations, and special groups must have a faculty sponsor. All meetings and activities are to be approved and scheduled with the assistant principal/AD as to time and place, attended by sponsors and chaperones, and held in a designated room.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for by the student and replaced immediately. The fines for lost books are paid in the high school office.

HATHAWAY SCHOLARSHIPS

The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the requirements can earn a Hathaway Scholarship. Contact your school counselor for more information – Molly Mulcahy, Pinedale High School, 367-2137 ext 4247.

STUDENT CLASSIFICATION

All students will be classified at the beginning of the school year using the following formula:

Sophomores must have 6 or more credits

Juniors must have 13 or more credits

Seniors must have 20 or more credits

INCOMPLETES

Students with incomplete or missing assignments at the end of a grading period may be issued an “I” for incomplete for extenuating circumstances. They will be expected to complete the assignments at a satisfactory level. Students with “I”s will be required to stay after school and/or come in early to complete their assignments.

Except in extenuating circumstances (extended illness, injury, etc.), all incompletes must be made up within two weeks after the end of any grading period, including the end of the school year. During that time students will be required to stay after school during the extra help time and/or come in early. After two weeks the incomplete grade (I) will revert to a grade of (F) indicating no credit. The principal and the teacher(s) involved will determine any deviation from this policy. Not all situations are the same and each will be dealt with individually.

ONLINE/CREDIT RECOVERY CLASSES

High school classes offered at Pinedale High School may be taken online for credit during the school year with principal/counselor approval only if there is a conflict in the student’s schedule. Dual credit courses will be considered.

Core courses failed during 9, 10, 11 grades will be repeated at Pinedale High School during the following year unless an online alternative can be arranged through the summer. The course must be completed during the summer.

Other options for credit recovery may be discussed with the counselor and principal.

DISTANCE EDUCATION COURSES

With written approval from the principal and/or counselor, Pinedale High School students may pursue college courses for dual credit from approved institutions. Students may take one additional online class during a semester with counselor or principal approval, which would equal 8 classes in a 7 period day. Students will be required to submit user names and passwords for the purpose of providing support, tracking progress, and reporting for eligibility. A college course earning three (3) or more college credits will earn .5 credit toward high school graduation.

COURSE SYLLABI & SEMESTER TESTS/PROJECTS

A clearly articulated course syllabus will be provided for each course taken in order to assist students and parents to have a clearer understanding of the course description, the teacher's instructional philosophy, goals and objectives, major projects, student assessments, and how assignments and tests are weighted. Common courses will have common syllabi even if taught by different teachers. Semester tests or projects will be administered in all classes.

RELEASE OF INFORMATION CONCERNING STUDENTS

School officials of Sublette County School District Number One will make directory information available to requesting agencies such as Wyoming Department of Education, in accordance with the Family Educational and Privacy Act and No Child Left Behind. Directory information consists of the following: the student's name, parents' name, address, telephone number, and date and place of birth. Parents of students who do not want any or all of such directory information with respect to their child released to requesting agencies must notify the Superintendent of Schools in writing no later than thirty (30) days after enrolling their child in school. This notification must be sent to the Superintendent of Schools each school year.

COUNSELING SERVICES

The counseling department at Pinedale High School offers a proactive comprehensive guidance curriculum comprised of academic, career, and social counseling. The guidance program will address each of these areas in individual, classroom, and large group settings. Students and parents or Pinedale High School students are encouraged to make an appointment to meet with the counselor anytime they have a concern regarding any academic, career, or social issues the student or family may be facing.

HEARING AND VISION SCREENING

Vision and hearing screenings will take place per State of Wyoming requirements. If parents have a concern, please call the school nurse. If any problems are identified, parents will be notified and advised to have a more thorough examination.

VISITORS AND VOLUNTEERS

All visitors must sign in and be issued a visitor pass at the front office. Student visitors without an academic purpose will not be allowed due to liability purposes. Visitors to the school will not be allowed to pull students out of class at any time. If students need to be taken out of class it will be done by PHS administration/counseling. Parents/guardians and other family members can choose to have lunch with their student in the cafeteria.

CONDUCT AT ATHLETIC EVENTS

Students and fans attending athletic activities are expected to show the same good sportsmanship and courtesy that the participants on the athletic team show. Athletes participating on athletic teams will play the game to the best of their ability and are expected to exhibit good sportsmanship.

SIGN OUT PROCEDURES

Due to legal considerations and our commitment to student safety, a student may not leave school during the course of the school day without having parental permission and signing out in the main office. If the student is to return that day, he/she must sign back in on the same sheet and receive a re-admittance pass. If a student is ill and wishes to go home, he/she must report to the office before leaving. The office will call home to have the student picked up. The student must sign out when the parent arrives to pick him/her up. When a student is ill and has a car at school, the parents will be called and the same procedure followed. Students not following the above procedure will be classified as truant with the consequences.

STUDENT MESSAGES AND DELIVERY OF ITEMS

Student messages will not be delivered to the classroom unless the message is an emergency. Delivery of flowers, lunch/food, or any other item that is not deemed an emergency item will not be delivered to students by high school staff. Items for school activities such as clothes and equipment may be delivered to students in-between classes or after school, however instruction will never be interrupted unless there is an emergency.

SECURITY CAMERAS

SCSD #1 maintains a network of security cameras to help provide for the physical safety of the students, staff, and district property. You may be under video surveillance at any time. All visitors are expected to check in at the office upon entering the building.

WITHDRAWING FROM SCHOOL

Students planning to withdraw from school must secure a withdrawal slip from the principal's office upon request verified by parents with signatures. All books and school equipment must be checked in and fines paid before leaving. Transcript of credits earned and other information will be sent directly to the new school upon request from the school officials. Any student absent for ten (10) or more days without notifying PHS will be automatically withdrawn from school.

MEDICATION

All prescription and non-prescription medications are to be kept with the school nurse. A parent-permission for medication form (available at school) should accompany medications in their original container or prescription bottle and be on file with the school nurse. Inhalers may be carried by the students to whom it belongs. The Permission for Medication form should be filled out for inhalers as well. Transferring of prescription or non-prescription medications between students will be prosecuted by the student code of conduct.

ACCIDENTS/INJURIES

All accidents or injuries in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge and to the office immediately.

Medical examinations are required for all boys and girls participating in sports. If there is a charge for these examinations, the student must pay that charge.

COMPUTERS AND THE INTERNET

The use of computers and the Internet is covered by the Pinedale **acceptable use policy (AUP)** agreement every student signs at the beginning the year. Failure to follow rules and procedures related to the use of computers will result in the removal of computer privileges.

FOOD AND DRINKS AT SCHOOL

In an effort to promote a healthy school environment and in support of the SCSD #1 Wellness Policy, water is the only drink allowed in the classrooms during classes. No food will be allowed in the classes unless the teacher approves it and has it documented in their weekly lesson plans such as an incentive or celebration. Students are not to bring food or drink (unless it is water) into the classrooms. Drinks that cause stains should not be taken in carpeted areas of the building. Of course, specific accommodations will be made for individuals on IEPs, on 504s, or with medical conditions.

LOCKERS

Lockers are issued to students at the beginning of the year. Your locker remains the property of the school and can be searched by school officials at any time. Your locker should be kept locked at all times. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Students are not to change lockers unless they notify the office. Students are cautioned not to keep money or other valuables in their lockers.

CANINE INSPECTIONS

Local and or State Law Enforcement officers may at the request of the school principal conduct canine searches of the entire PHS property to ensure student safety and promote unity between school and law enforcement agencies. Illegal or illicit material found during searches can result in arrests and prosecution under the law.

ASSEMBLIES

At all times the student's behavior should be courteous. An indicator of the quality of the schools is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

SCHOOL TRIPS

Many students will have the privilege of representing Pinedale High School on school-sponsored activity trips. All rules and regulations of Pinedale High School will apply, but the enumeration of these rules shall not be deemed to be exclusive nor a limitation on the authority of the school sponsor. At no time will students get into or ride in a vehicle other than authorized school transportation unless their parents have made prior arrangements with the coach or sponsor. Such arrangements will require a written permit from parents. Eligibility requirements apply.

BUS RULES

High School students are expected to model appropriate behavior on school buses. Scuffling, loud talking, moving about while the bus is moving, and other distractions are not allowed. Such conduct may endanger the lives and safety of everyone on the bus. The bus driver is the ultimate authority on the bus and is responsible for reporting bullying and other conduct violations to the transportation director immediately. No food shall be consumed on buses with the exception of activity trips.

FIRE DRILLS/FIRE ALARMS

Fire drill procedures are posted in each classroom. It is the responsibility of the student to be familiar with emergency procedures for the area of the building in which they are assigned. Wyoming state law prohibits tampering or the malicious pulling or setting off of fire alarms or fire extinguishers.

STUDENT INSURANCE

Parents are responsible for insurance for their child. The student must be covered by his/her parent's insurance plan in order to participate in athletic activities.

ALCOHOL AND DRUG POLICY

The Board of Education of Sublette County School District #1 recognizes its responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol, tobacco, narcotic drugs, depressants, and other controlled substances constitutes a hazard to the positive development of students. Sheriff's Department and drug detection dogs may enter the school at any time.

Sublette County School District #1 supports a random drug testing program for Activity Participants. The focus and intent is threefold: 1) to provide for the health and safety of all Activity Participants; 2) to undermine the effects of peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs; and 3) to encourage Activity Participants who use drugs to participate in drug treatment programs.

The purpose of this policy is to provide a drug and alcohol free environment for every person attending, working, or visiting the designated drug free zone of the Pinedale Area School District. Therefore, it is a violation for any student, staff member, or visitor to engage in any unlawful conduct including, but not limited to: using, possessing a prohibited substance, possessing drug paraphernalia, under the influence, giving, selling, or otherwise transmitting a prohibited substance.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION GENERAL RULES OF ELIGIBILITY

These rules are minimum requirements and member schools may establish additional rules which will benefit the particular case. For a complete copy of these rules, please see your principal or assistant principal/activities director.

A STUDENT...

1. Must have passed in at least five solid subjects in the previous semester, must be passing in four solid subjects currently, and must be enrolled in no less than 20 class hours of work. Special Education students must meet goals set for them.
2. Must be less than twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.
3. Must have been in residence at the school represented for one school year unless:
 - a. Entered upon ninth grade work for the first time.
 - b. Transferred into a school due to a move on the part of the parent or legal guardian of twelve months.
 - c. Assigned to a foster home by court order.
 - d. Transferred from a school which has been discontinued or consolidated.
 - e. Did not compete in the same activity which is being participated in at varsity level at new school during twelve months prior to enrollment at new school.
4. Must not have changed schools due to influence by any person(s) or promises of preferential treatment.
5. Must not have been in attendance for more than four fall or four spring semesters, for a total of eight semesters, which will be counted consecutively after the student enters the ninth grade.
6. Must have had a physical examination prior to first practice, but not before June 1 of this year.
7. Must have practiced for the required number of days dependent upon the sport. (Check with Principal.)

8. Must not participate with an independent team while a member of high school competing squad in the same sport.
9. Must not have received merchandise and/or cash as the result of athletic involvement.
10. Must not have competed on any all-star team without approval of WHSAA Board of Directors.
11. Must be an amateur – one who has never used and is not now using knowledge of athletics or athletic skill for gain.
12. Must not have participated in athletics with any college or university group.

Fine Arts & Vocational participants need to meet the requirements of grade eligibility, number 1, and number 5 above.

ELIGIBILITY

Pinedale High School will require that all students be eligible for participation on a weekly basis. Students will be ineligible for participation if they have a cumulative grade of “F” in any subject for the week starting on Wednesday and ineligibility will remain in effect until the next Wednesday. The Attendance Secretary will submit a list of students ineligible for the week on Tuesday at 3:15 PM and the students affected will be notified on Wednesday morning along with their coach for that particular sport. The ineligibility will not change until the next reporting period.

Students must attend school a **minimum of 7 out of 8 periods** to be eligible for participation in any school-sponsored activity for that day including practices. Students who miss **ten (10)** minutes of any class will be marked absent for that class. If a student misses a period during an activity day, that absence must be excused before participation is allowed.

DISTRICT TRAINING RULES

Activity participants must remember that participating in activities is a privilege, not a right. The district activity training rules are in effect and will be enforced for the entire school year. They begin with the first practice or first day of school and are in effect until the end of the school year. For specifics, please review the Parent/Student Activity Handbook or visit with the principal or activities director.

STUDENT RECORDS

Sublette County School District #1 has developed policies and practices governing its professional use of student educational records. These policies are in compliance with the Family Educational Rights and Privacy Act of 1974.

Sublette County School District #1 will maintain each student’s personal records in a confidential manner. Parents or any eligible student may review all relevant educational records by making a written request to the respective building principal.

Educational records containing personally identifiable information of a student will not be disclosed to any third party without written consent. Exceptions to this regulation shall include appropriate authorized school employees, certain government officials, both parents and/or eligible students. These persons or agencies have a right to inspect pertinent educational records without written consent.

The district may also make “directory” information available without prior written consent. Directory information shall include: student’s name, parent’s address, telephone number, district generated student number, date of birth, grade, extracurricular activities, awards or honors, weight and height of athletes, photograph, previous schools, and a list of personal characteristics or other information that would make a student’s identity easily traceable. Upon written request from parent or eligible student, the district will withhold “directory” information.

Further explanation of district policies and procedures relating to maintenance and destruction of records is available from the respective building principal.

OLWEUS RULES AGAINST BULLYING

1. We will not bully others.
2. We will help students who are being bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

SEXUAL HARASSMENT

HARASSMENT, INTIMIDATION, AND BULLYING (SCSD #1 Policy JFD)

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

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

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

This policy applies to each classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity, or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

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

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

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

LUNCH PROGRAM

Breakfast: Doors open 7:30 a.m. - 7:55 a.m. Students must take a fruit with breakfast.

Value Added Meals:

All Students **must take a minimum *three* food groups** at each meal. One of the selections must be a total of $\frac{3}{4}$ cup fruit and/or vegetable. **They are welcome to take *all* items offered for the same low price.** We encourage students to eat what they take to minimize waste. Food Groups offered are: Meat/Meat Alternate, Fruits; Vegetables; Grains; Milk.

Menus are printed and are available for pickup in the front office as well as posted on the district web site. Parents are always welcome to eat with their students. However, please call the school in advance to ensure that our lunch count is accurate. Information on the school meals program, account balances, and monthly menus can be accessed on the Food Service link on the school website at www.pinedaleschools.org and then once on the Nutrition Service site, click on the [click here](#) in red and then the menu tab or by contacting Gail Wilkerson, Food Service Manager at 367-2447 or email Gail at gwilkerson@sub1.org.

Payment for meals should be made to the school office prior to eating meals. Notification is given to students by the cafeteria when lunch accounts run low. Automated phone calls go out to families with accounts below zero. Please keep money in your student's account to avoid receiving multiple phone calls. In the event that a check written to any Sublette County School District #1 Cafeteria is returned unpaid by your bank, we will redeposit your check. Once a check is returned unpaid by the bank, it will be turned over for collections to Recovery Systems, Inc. Unpaid meal balances will also be sent to Recovery Systems for collection. This ends up costing you more so please make timely payments or call to make payment arrangements

If your child has food allergies, certification forms must be completed by a physician and filed in the Food Service Office in order for us to make proper substitutions. Forms are available in the nurse's office.

FREE AND REDUCED LUNCH:

Free and reduced prices are available for families who qualify and fill out the paperwork. Names of students who are on free and reduced lunches are kept confidential. Free and reduced price lunch applications are available upon request at the school office or in the Food Service Office.

STATE AND FEDERAL DISCLOSURES

SCSD #1's ANNUAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPILS RIGHTS AMENDMENT (PPRA)

Sublette County School District #1 will notify parents of students who are scheduled to participate in activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Parents will be provided an opportunity to review any pertinent surveys. Following is a list describing the activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution
- Administration of any protected information
- Any non-emergency, invasive physical examination or screening.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
Us Department of Education
400 Maryland Avenue SW
Washington, DC 20202-8520

PPRA affords parents certain rights regarding student surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to complete a survey that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or the student's parent
 - Mental or psychological problems of the student or student's family
 - Sexual behavior or attitudes
 - Illegal, anti-social, self incriminating or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as lawyers, doctors or ministers
 - Religious practices, affiliations or beliefs of the students or parents
 - Income other than that as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under state law
 - Activities involved in the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.
3. Inspect, upon request and before administration or use:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
 - Instructional material used as part of the educational curriculum.
4. These rights transfer from the parent(s) to a student who is 18 year old or an emancipated minor under state law.

SCSD #1's ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records.
 - Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
 - The principal will make arrangements for the inspection and provide the parent or eligible student with the time and place where the records may be inspected.
2. The right to request the removal of information in the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to amend a record should write the school principal, clearly identify the part of the record they want changed, and state why it should be changed. If the school decides not to amend the record the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions include:
 - Disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request of officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

NON-DISCRIMINATION POLICY

Sublette County School District #1 does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in its admission or access to, or treatment of, employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to: Mr. Jay Harnack, Superintendent, Sublette County School District #1, P.O. Box 549, Pinedale WY 82941, telephone: (307) 367-2139. You can also contact: Wyoming Department of Education, Office of Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82001-0500, or call (307) 777-6218.

STATEMENT OF BOARD ACCEPTANCE/ELASTIC CLAUSE

This handbook cannot cover all possible events that will occur during the school year, thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and the community will be taken into consideration.

The Pinedale High School reserves the right of Loco Parentis to intervene when actions interfere with the school learning environment.

The SCSD #1 Board of Education adopted the preceding policies. Please read them over carefully, and if you have any questions, contact the Principal's office at 367-2137. This handbook is given to all students at the beginning of the school year. It is the responsibility of the parent and the student to review this handbook and to abide by the School District policy.

FORM OF RECEIPT - PARENTS/GUARDIANS OF PINEDALE HIGH SCHOOL STUDENTS

I/we have received a copy of the 2013-2014 (9-12) student handbook and I/we am/are aware of its contents and how it relates to attending Pinedale High School. I/we understand that it is our responsibility to review the handbook contents. If there is a time when/if I/we should have any questions, I/we will contact the high school principal, assistant principal, counselor, or my/our children’s teacher and ask the appropriate questions.

I/we understand that by signing this form, I/we have been made aware of my/our rights and responsibilities.

Please sign this form and return it to your student(s) first period teacher by the end of the **first week of school**.

Student Printed Name

Student Signature **Date**

Parent/Guardian Printed Name

Parent/Guardian Signature **Date**