

# CAMPBELL COUNTY SCHOOL DISTRICT

## 2019-2020 PARENT/STUDENT HANDBOOK

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## I. NOTIFICATION OF RIGHTS

### NOTICE

The language used in this Handbook is intended neither to create, nor to be construed to constitute a contract between Campbell County School District Number One, State of Wyoming ("the District") and any one or all of its students, parents or legal guardians of students. This Handbook is intended as a guide to inform and provide notice to students, parents and legal guardians of policies and procedures of the District. There are no promises, express or implied, for specific educational achievement or outcome. The provisions of this Handbook may only be modified according to established procedures of the District. The District retains the absolute right to change the contents of the Handbook, as it deems necessary, with or without notice.

### NONDISCRIMINATION STATEMENT

"Campbell County School District does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Section 504 of the Rehabilitation Act of 1973 may be referred to Lori Townsend, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 682-5171. Inquiries concerning Title VI, Title IX, or the Americans with Disabilities Act may be referred to Larry Reznicek, Director of Human Resources, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 682-5171; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, Wyoming 82002-2060, (307) 777-3672; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.

### U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT

The United States Department of Agriculture ("USDA") prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact the USDA Office of Communications at (202) 720-2600 (voice and TTY) or contact through the Federal Relay Service at (800) 877-8339. USDA is an equal opportunity provider, employer, and lender.

### NOTICE OF RIGHTS

#### Section 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504," is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, Section 504 applies to ensure that eligible, disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

A student with a disability is one who has a physical or mental impairment that substantially limits one or more of his/her major life activities/ major bodily functions such as reading, concentration, thinking, learning, walking, seeing, hearing, breathing, working, and performing manual tasks, etc. Eligible students may be entitled to an accommodation plan that provides the student with the same opportunity to benefit from programs and services as afforded non-disabled students.

The purpose of the Notice is to inform parents and students of their rights at 34 CFR §104.36 of the Section 504 regulations:

- The school district must provide you with written notice of your rights. If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's Section 504 Office, and they will assist you in understanding your rights.
- Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met [34 CFR §104.33].
- To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR §104.34]. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students [34 CFR §104.34].
- You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child [34 CFR §104.36].
- You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under Section 504) [34 CFR §104.36].
- You have the right to an impartial due-process hearing to contest any action taken by the District with regard to your child's identification, evaluation, or placement under Section 504 [34 CFR §104.36].
- You have the right to participate personally at the hearing and to be represented by an attorney if you wish to hire one. You also have a right to file a complaint with the Office of Civil Rights (OCR) or the Department of Education.
- If you wish to contest an action taken by the Section 504 Team by means of an impartial due-process hearing, you must submit a Request for Hearing to the District's Section 504 Coordinator at the address below:

Lori Townsend, Section 504 Coordinator  
1000 West 8th Street, PO Box 3033  
Gillette, Wyoming 82717-3033  
Phone: (307) 682-5171; Fax: (307) 682-7941  
E-Mail: section504@ccsd.k12.wy.us  
Monday - Friday (7:30 am-4:00 pm)

### Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

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

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the

parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of 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 ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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

#### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Campbell County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Campbell County School District may disclose appropriately designated "directory

information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Campbell County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful, or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Campbell County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20. Campbell County School District has designated the following information as directory information:

- Student's name
- Address
- Grade level
- Photograph
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, scholarships, and awards received
- The most recent educational agency or institution attended.

<sup>1</sup> These laws are Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended and 10 U.S.C. § 503(c), as amended.

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of—
1. Any other protected information survey, regardless of funding;
  2. 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; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use—
1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Campbell County School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Campbell County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Campbell County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Campbell County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any

pertinent surveys. Following is a list of the specific 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 survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of  
Education 400  
Maryland Avenue, SW  
Washington, D.C.  
20202-5901

#### **PARENTS "RIGHT TO KNOW" UNDER THE EVERY STUDENT SUCCEEDS ACT**

As a parent of a child in Campbell County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to provide you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- The right to request information about the qualifications of your child's teacher to include state license status with approved subject areas, emergency/provisional status, and field of discipline.
- The right to request information about paraprofessionals: are any providing services to your child, and what their qualifications are.
- When your child has been taught for four or more weeks by a teacher who is not meeting applicable state licensing requirements.
- Annual notification to parents of EL students if your child has been recommended for a language instruction program and the parent's right to opt out of the program.

#### **PERSISTENTLY DANGEROUS SCHOOL**

A Wyoming public school is considered persistently dangerous if the following condition exists. In any two consecutive years, the school has experienced felony-related expulsions for drug, alcohol, weapons, or violence that exceed an expulsion rate of two percent (2%) of the student body or four (4) students, whichever is higher, as calculated from the most recent October 1 enrollment data.

#### **CHILD ABUSE**

#### **Policy 4390**

The Board recognizes that because of their sustained contact with school- age children, teachers and other school employees are in a position to help identify and report suspected child abuse and neglect.

In compliance with the Child Protective Services Act, §14-3-201 through 215, Wyoming Statutes, it will be the policy of the Campbell County School District to report abuse or neglect whenever any person knows or has reasonable cause to believe or suspect that a child has been abused or neglected or observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

The statute requires that if a person reporting child abuse or neglect is a member of the staff of the school, he or she is to notify the principal, or designee, as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Because of this requirement, any teacher or employee having any such knowledge is to make an initial report to the principal, or designee, of the school the child attends. The principal, or designee, will then notify the Superintendent, or designee.

The report by a teacher or employee to the principal does not relieve that individual of the obligation to report on his or her own behalf unless a report has already been made or will be made. The Wyoming Statutes are mandatory and absolutely require that a report be made. Failure to report would violate this provision of the law.

Reports are required to be given to the Department of Family Services (DFS) or a local law enforcement agency. The reports can be submitted in written form or by phone (doing both is recommended). Wyoming law requires that a written report from DFS be submitted back to the reporting party confirming or not confirming the facts reported; however, a written report may be dispensed with for good cause.

School employees will not contact the child's family or other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove a child has been abused or neglected or to determine whether the child is in need of protection.

"Abuse" means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of the child other than by accidental means, including abandonment, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law.

"Neglect" means a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child's well-being.

#### Interviewing of Alleged Victims During School Hours

The Department of Family Services and appropriate law enforcement agencies, upon making arrangements with the principal, or designee, of the school the student attends, will be allowed to interview alleged child abuse or neglect victims during school hours at a time and place convenient for the school and child, as determined by the principal, or designee. The principal, or designee, will be expected to be present during the interview process.

When investigating a report, the principal or designee shall endeavor to obtain, when possible, the consent of a parent or guardian to interview the child, except in those cases, which there is reason to believe that a parent or guardian is the perpetrator of the alleged abuse.

ADOPTION DATE: June 26, 1984; Editorial Revision August 14, 1984; Revised July 12, 1993; Renumbered May 22, 1995 (formerly 4290); Reviewed October 23, 2007; Revised August 23, 2016

LEGAL REFERENCE(S): State Statute 14-3-201 through 215

CROSS REFERENCE(S): 4390-R

ADMINISTRATIVE REGULATION:

**CHILD ABUSE** **Regulation 4390-R**  
Guidelines for Referring Possible Child Abuse Cases  
All Campbell County School District certified and educational

support personnel are mandatory reporters of possible child abuse. When acting in an official school district capacity, suspected child abuse reports must be presented by the employee to the appropriate principal, or designee.

The principal, or designee, is responsible for forming and submitting a written report to the Department of Family Services (DFS) or local law enforcement agency containing the following information: name, address and age of student; name and address of parents, guardians or caretakers; nature and extent of injuries or description of neglect; and any other pertinent information about the injuries or condition.

The principal, or designee, will notify the Superintendent that a referral has been written and submitted to the appropriate child protection agency.

The principal, or designee, will confirm with the responsible governmental agency that a written report confirming or not confirming the facts reported has been made by the responsible governmental agency. The principal will keep a log of dates and times of interviews related to possible child abuse. The principal, or designee, who submits the report to DFS or law enforcement, shall notify the reporting teacher or employee that a report has been made to the proper authorities.

ADOPTION DATE: September 27, 1988; Revised August 27, 1991; July 12, 1993; Renumbered May 22, 1995 (formerly 4290-R); Revised February 27, 1996; Reviewed October 23, 2007; Revised August 23, 2016

LEGAL REFERENCES):

CROSS REFERENCE: 4390

ADMINISTRATION REGULATION:

#### **CHILD FIND**

#### **Policy 5071**

Campbell County School District will implement an ongoing system to locate, identify and evaluate all children birth to 21 years of age residing within the school district who have disabilities and need early intervention under Part C or special education under Part B of the Individuals with Disabilities Educational Act (IDEA or the Act).

The District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

- Highly mobile, such as migrant and homeless children
- Wards of the State;
- Suspected of having a disability even though they advance from grade to grade;
- Home schooled;
- Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
- Attending a charter or virtual school;
- Below the age of compulsory school attendance;
- Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
- Dropped out or disenrolled from public or private school.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Reviewed June 10, 2008; Revised and Renumbered June 14, 2011; Minor Revisions November 10, 2015;

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find; 34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities; §21-2-502(b) Education of Children With

Disabilities; Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2, 5112) 5020, 5027, 5070

ADMINISTRATIVE REGULATION: 5071-R

#### **CHILD FIND**

#### **Regulation 5071-R**

The child find efforts of Campbell County School District shall include:

##### *1. Public awareness*

Child find activities shall include local media resources and direct contact activities to:

- Provide information about special education services in the District and the special education referral process to public and private facilities located within the boundaries of the District, including day care centers, homeless shelters, group homes, county jails, hospitals, medical offices, and other facilities that serve children birth to 21 years old; and
- Provide information about the developmental and/or academic screening opportunities occurring throughout the District, including screening opportunities coordinated with other providers or agencies.

##### *2. Notice*

Before any major child find activity, the District shall publish notices in newspaper or other media informing parents of the activity. Circulation of this notice shall be adequate to inform parents within the jurisdiction of the District or public agency.

##### *3. Staff awareness*

The District shall ensure that staff members are knowledgeable about the characteristics of children with disabilities and in need of special education and the referral process for all children, including infants or preschool children suspected of having disabilities. Awareness activities include:

- Staff in-service;
- Outside trainings and conferences; and
- The provision of data and information for review.

##### *4. Communication to parents*

The District staff shall inform parents about the availability of special education and related services and provide them with information about initiating a referral for a special education evaluation, including information about early intervention under Part C and special education under Part B of IDEA. Communication activities include:

- Personal contacts by regular and special education staff and administration;
- Information/educational programs put on for the benefit of parents;
- Written communication to parents; and
- Public notices

##### *5. Children in private schools*

The District shall locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located within the boundaries of the District, including children who reside in a state other than Wyoming. Child find activities for children in private schools include direct communication with the private schools and the offer of services to locate, identify, and evaluate children residing

within private schools. The District will provide such assessments and/or evaluations and/or other assistance as is necessary or beneficial in location, identification, and evaluation of students in private schools in order to identify any students who have disabilities and need early intervention under Part C or special education under Part B of IDEA.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Revised June 10, 2008; Revised and Renumbered June 14, 2011; Minor Revisions November 10, 2015

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find; 34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities; W.S. §21-2-502(b) Education of Children With Disabilities; Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2-R, 5112-R) 5020, 5027, 5070

ADMINISTRATIVE REGULATION:

#### **HOMELESS CHILDREN**

#### **Policy 5027**

It is the policy of Campbell County School District #1 that every child will have access to a free, appropriate education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assure that those rights are fully protected and honored.

ADOPTION DATE: January 23, 2001; Reviewed February 26, 2008; Revised January 12, 2016

REFERENCE(S): Section 504 of the Rehabilitation Act of 1973

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5027-R

#### **HOMELESS CHILDREN**

#### **Regulation 5027-R**

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

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

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

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

#### **Children and Youth in Transitional or Emergency Shelters**

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

#### **Children and Youth Living in Trailer Parks and Camping Grounds**

Children and youth staying temporarily in trailer parks or

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

#### **Doubled-Up Children and Youth**

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

#### **Foster Children and Youth**

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

#### **Incarcerated Children and Youth**

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

#### **Migratory Children and Youth**

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

#### **Runaways**

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

#### **School-Aged, Unwed Mothers**

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

#### **Sick or Abandoned Children and Youth**

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

If a school has students who meet any of the above definitions

of homeless, the student should be referred to the building principal. The principal will convene the necessary staff and community agencies needed to develop an action plan to provide the student with a free appropriate public education.

#### **Transportation**

Homeless students have the right to receive transportation to and from their school of origin or the school closest to where they are currently living, if requested. The request may come from the parent, guardian, youth, or CCSD staff. If the student’s temporary residence is outside of the Campbell County School District, the new district and CCSD will determine how to divide the responsibility and cost of providing transportation. Transportation services will be comparable to those provided to other students.

#### **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is being sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title 1, Part A, services while the dispute is pending. The school where the dispute arises will provide the parent or unaccompanied youth with a written and/or oral explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly. The parent, unaccompanied youth, or other school district may appeal the school district’s decision as provided in the state’s dispute resolution process.

#### **Campbell County School District # 1 Referral for Homeless Child**

Date:  
Name: Last  
Name: First  
Sex: M F  
Address:  
City State Zip:  
Birth Date:  
School Attending:  
Current grade:  
Previous School:  
Parent(s) Name(s):  
Address:  
City State Zip:  
Student resides with:  
Daytime Phone:

ADOPTION DATE: January 23, 2001; Reviewed with revision February 26, 2008; Editorial revision October 22, 2013; Revised January 12, 2016; Revised October 25, 2016  
REFERENCE(S): *Section 504 of the Rehabilitation Act of 1973*  
CROSS REFERENCE(S):

## **II. MEDICAL**

### **STUDENT HEALTH**

### **Policy 5200**

Campbell County School District endorses a proactive, student-centered health program designed to promote optimum

educational opportunity for all students by creating a climate of health and well-being and minimizing absence due to illness.

ADOPTION DATE: October 22, 1985, Revised February 8, 1993; Reviewed with no changes January 25, 2011, Reviewed with no changes January 23, 2018

LEGAL REFERENCES:

CROSS REFERENCE: 5210, 5210-R; Replaces 5141, 5141.1, 5141.4, 5141.7 and 5143

ADMINISTRATIVE REGULATION: 5200-R

## **STUDENT HEALTH** **Regulation 5200-R** **Illness/Injury Supervision**

Campbell County School District nurses assess and provide care for injured and ill students according to district policies and regulations, applicable local and federal laws, State Nurse Practice Act, and standards set forth by the American Nurses Association and National Association of School Nurses. Personnel covering the nurse's office will utilize the guidelines in the booklet "Emergency First Aid and Nursing Office Guide for Schools" in the provision of care for students and staff.

### Medications Administered by School Personnel

#### 1. *All Medications*

- All non-licensed personnel who give medication at school are required to participate in annual medication administration training.
- All medication administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA) unless a licensed healthcare provider signs the medication permission form. Information on dosage, side effects and contraindications of any medication or medicinal-like substance, given by school personnel, must be readily available from a professionally acknowledged resource (PDR or other U.S. published drug reference book, FDA or USP website, etc.).
- School personnel have the right to refuse to administer any prescription, over-the-counter, or other medication and may seek medical opinion or advice pertaining to medication administration.
- Medication provided by the parent/guardian must be in the original container in which the medication was purchased which should clearly state the name and strength of the medication and its proper use.
- All medications shall be kept in secured storage with the exception of emergency medications that may be carried by a student with special written consent from the healthcare provider and parent/guardian.
- A photo identification of the student will be available in a location accessible to all staff who will administer medication.
- The person administering medications will appropriately document each time any medication is administered. Documentation will include the child's name, date, time, medication, and identification of the person administering the medication.
- School personnel cannot be held liable for adverse reactions suffered by the student after administering the medication as prescribed.
- If a medication administration error occurs, a medication error form will be completed by the administering personnel and the error should be reported to the parent/guardian, the school nurse, and the prescribing healthcare provider when necessary.
- All prescribed medication will be retrieved by a parent/guardian or disposed of by the school nurse at the end of the prescribed administration period or by the end of each

school year, whichever occurs first. At the end of the school year, the parent/guardian is asked to retrieve any leftover personal medication stored in the nurse's office. Medications not retrieved by the parent/guardian will be disposed of in an appropriate and legal manner.

- CCSD nurses will not administer IV medications.
- CCSD nurses will not administer allergy shots (immunotherapy).

#### 2. *Non-Prescription/Over-the-Counter (OTC) Medications*

- A limited supply of over-the-counter medications is kept at each school. A signed permission form indicating which of these medications a parent/guardian wishes his/her child to receive will be on file in the nurse's office. If a signed permission form is not on file, the nurse may obtain verbal permission and instructions from the parent/guardian for administering the medication. However, a permission form should be completed by the parent/guardian within 24 hours of the nurse contact.
- If a parent/guardian requests administration of an over-the-counter medication not supplied by the school, the parent/guardian must complete a medication permission form and provide the school with the medication.
- Over-the-counter medication brought from home must be in the original container and labeled with the student's name.
- Administration of over-the-counter medications sent from home will be at the discretion of the school nurse and according to manufacturer's recommendations.

#### 3. *Prescription Medications*

- Prescription medication will be dispensed by a school nurse, principal, or other designee, only when authorized in writing by the student's parent/guardian per completion of a medication permission form.
- If instructions and the permission form are not provided with the medication, the nurse may obtain verbal permission and instructions from the parent/guardian before administering the medication. However, a permission form should be completed by the parent/guardian within 24 hours of the nurse contact.
- Medication permission forms must be renewed annually.
- No student will be given prescription medication except upon order from a U.S. licensed physician, nurse practitioner, physician assistant, optometrist, or dentist who has the responsibility for medical management of the student.
- If prescription medication is to be given at school longer than 30 days, the student's healthcare provider must sign the medication permission form.
- A written order from the prescriber must accompany any changes in medication dosage or schedule.
- Administration of medication during the school day must be medically necessary. Parents/guardians should give medications outside of school hours whenever possible.
- The school nurse will determine the schedule for medication administration unless specified by the prescriber.
- The parent/guardian assumes full responsibility for the supply, appropriate handling, delivery, and security of all medications.
- Reasonable efforts will be made to ensure that the student receives his/her medication. If a student persistently fails to report to the nurse's office to receive medication, the parent/guardian will be notified.
- The first dose of a new medication will not be administered by school personnel.

#### 4. *Special Consent to Carry and Self-Administer Medication*

- Students may be allowed to carry and/or self-administer life-

saving or life-maintaining medications on school grounds and/or at school functions.

- Such situations require a consent form signed by the healthcare provider and the parent/guardian verifying that the student has a severe medical condition requiring the student to carry and/or self-administer medications or treatments.
  - Students as set forth above must take extraordinary precautions to keep the medication/supplies/equipment secure, and must not, under any circumstances, make available, provide, or administer the medication to another person. The student must immediately report the theft or loss of any medication occurring at school or during a school activity.
  - All life-saving and/or life-maintaining medications carried by students must be kept in the original container and prescription medications should have the appropriate prescription label.
  - The District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of a medication/treatment by the student.
  - The consent form to carry and/or self-administer medication or treatments must be renewed annually.
5. *Prescription or Over-the-Counter Tobacco Cessation Medication*
- Students may use tobacco cessation products, including medication patches, lozenges, tablets, nasal sprays, inhalers, and gum, either prescription or non-prescription treatment, only if a district medication permission form has been completed and signed by both the treating healthcare provider and parent/guardian. The completed form must be on file in the building nurse's office before tobacco cessation medication will be administered.
  - Students must not, under any circumstances, make available, provide, or give tobacco cessation products to another person.
  - All other requirements listed under the previous sections of this regulation shall be strictly followed.

Screening

| Gr | HEARING                           |           | VISION         |       |       |
|----|-----------------------------------|-----------|----------------|-------|-------|
|    | Pure Tones & Otoscopic Inspection | Immitance | Distant Vision | Color | Depth |
| K  | X                                 | X         | X              | X     | X     |
| 1  | X                                 | X         | X              |       | X     |
| 2  | X                                 | X         |                |       |       |
| 3  | X                                 | X         | X              |       |       |
| 4  |                                   |           |                |       |       |
| 5  | X                                 |           | X              |       |       |
| 6  |                                   |           |                |       |       |
| 7  |                                   |           |                |       |       |
| 8  | X                                 |           | X              |       |       |
| 9  |                                   |           |                |       |       |
| 10 |                                   |           |                |       |       |
| 11 | X                                 |           | X              |       |       |
| 12 |                                   |           |                |       |       |

1. Students who receive services through special programs will receive an annual hearing and vision screening when requested.

2. *New Students*

- Students new to the District will be screened in the semester in which they enroll unless satisfactory evidence is provided that such screening has been done within the current school year.

3. *Rescreens*

- Rescreens are typically completed two weeks after the initial vision screen and four to six weeks after the initial hearing screen. Students will be referred after second screen failure unless there are significant findings that require immediate referral.

4. *Hearing Referrals.*

The student will be referred if one of the following conditions is present on two separate screenings:

- Middle ear pressure below -250 daPa
- Static compliance of less than 0.2 (unless acoustic reflex is present and there is a peak).
- Failure to demonstrate response to pure tones at a level of 20dB at 1000 Hz, 2000 Hz, 4000 Hz

If the student fails the hearing screening, they will be referred as follows:

- Fail pure tones only - referral to audiologist
- Fail immittance only - referral to primary care provider
- Fail immittance and pure tones - referral to primary care provider

5. *Vision Referral*

- Referrals will be made based on criteria in the manual of the testing instrument or inability of the student to understand and/or respond to vision screening.

6. *Screening Requests*

- Additional screenings including body mass index (height and weight), scoliosis, dental, and additional components of vision screening will be done as requested by a parent or teacher, or at the discretion of the school nurse. Students with potential problems will be referred to parents for appropriate medical evaluation.

ADOPTION DATE: March 8, 1983; Effective Date: July 1, 1983; Revised October 22, 1985; Revised January 13, 1987; Revised February 8, 1993; Editorial Revisions to pgs. 2-4 January 14, 1994; Revised October 9, 1995; Revised November 12, 2002; Revised July 29, 2005; Revised August 29, 2007; Revised October 24, 2008; Revised December 13, 2011; Revised July 18, 2012; Revised December 10, 2013; Revised April 8, 2014; Revised January 23, 2018

LEGAL REFERENCES:

CROSS REFERENCES: 5210, 5210-R; Replaced 5141, 5141.4, 5141.4-R, 5141.7, 5141.7-R and 5143.

**LIFE-THREATENING ALLERGIES OR OTHER SPECIAL HEALTH CARE NEEDS**

**Regulation 5201-R**

Campbell County School District nursing staff will develop, implement, and revise plans and protocols to care for students and staff with life-threatening allergies or other special health conditions.

In the development and implementation of plans, district nurses may consult with local healthcare providers, parents, Emergency Medical Services (EMS), district Nutrition Services Department, Transportation Department, teachers, or administrators.

Plans will address:

1. Identification of students with life-threatening allergies or other special health care needs.
2. Development of Individualized Health Care Plans for students with life-threatening allergies or other special medical conditions.
3. Administration of medications and provision of medical treatments according to district policies and regulations as needed for students with life-threatening allergies or special medical conditions. Plans will include training of select school personnel in

the administration of the medications and other care as identified in student emergency response plans and individual care plans.

4. Education and training of school nurses and select school personnel in the care of life-threatening allergies and special medical conditions will include:

- Education about conditions and issues;
- Utilization of emergency care plans and individual health care plans;
- Medication administration and treatment provision;
- Strategies to minimize the risk of exposure to allergens (Please refer to Regulation 5202-R for prevention of allergen exposure);
- Safety interventions and protocols;
- Sanitation procedures;
- Specific accommodations for field trips, and other activities and events

5. Medical information will be provided by nursing staff to nutrition services personnel and other district staff as appropriate, on a need-to-know basis. Medication information may include student photos to help with student identification. Collaboration with nutrition services staff is essential in assisting students with life-threatening food allergies to participate in the school meal program. The Campbell County School District nutrition services director is responsible for ensuring the district nutrition service program is operated in compliance with state and local regulations.

6. Providing a safe educational environment for students with life-threatening allergies or other special medical conditions is optimized when responsibilities of each party is defined. Responsibilities of all parties including students, parents/guardians, and school personnel will be identified in plans.

7. Plans will be updated as needed and communicated to appropriate school district personnel.

ADOPTION DATE: May 8, 2007; Revised May 12, 2015; Revised January 23, 2018

LEGAL REFERENCES: The Americans with Disabilities Act 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act of 1976 (IDEA)

CROSS REFERENCES: 5202-R.

#### **STOCK EPINEPHRINE AUTO-INJECTORS Regulation 5202-R**

Per Wyoming State Statute 21-4-316, Campbell County School District participates in an optional program in which stock epinephrine auto-injectors, available at school locations, can be administered by the school nurse or other trained school district personnel to a student who the school nurse or trained school district personnel believes is experiencing a severe allergic reaction. The district plan is based on the Wyoming Department of Education School Guidelines for the Management of Students with Life-Threatening Allergies. Trained district personnel, upon identifying signs and symptoms characteristic of an anaphylactic reaction, will follow the established protocol for administration of auto-injectable epinephrine as trained.

1. Staff training regarding recognition of allergic reactions and appropriate care will be provided by building or other district nurse. Staff may include but is not limited to classroom teachers, special teachers, nutrition services, office, Aquatic Center and transportation staff, and coaches or activity sponsors.

- Training will also include:
  - a. Identification of life-threatening allergic reactions,
  - b. Administration of epinephrine auto-injector and care of life-threatening allergic reaction,
  - c. Epinephrine auto-injector demonstration, and

d. Documentation of allergic reaction incident and record of epinephrine administration.

- Training records will be completed and stored for seven years.
- A list of currently trained staff will be maintained by district nurses and available upon request.

2. Prevention of allergen exposure will include interventions by various school district personnel.

- Building nurses: provision of training
- Nutrition services personnel: adherence to strict procedures for preventing cross-contamination of allergens.
- Transportation personnel: restricting food and beverages on daily local bus routes with exception for students with diabetes, hypoglycemia, or other medically confirmed health conditions.
- Parents/guardians: cooperation with classroom and building restrictions.

3. Interventions to prevent allergen exposure may include:

- Hand washing before and after meals;
- Procedures for cleaning tables, non-disposable utensils, and garbage disposal;
- Allergy-free tables in the lunchroom and classrooms;
- Restriction of food and beverages on daily local bus routes with exception for students with diabetes, hypoglycemia, or other medically confirmed health conditions;
- Prohibition of the use of scented room fresheners, including but not limited to flameless candles, scented wax burners, plug-ins, misters, and aerosols in school district facilities;
- Utilization of scent-free products in school facilities when possible;
- Encouraging the use of scent-free personal care items by staff and students; and
- Communication:
  - a. Notifications to parents/guardians of classmates of students with severe allergies according to plan, and
  - b. Signs for classrooms and buildings.

4. Storage and security

- Building and/or nursing coordinator to monitor expiration dates of stock epinephrine auto-injectors.
- Building administrator and nurse to determine storage location, access, and security of stock epinephrine.

5. District activities

- Coaches and activity sponsors may participate in annual training for the care of severe allergies and the administration of epinephrine auto-injectors.
- Stock epinephrine auto-injectors will be accessible at building locations during, before, and at after-school activities. Coaches and sponsors of activities are responsible for familiarizing themselves with storage details of building stock epinephrine auto-injectors.
- Procurement of stock epinephrine auto-injectors
- County health officer may write prescriptions for stock epinephrine auto-injectors as needed.
- County health officer will approve standing orders for the administration of stock epinephrine auto-injectors on an annual basis.
- Campbell County School District may purchase epinephrine auto-injectors from a variety of vendors and pursue grants for the purchase of stock epinephrine auto-injectors.

ADOPTION DATE: May 12, 2015

LEGAL REFERENCES: Wyoming State Statute 21-4-316

CROSS REFERENCES:

ADMINISTRATIVE REGULATION(S):

## **COMMUNICABLE DISEASES, IMMUNIZATIONS, THROAT CULTURES, AND UNIVERSAL PRECAUTIONS Policy 5210**

Campbell County School District is committed to providing and maintaining a safe and healthful environment for all students and employees. The School District will follow American Public Health Association (APHA) guidelines, Centers for Disease Control (CDC) guidelines, Occupational Safety and Health Administration regulations, Wyoming Department of Health resources, Wyoming State Statutes and current nursing protocols regarding infectious and communicable diseases.

ADOPTION DATE: Revised November 8, 1993; Revised April 24, 2007; Revised January 12, 2016; Minor Revision January 23, 2018  
LEGAL REFERENCES: Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act (IDEA), and Wyoming State Statute 21-4-309  
CROSS REFERENCES: 4330, 5200, 5200-R; Replaced 5141.3, 5141.5, and 5141.6  
ADMINISTRATIVE REGULATION(S): 5210-R

## **COMMUNICABLE DISEASES, IMMUNIZATIONS, THROAT CULTURES, AND UNIVERSAL PRECAUTIONS Regulation 5210-R**

### *I. Communicable Diseases*

For the purpose of this regulation, communicable diseases are identified as those, which may be transmitted from one person to another either directly or indirectly. Campbell County School District personnel will consult appropriate resources for the care of students or employees with communicable diseases and illnesses. Atypical situations or communicable diseases not covered in the reference texts will be considered and managed on an individual basis by district nursing services personnel. Utilizing local, state, and/or national resources, decisions will be made in the best interest of the affected school district population.

### *II. Immunizations*

Campbell County School District will follow Wyoming Statute 21-4-309 regarding immunizations.

Wyoming Department of Health immunization regulations will be implemented by the building principal and school nurse at each school site.

Each building will have documentation of which students are in compliance with the Wyoming immunization statute and documentation of those students having authorized medical and religious immunization exemptions.

### *III. Throat Cultures for the Identification of Strep Throat*

School nurses or trained designees may provide throat cultures for students or staff members with clinical symptoms or as requested by a parent/guardian.

Staff members and parents/guardians of students with positive throat cultures will be notified and directed to obtain medical care. The responsibility for treatment of students remains with the parents/guardians. Staff members and students with positive throat cultures may return to school after 12 hours of antibiotic treatment if no fever is present.

### *IV. Universal Precautions*

For the protection of all Campbell County School District students, families, employees, and visitors, the blood and body fluids of all people is to be considered potentially infectious. Campbell County School District employees will practice Universal Precautions, the standard for protecting oneself and others from the exposure to blood and other body fluids, and will utilize the most current recommendations by the Centers for Disease Control in the

management of blood borne pathogens.

ADOPTION DATE: Revised November 8, 1993; Revised August 10, 2005; Revised July 18, 2012; Revised December 10, 2013; Revised April 22, 2014; Revised January 12, 2016; Revised January 23, 2018  
LEGAL REFERENCES: Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals With Disabilities Education Act (IDEA), and Wyoming State Statute 21-4-309  
CROSS REFERENCES: 4330, 5200, 5200-R, 5210; Replaced 5141.3, 5141.5, and 5141.6

ADMINISTRATIVE REGULATION(S):

## **SUICIDE PREVENTION**

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy, which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends using coping skills, using support systems, and seeking help for themselves and friends. This will be integrated into the K-12 curriculum.
2. School counselors/social workers shall serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, he or she will be assessed by a school counselor/social worker who will work with the student and help connect him or her to appropriate local resources.
4. Students will have access to national resources, which they can contact for additional support, such as:
  - The National Suicide Prevention Lifeline  
1-800-273-8255 (TALK)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline  
1-866-488-7386  
[www.thetrevorproject.org](http://www.thetrevorproject.org)
  - The Crisis Textline  
Text "Energy" to 741-741  
[www.crisistextline.org](http://www.crisistextline.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **III. ATTENDANCE**

### **ENTRANCE AGE**

### **Policy 5010**

To be admitted to kindergarten, a child must have reached the age of five (5) on or before September 15 of the year of desired enrollment. To be admitted to the first grade, a child must have reached the age of six (6) on or before September 15 of the year of desired enrollment. Proof of birth date in the form of a birth certificate or other acceptable proof will be required for initial enrollment.

ADOPTION DATE: May 25, 1976; Revised March 13, 1984; Revised January 12, 1988, Revised January 10, 1994; Editorial Revision October 9, 1995; Reviewed February 12, 2008; Reviewed October 13, 2015

LEGAL REFERENCE(S): W.S. 21-4-102 and W.S. 21-4-302  
CROSS REFERENCE(S): 5030, 5030-R, 5035, 5045, 5045-R, 5070,  
5070-R, 5075 (formerly 5123.3)  
ADMINISTRATIVE REGULATION

**STUDENT ATTENDANCE K-12 Policy 5113**

Campbell County School District maintains high expectations for students regarding attendance as well as achievement. All students enrolled in Campbell County schools are expected to be present for classes unless properly excused.

It is recognized that student absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardies to a minimum.

Student attendance is the responsibility of the parent(s)/guardian(s), and students. Schools and parents must keep each other informed about student absences to ensure that absences are appropriate and properly excused.

ADOPTION DATE: May 25, 1976; Revised July 12, 1988; June 9, 1997; Reviewed June 10, 2008, Revised September 26, 2017

LEGAL REFERENCE(S):  
CROSS REFERENCE(S): 5121, 5121-R  
ADMINISTRATIVE REGULATION: 5113- R

**STUDENT ATTENDANCE - K-12 Regulation 5113-R**

In all absences, it is the responsibility of the student's parent(s)/guardian(s) to communicate with the school regarding student absences. When practical, it is advisable to let the school know in advance of any planned absences. Campbell County School District recognizes two types of absences: excused and unexcused.

**EXCUSED ABSENCES**

An excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of 10 excused absences will be allowed in any one semester. Each absence beyond the 10 excused absences per semester will be unexcused. Exceptions will be made upon receiving certification from a competent medical authority stating specific days to be excused from school. A verified family emergency may also qualify as an excused absence.

In cases of prolonged or chronic illness (more than five consecutive days absent) and prior to the student's return, the student must provide certification from a competent medical authority stating that the student may return to school. If the parent/guardian is unable to provide certification from the student's healthcare provider, the student should be assessed by the school nurse to assure that they no longer meet exclusion criteria. When appropriate homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

**UNEXCUSED ABSENCES**

All absences falling into this category are truanancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent(s)/guardian(s) and/or school officials, or if the absence cannot otherwise be excused by the building

principal and/or District attendance officer. An "F" grade or equivalent will be recorded for each class and activity missed during the student's truancy.

**TRUANCIES**

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for truanancies applying differently to compulsory and non-compulsory students.

Following a truancy, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, or by the attendance officer, within 48 hours of the principal's/designee's administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future truanancies.

Upon the second truancy, the District attendance officer will have a conference with the truant student, his/her parent(s)/guardian(s), and appropriate building staff. At this meeting, the attendance officer will explain state statutes regarding truanancies and possible future actions. Upon the third truancy, school personnel will notify the attendance officer who will send a registered letter notifying the parents of the third truancy and the action to be taken for any subsequent truanancies.

Any compulsory student, having not completed the 10th grade, or reaching 16 years of age, who has accumulated five or more days of truancy in any one school year, may be referred to the Superintendent by the principal or the attendance officer. The Superintendent will schedule a truancy hearing. Upon conclusion of the hearing, the Superintendent may recommend to the Board of Trustees that the student should be classified as habitually truant.

Any non-compulsory student having completed the 10th grade, or reaching 16 years of age, who has accumulated five or more days of truancy in any one school year will be considered as a continued, willful, disobedient student and as such could be scheduled for an expulsion hearing.

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

(NOTE: The withdrawal form is not included in this publication; however, it is available as part of Regulation 5113-R at [ccsd.k12.wy.us](http://ccsd.k12.wy.us))

ADOPTION DATE: October 10, 1988; Revised June 9, 1997 (Incorporates former policy 5113.1), Revised July 21, 1999; Revised January 9, 2007; Reviewed June 10, 2008; Minor Revision October 28, 2014; Revised September 26, 2017; Revised January 23, 2018

LEGAL REFERENCE(S): W.S. 21-4-101, 102; Rules and Regulations for the School Foundation Program, Chapter 8  
CROSS REFERENCE(S): 5113, 5121, 5121-R  
ADMINISTRATIVE REGULATION:

## IV. DISCIPLINE/BEHAVIOR

### STUDENT BULLYING

### Policy 5276

#### Purpose and Policy

Campbell County School District is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, sexting and other bullying behavior. No person may engage in threats, hazing, harassment, intimidation, menacing, cyber-bullying, sexting or bullying behavior against a CCSD student or students participating in functions sponsored by the District ("student participants"). Further, CCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyber bullying, sexting or bullying. See W.S. 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any CCSD student or student participant is strictly prohibited and will not be tolerated by CCSD.

#### Definitions

1. **"Bullying"** (See "Intimidation" or "Bullying" below.)
2. **"Cyber-bullying"** (See "Intimidation" or "Bullying" below.)
3. **"Discrimination"** means any act that has the purpose or effect of unreasonably differentiating in treatment based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, characteristics or linguistic characteristics of a national origin group.
4. **"District"** includes CCSD facilities, CCSD premises and non-district property if the student is at any District-sponsored, District-approved or District-related activity or function such as field trips or athletic events where students are under the auspices of the District.
5. **"Electronic communication"** means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager.
6. **"False charges" or "a malicious accusation"** means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take disciplinary action against any individual making a false charge or malicious accusation of bullying, discrimination or harassment.
7. **"Harassment"** means unwanted behavior of a non-verbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group of students or staff on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic or linguistic characteristics of a national origin group.
8. **"Hazing"** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, "paddling" or other physical punishment, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene, degrading or physically

burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.

9. **"Intimidation" or "bullying"** means any intentional gesture, any intentional electronic communication (**"cyber-bullying"**) or any intentional written, verbal or physical act or statement received by a student repeatedly and over time on the part of one or more other persons which is negative in nature and causes a student to have difficulty defending himself or herself.
10. **"Menacing"** includes, but is not limited to, any assault or threat intended to place a school employee, student or third party in fear of imminent physical injury.
11. **"Retaliation" or "reprisal"** means any verbal or physical act or statement against any person who reports, files a complaint or participates in an investigation under this policy. Retaliation is prohibited and is considered a serious violation of Board policy, independent of whether a complaint is substantiated.
12. **"School"** includes a classroom or other location on school premises, school grounds, 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 student is present as a student of the school.
13. **"Sexting"** means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or activities on or off campus, while on school district property, during any recess, lunch or leave periods on or off school district property, by use of school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individual, the governance, climate or efficient operation of the school or the educational process or experience.
14. **"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business or activities who are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

#### Reporting Bullying or Retaliatory Behaviors

1. Any student, employee, parent or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing or retaliation or reprisal (hereafter "bullying" or "retaliatory behavior") in violation of this policy shall immediately report his/her concerns to:
  - The building principal or his/her designee;
  - A teacher who will be responsible for notifying the building principal or his/her designee immediately if the matter cannot be adequately addressed by the teacher or is sufficiently serious to warrant administrative intervention;
  - A counselor, who is responsible for notifying the building principal or his/her designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention;
  - The superintendent of schools or his designee.
2. Teachers, counselors and other certified, classified and administrative staff who observe students engaging in bullying behavior are responsible for taking action to timely and appropriately address the behavior and/or timely report the

incident to the administrator or his/her designee.

3. Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of bullying, they are encouraged to follow the procedure outlined in this policy.

4. Reports may be made anonymously through a variety of means. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the allegation has been investigated and corroborating evidence indicates a policy violation.

5. While many concerns may be resolved through an informal process, the severity and/or nature of a specific incident may require an immediate formal complaint and disciplinary action.

#### Complaint Process

1. Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation, which do not result in physical harm or meet other criteria for formal reporting as noticed in #2, below. Such complaints will be appropriately investigated and addressed by teachers, counselors or other adults consistent with due process requirements. Substantiated reports will be documented in the PowerSchool and/or student disciplinary file. Repeat offenses shall be referred to the principal or his/her designee.

2. Formal complaints should be made in writing and submitted to the appropriate administrator or his/her designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling. Formal complaints are warranted any time such a report and investigation is requested by any parent, student or other person, when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e., more than once), is unusual in nature, is perpetrated by a group or groups of students or others, is racial or discriminatory in nature and/or otherwise highly offensive in nature and leaves the victim feeling defenseless or vulnerable.

3. A copy of all formal complaints, investigations and results should be forwarded to the Student Support Services office within seven (7) school days of completing the documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and their designees. File information shall also be available to administrative personnel or their designees for the gathering and reporting of statistical and other data, which does not individually identify the individuals therein.

#### Investigation

1. In all schools the principal or his/her designee shall be responsible for timely investigation of a complaint made under this policy. Alleged serious violations shall be promptly investigated and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.

2. The complaint, investigation, witness and other information shall be documented along with the findings. Substantiated reports will be documented in PowerSchool and/or student discipline file.

3. Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating adult or a designee prior to a final "substantiated" or "unsubstantiated" finding.

4. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified of whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

#### Consequences and Remedial Actions for Substantiated Reports

1. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.

2. Schools may attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal complaint process, investigation, and disciplinary procedures. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem solving between the parties.

3. Consequences and remedial actions shall be determined, taking into consideration the context of events, all relevant circumstances, and the parties' prior behavior, the nature of the bullying behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions.

#### Protection of Victims from Additional Bullying or Retaliation/Reprisal

1. The principal or his/her designee shall be responsible for working with the student, parents and others to timely develop and implement strategies for protecting the reporting party and/or affected student following the report of threat, hazing, harassment, intimidation, menacing, cyber-bullying, bullying, sexting, reprisal or retaliation.

2. Such strategies may include, but are not limited to, monitoring, counseling, follow-up checks with the student and/or parent, safety plans for the affected student, reassignment of one or more students and other protective planning and/or interventions.

3. The student who has been bullied, or his/her parent, is responsible for reporting any reprisal or retaliation.

#### Consequences and Remedial Actions for False Accusations

1. False accusations of bullying shall be immediately reported by the affected party or an adult to the school principal or his/her designee.

2. False accusation reports shall be investigated, consistent with due process procedures noted under "investigation" above.

3. Persons found to have made false accusation reports may be disciplined up to and including expulsion or dismissal.

4. For formal complaints, the complainant and reported party, and their respective parents or guardians shall be notified whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

#### Student Bullying Policy Education for Students, Certified and Classified Personnel, Parents, Volunteers and the Community

##### 1. Students

Students shall be provided a copy of the Student Bullying Policy annually during registration and/or orientation. Each building principal or his/her designee shall be responsible for assuring the delivery, and documentation of the delivery, of this orientation information.

Beginning in fall, 2011, the Student Bullying Policy and procedures shall be discussed annually at each school during student orientation or at an alternative time to be determined by the principal or his/her designee prior to October 1. Each building principal or his/her designee shall be responsible for assuring the delivery of this standardized orientation information. In the event of a report of bullying or retaliatory behavior, substantiated or unsubstantiated, a student accused of a bullying or retaliatory behavior shall be re-

educated concerning the District's Student Bullying Policy. Each building principal or his/her designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.

## 2. Students and Parents

A version of the Student Bullying Policy shall be included in the *Campbell County School District No. 1 Student Handbook* beginning in the fall of 2011. Online versions of the *Student Handbook* shall include a link to the Student Bullying Policy.

## 3. Certified and Classified Personnel

Beginning in fall, 2011, the Student Bullying Policy shall be presented annually at classified and certified personnel orientations for those personnel who have substantial contact with students, or at an alternative time to be determined by the building principal or his/her designee, prior to October 1. Each building principal, supervisor or his/her designee shall be responsible for assuring the delivery of this orientation information and documentation of delivery.

Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and classified personnel who have substantial contact with students.

## 4. Students, Parents, Certified and Classified Personnel, Volunteers and Community Members

The Student Bullying Policy shall be posted on the Campbell County School District website by fall 2011. Student Support Services shall be responsible for assuring the website posting and updating of the Student Bullying Policy.

The District may establish bullying prevention programs or other initiatives and may involve school staff, students, administrators, volunteers, parents, law enforcement and community members.

### Continuous Review and Revision

The District shall annually review and update the Student Bullying Policy as needed.

ADOPTION DATE: December 8, 2009; Major Revision June 14, 2011  
LEGAL REFERENCE(S): W.S. § 21-4-311 – 21-4-315, "Safe School Climate Act"

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION

## **STUDENT SEXUAL HARASSMENT**

### **Policy 5275**

Sexual harassment is a form of sexual discrimination which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Title IX. It is the policy of Campbell County School District (the "District") that any form of sexual harassment of students, whether student to student or adult to student is prohibited and a violation of this policy. All students have a right to be educated in an environment free from sexual harassment. Violations of this policy will be cause for disciplinary action.

### Definition

Sexual harassment is unsolicited, nonreciprocal behavior which consists of unwelcomed or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which is offensive or objectionable to the recipient when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- Submission to or rejection of that conduct or communication

by an individual is used as a factor in decisions affecting that individual's employment or education; or

- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;
- Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching, hugging, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender, sexual orientation or marital status.

### Reporting

Any person who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate official as designated in 5275-R. A report form is available from the principal of each building and the district central office; however, oral complaints will be considered complaints as well. Nothing in this policy shall prevent any person from reporting sexual harassment directly to the Director of Student Support Services or the Deputy Superintendent. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment based upon another individual's sex or sexual orientation and shall take appropriate disciplinary action against any student or school personnel found to have violated this policy.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011; Editorial Revision October 28, 2014; Revised January 22, 2019

LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5275-R

## **STUDENT SEXUAL HARASSMENT**

### **Regulation 5275-R**

### Reporting Procedure

1. In each school building:

The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Any teacher, administrator or school personnel who receives a report of sexual harassment must inform the building principal immediately. Upon receipt of a report, the principal must immediately notify the Director of Student Support Services and Deputy Superintendent, or in their absence, notify the Superintendent, without screening or investigating the report. The principal may request the reporting party or complainant prepare a written statement. A written statement of the alleged facts will be forwarded as soon as practicable by the principal to the Director of Student Support

Services and Deputy Superintendent. If the report was given verbally, the principal shall personally transfer it to written form within 24 hours or within a reasonable time thereafter and forward it to the Director of Student Support Services and Deputy Superintendent. If the complaint involves the building principal, the complaint shall be made or filed directly with the Director of Student Support Services and the Deputy Superintendent by the reporting party or complainant.

2. In the District:

The Board of Trustees hereby designates the Director of Student Support Services and Deputy Superintendent to receive reports or complaints of sexual harassment under this policy. If the complaint involves the Director of Student Support Services, the complaint shall be filed directly with the Deputy Superintendent.

3. Submission of a good faith complaint or report of sexual harassment will not affect the complainant or reporter's future employment, grades, or work assignments.

4. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation

By authority of the Board of Trustees, the Director of Student Support Services or Deputy Superintendent, upon receipt of a report or complaint alleging sexual harassment, under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal, a designated investigator of the District, other district officials, or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstance(s) giving rise to the complaint. All parties will be given the opportunity to provide a written statement. The investigation may also utilize other methods or resources deemed pertinent by the investigator and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged sexual harassment under this and/or other district policies. Law enforcement and/or legal counsel may be contacted.

The investigation will be completed as soon as practicable, the designated investigator shall make a written report to the Director of Student Support Services, Deputy Superintendent, and building principal upon completion of the investigation. If the complaint involves the building principal, the report may be filed directly with the Deputy Superintendent. If the complaint involves the Director of Student Support Services, the report may be filed directly with the Deputy Superintendent. If the complaint involves the Deputy Superintendent, the report may be filed directly with the

Superintendent. If the complaint involves the Superintendent, the report may be filed directly with the Chair of the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Parents will be contacted regarding the investigation.

District Action

1. The District will take appropriate action as determined by the responsible supervisory personnel. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. In addition, consequences may escalate for continued violations of this policy. The action taken by the District for violation of this policy will be consistent with requirements of applicable federal and state law and other District policies.

2. The result of the investigation by the District of each complaint filed under these procedures may be reported to the complainant by the District in accordance with state and federal law regarding data or records privacy.

3. Use of formal reporting forms is mandatory for confirmed incidents of sexual harassment.

Retaliatory Conduct

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports alleged sexual harassment; or any person who testifies, assists, or participates in an investigation; or who testifies, assists, or participates in a proceeding or hearing relating to such sexual harassment.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Equal Employment Opportunity Commission, initiating civil action, or seeking redress under applicable federal or state laws.

Dissemination of Policy and Training

1. This policy will be reviewed with staff at the beginning of each school year.

2. This policy shall appear in the student handbooks.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011; Editorial Revision October 28, 2014; Revised January 22, 2019  
LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX  
CROSS REFERENCE(S): 4390, 4390-R, 5275  
ADMINISTRATIVE REGULATION:

**STUDENT APPEARANCE**

**Policy 5132**

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety, and does not disrupt the educational process. Generally, the responsibility for dress and appearance of the student will rest with the individual student and his/her parents; however, students will not be permitted to wear:

- clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use of drugs, alcohol, or gang activity; or
- clothing that is revealing or distracting which could be considered immodest clothing which is sexually offensive; or

- unsanitary clothing, which poses a health problem.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

Coaches and/or other staff supervising extracurricular activities may make other dress requirements applicable to students participating in athletic and/or other extracurricular activity events.

ADOPTION DATE: February 14, 1984; Revised June 24, 1986; Revised May 10, 1988; Revised May 26, 1998; Major Revision June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES:

ADMINISTRATIVE REGULATION: 5132-R

### **STUDENT APPEARANCE**

### **Regulation 5132-R**

Clothing that is revealing or distracting will not be permitted at school or school activities. Students are to conform to the following guidelines concerning appropriate dress and grooming:

1. Students may be outside during cold weather. Parents and students are encouraged to keep informed about the weather and forecasted weather and dress students appropriately. Boots, gloves, hats, and coats help your student to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.
2. All clothing is to be worn according to the way it is designed.
3. Students may not wear, as outer dress, the following:
  - Midriffs - any shirt that allows the exposure of the midsection during normal school activities.
  - Sleeveless undershirts – tank tops, tube tops, etc.
  - See-through clothing.
  - Shirts showing bare shoulders and/or backs.
4. Visible undergarments are not permitted.
5. Clothing with obscene or violent statements, designs, double messages, and advertisements for drugs/alcohol or tobacco will not be permitted.
6. Short shorts and mini-skirts will not be permitted. Skirts must extend to within three inches of the top of the kneecap as a guide. Shorts must extend to within four inches of the top of the kneecap as a guide.
7. Hats and caps are not to be worn in the building during normal school hours.
8. Gang-related clothing or styles of grooming may vary from school to school and may change from year to year. Therefore, it may be necessary, at some point in time, to prohibit the wearing of certain items of apparel and certain styles of grooming not limited to specific hairstyles, colors, logos, manufacturer brand names, etc. The purpose of prohibiting these items of apparel or styles of grooming is to prevent identifying students as gang members and to prevent non-gang members from being mistakenly victimized.
9. Neat, clean, and well-groomed facial hair will be permitted.
10. Shoes, boots, and other appropriate footwear are to be worn at all times.
11. Articles of clothing that cause undue school maintenance problems will not be permitted.
12. Cleanliness of body and clothing is required.
13. Students are not to wear their clothing or hair in such a style or

manner that could be hazardous to them in their various school activities such as shop, laboratories, athletics, physical education, art, etc. Instructors in these areas are to set specific dress and grooming regulations for the safety and health of the participants and to assure that disruption of the learning process does not occur. Activity sponsors may establish dress codes for activities. Any such regulations drawn up by instructors or sponsors must be approved by the principal before they can be enforced.

14. Clothing must be in good repair—free from holes, cut-outs, or torn seams.

15. This regulation applies to students at all school-sponsored activities unless the principal approves a change.

Schools may adjust these guidelines to be age appropriate at the school level. Students will only be allowed to wear clothing outside of the student appearance regulation during Incentive Days as designated by the school principal as a reward and motivation for the students. Incentive Days will be available as a school reward for various reasons and celebrations. The principal has the discretion to modify the student appearance regulation on Incentive Days.

If a student is in violation of these provisions, the principal or designee shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Note: School activities participants dress the Wyoming High School Activities Association and national program regulations govern standards.

ADOPTION DATE: May 10, 1988; Revised May 26, 1998; Major Revision June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES:

ADMINISTRATIVE REGULATION: 5132-R

### **CONDUCT OF CLASSROOMS**

### **Policy 6122**

It will be the policy of the Board that discipline will be expected to prevail in every classroom, because discipline is a must if a learning situation is to develop, for only through classroom discipline can the rights to instruction of all students be protected. However, discipline need not be rigid or inflexible when based on motivation and sound preparation for teaching the academic discipline involved. Teachers will be expected to see that all general rules and regulations of the school are fairly and impartially enforced.

Nothing herein contained will be construed as prohibiting or denying to a classroom teacher the right to use force as may be reasonable and necessary to control a situation within the classroom to exclude or remove a child from the classroom or school activity or to escort a student to the principal's office.

ADOPTION DATE: August 20, 1968; Revised August 23, 1993

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

### **STUDENT EXPULSION AND SUSPENSION**

### **Policy 5135**

The Superintendent, a principal or designated staff may suspend a student from school for a period not to exceed ten (10) days. As provided by Wyoming law, before any suspension, the student shall have the right to hear an explanation of the charges against him or her, and he or she shall have the right to be heard. Written notice of any suspension shall be provided to the student's parents or guardians within twenty-four (24) hours of the suspension.

The Board of Trustees or the Superintendent may expel a student from school for a period not to exceed one (1) school year. If an expulsion exceeds ten (10) days, the Board of Trustees must conduct or provide for a hearing, if requested, in accordance with the procedures of the Wyoming Administrative Procedures Act and CCSD Regulation 8380-R.

The following are grounds for suspension or expulsion of a student from Campbell County School District during the school year:

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property during the school year or any recess or vacation;
3. Any behavior which in the judgment of the local Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language, or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel;
4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence; and/or
5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102 (a)(xl) or within the boundaries of real property used by the district primarily for the education of students in Grades kindergarten through twelve (12).

Students Subject to IDEA (Individuals with Disabilities Education Act 2004, as Amended)

Suspension or expulsion of any child with a disability, as defined by IDEA, will be disciplined as provided in the procedures and requirements of IDEA and the rules and regulations of the Wyoming Department of Education.

Students Subject to Section 504 of the Rehabilitation Act, as Amended

Suspension or expulsion of any child with a disability, as defined by Section 504, will be disciplined as provided in the procedures and requirements of Section 504 and the rules and regulations of the Wyoming Department of Education.

ADOPTION DATE: July 13, 1976; Revised October 11, 1993; Editorial Revision November 22, 1993, Editorial Revision January 23, 2001; Revised April 28, 2009 (Regulation and policy merged); Editorial revision April 8, 2014

LEGAL REFERENCE(S): Wyoming State Board of Education Rules and Regulations Governing Services for Children with Disabilities; W.S. 21-4-305, W.S. 21-4-306, W.S. 21-2202(a) (xviii)

CROSS REFERENCE(S): (formerly 5114) 5123.4, 5131.1, 5131.5.

ADMINISTRATIVE REGULATION:

**ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES Policy 5131**

The possession, distribution or use of alcoholic beverages, tobacco, or drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or controlled substances.

Any student suspected of being under the influence of alcohol, drugs, or other substance may be removed from the classroom,

school building, school grounds, or school function pending further investigation.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting for the purpose of generating a high, or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", Juuling like pods or cartridges containing THC, or any other substance, whether organic or non-organic, which are utilized in such a manner as to create a high or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose. It is also prohibited to have in the student's possession, be under the influence of, or have in the student's blood stream any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a "drug" as defined by this policy. In addition, it is prohibited for a student to possess "drug paraphernalia" as defined by the Wyoming Controlled Substances Act of 1971. It is the policy of the District that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students.

A student who violates any part of this policy shall be subject to discipline, which may include suspension or expulsion.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling services that will make it possible for students to seek and obtain interventions for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

Definitions

*Alcoholic Beverages* - Any alcoholic liquor or malt beverage as defined by Wyoming statutes.

*Tobacco* - Any substance containing tobacco leaf, or any product made or derived from tobacco that contains nicotine, including but not limited to cigarettes, electronic cigarettes, vaporizers or Juul-like devices, cigars, pipe tobacco, snuff, chewing tobacco, or dipping tobacco.

*Electronic Cigarettes and Vaporizers and Juul-like Devices* - Any product that employs any mechanical heating element, battery or electronic circuit, regardless of shape or size, which can be used to deliver doses of nicotine vapor or any other substance by means of heating a liquid, was or other solution contained in a cartridge or alternate delivery system.

*Drug* - Any controlled substance as defined by Wyoming statutes.

*Drug Paraphernalia* - means all equipment, products and materials described in the Wyoming Controlled Substances Act of 1971 (and any amendment thereof) and of any kind when used, advertised for

use, intended for use or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

1. Objects when used, advertised for use, intended for use or designed for use in injecting controlled substances into the human body;
2. The following objects when used, advertised for use, intended for use or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish, hashish oil, or any other controlled substance into the human body:
  - a. Metal, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls;
  - b. Bongs;
  - c. E-cigarettes or electronic smoking devices such as Juuls
  - d. Vaporizers or vaping devices

*Substance* - Any substance, whether organic or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high, or otherwise altering the mental processing, or impairing the consumer's judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or healthy condition. The term substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, "spice", "K-2", and Juul-like pods or cartridges containing THC.

*Drug or Substance Trafficking/Providing* - Any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substances as defined in this policy.

*Possession* - Any exercise of control or dominion.

*Suspected* - Reasonable suspicion (Based on observations and/or information received which would lead a reasonable person to believe that the student has violated or is violating this policy.

*Under the influence* - Ingestion of alcoholic beverage or dangerous/illegal drug or substance affecting any physical or mental capacity/ability.

ADOPTION DATE: July 13, 1976, Revised July 19, 2000; Reviewed December 9, 2008; Revised January 27, 2009; Major Revision December 14, 2010; Revised April 8, 2014; Revised August 21, 2018  
LEGAL REFERENCE(S): Wyoming Controlled Substances Act of 1971  
CROSS REFERENCE(S): Policy 4336, Use of Tobacco Products and Electronic Vaping Devices  
ADMINISTRATIVE REGULATION:

#### **WEAPONS Policy 5260**

Possession of a weapon on school property, on a school bus, or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity, will be subject to disciplinary and/or legal action.

Any student who violates the provisions of the federal Gun-Free Schools Act of 1994 by bringing a weapon/firearm to school will be expelled from school for a period of not less than one year. For this paragraph, a "weapon/firearm" means a firearm as defined in Section 921 of Title 18, United States Code.

The Superintendent may recommend to the Board modification of this expulsion requirement for students on a case-by-case basis.

ADOPTION DATE: May 9, 1994; Revised September 12, 1994; Reviewed, no revision June 14, 2011  
LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18, U.S. Code  
CROSS REFERENCE(S):  
ADMINISTRATIVE REGULATION: 5260-R

#### **WEAPONS Regulation 5260-R**

Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm or intimidate. Examples are belts, combs pencils, files, compasses, scissors, pocketknives, etc.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and will be subject to disciplinary action.

A student using a weapon in a fight or altercation will be administratively judged a danger to others and self and will be subject to extended suspension or expulsion proceedings or to other appropriate disciplinary and/or legal action.

A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article identified as a weapon elsewhere in this regulation or used as a weapon under the definitions and circumstances described in this policy and regulation. Such articles will be turned over to the appropriate law enforcement agency, and the student will be subject to disciplinary and/or legal action.

Under Section 921 of Title 18, U.S. Code, "firearms" are defined in part as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any such weapon;
- The frame or receiver or any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. Such term does not include an antique firearm.

"Possession" means having a weapon in the student's personal possession, which includes the student's vehicle, desk or locker.

ADOPTION DATE: May 9, 1994; Revised April 10, 1995; Editorial Revision June 14, 2011  
LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18 of U.S. Code  
CROSS REFERENCE(S):  
ADMINISTRATIVE REGULATION: 5260-R

## **V. INSTRUCTIONAL**

#### **GRADING AND REPORTING STUDENT PROGRESS Policy 5121**

Evaluating and reporting student progress at regular intervals is an important part of the educational process. To be constructive, the evaluation and reporting system must be as fair and objective as possible. The process must be understandable to students and to their parents, and it must indicate as honestly and accurately as

possible the strengths and weaknesses of each student's performance.

Procedures for grading and reporting student progress must be approved by the Superintendent and published in parent and teacher handbooks.

ADOPTION DATE: July 12, 1983; revised August 9, 1988; Reviewed July 16, 2008; Reviewed with no changes September 26, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5121-R

## GRADING AND REPORTING STUDENT PROGRESS

### Regulation 5121-R

#### A. FREQUENCY OF GRADE REPORTING

1. Grades are to be reported to parents each nine weeks.
2. Parents are encouraged to request a parent-teacher conference to discuss grades and student progress.
3. Parents of students averaging a grade of N (Not Satisfactory), I (Incomplete), or a letter grade of D or lower during the fourth week of a grading period are to receive notification of those grades from the teacher no later than the fifth week of the grading period.

#### B. COURSE GRADE PLANS

1. The grade reports and semester grades will generally include assigned work, test scores and special projects.
2. Each teacher is to have as a part of his/her course grading plan a procedure that will prevent students from being unduly penalized for a low score that falls out of the range of that student's normal performance in that course.
3. A teacher who chooses a course-grading plan other than outlined herein may implement that plan in the classroom if prior approval is given by the principal.
4. Students are to be made aware of the grading plan used by the teacher(s) from whom they are taking courses.

#### C. KINDERGARTEN AND GRADE 1

1. Student evaluations are based on the degree of content and performance standards or goals.
2. Symbols used for performance:
  - Yes* - Student has met the expectation for the quarter.
  - No* - Student has not met the expectations for the quarter.
  - X* - Not assessed at this time district wide.
  - Blank* - Not assessed at this time.
  - E* - Excellent
  - S* - Satisfactory
  - N* - Not Satisfactory

#### D. GRADES 2

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Code for grade level expectations at this time:
  - Blank* - Not evaluated at this time.
  - 4 - Advanced
  - 3 - Proficient
  - 2 - Basic
  - 1 - Below Basic
  - E* - Excellent
  - S* - Satisfactory
  - N* - Not Satisfactory

#### E. GRADE 3

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Letter grades (A-F) will be given in math and language arts.
3. Science, social studies, art, music, and physical education will be E, S, or N only.
  - E* - Excellent
  - S* - Satisfactory
  - N* - Not satisfactory

#### F. GRADE 1-6 Art, Music and Physical Education

1. Art, music and physical education will be E, S, or N only.
2. Code for other subjects:
  - E* - Excellent
  - S* - Satisfactory
  - N* - Not Satisfactory

#### G. GRADES 4-12

1. Student evaluations are based on the degree of mastery of content and performance standards or goals as stated in the elementary curriculum guide, the junior high course syllabus handbook, or the senior high course syllabus handbook. The progress reported will be for academic achievement. The Grade Conversion Chart will be used for conversion of grades from percentage, to letter grades, to Class Rank GPA, to Cumulative GPA.
2. Letter grades from the Conversion Chart will be displayed on report cards and kept in permanent student records.
3. Class Rank GPA will be determined according to the Conversion Chart. Only students progressing toward a regular diploma will be included in class rank. Class Rank GPA will ONLY be used to report class rank and to make determinations for valedictorian/salutatorian honors.
4. Cumulative GPA will be determined according to the Conversion Chart. This GPA is considered the student's official GPA and will be reported on student transcripts.

#### 5. Academic Achievement Conversion Charts (Grades 4-12)

| Academic Achievement | Percent Score | Letter Grade | Class Rank/GPA | Cumulative GPA |
|----------------------|---------------|--------------|----------------|----------------|
| Excellent            | 98-100        | A+           | 4.000          | 4.0            |
|                      | 93-97         | A            | 4.000          | 4.0            |
|                      | 90-92         | A-           | 3.666          | 4.0            |
| Above Average        | 88-89         | B+           | 3.333          | 3.0            |
|                      | 83-87         | B            | 3.000          | 3.0            |
|                      | 80-82         | B-           | 2.666          | 3.0            |
| Average              | 78-79         | C+           | 2.333          | 2.0            |
|                      | 73-77         | C            | 2.000          | 2.0            |
|                      | 70-72         | C-           | 1.666          | 2.0            |
| Below Average        | 68-69         | D+           | 1.333          | 1.0            |
|                      | 63-67         | D            | 1.000          | 1.0            |
|                      | 60-62         | D-           | .666           | 1.0            |
| Failing              | 59 & Below    | F            | .000           | 0.0            |

#### H. LATE WORK, INCOMPLETES AND CHEATING

1. Students submitting work late due to an excused absence will be permitted to do makeup work without penalty within a reasonable amount of time as established by each school.

2. Students are expected to complete all assigned work on time. Students not completing assignments may be required to spend additional time in school until the work is completed. Late work submitted after the original due date may be subject to penalty.

3. An "F" grade or equivalent is to be recorded in the grade book for all work not handed in within the allowable time. Missed schoolwork, or work not handed in which results in an incomplete on a report card, must be made up within two weeks after the reporting period has ended, or an automatic failure will be recorded.

4. Students found to have cheated on a test or other assignment will receive an "F" for that work. Other appropriate disciplinary action may be taken.

### **I. WITHDRAWAL FROM CLASS DURING A SEMESTER**

1. Report cards in Grades 7-12 will use the following symbols for withdrawals. However, these symbols will not be used for determining GPA:

2. WP - Withdraw Passing - The student had a grade average of D- or better when he/she withdrew from the class. No credit is issued.

3. WF - Withdraw Failing - The student had a grade average of F when he/she withdrew from the class.

4. Students who drop a class without completing the requirements for a grade will receive no semester credit for that class.

### **J. REPEATING A FAILED CLASS (GRADES 9-12)**

1. When a student repeats a failed class, the "F" is deleted for failed class and an "R" is recorded. The failed class remains on the transcript with an "R" grade but is not used in figuring the GPA. The repeated course is listed on the transcript with the grade earned and is used in figuring the GPA.

ADOPTION DATE: June 27, 1988; revised December, 2000, revised August, 2001; Revised May 22, 2007; Revised November 6, 2007; Reviewed July 16, 2008; Revised July 21, 2010; Revised September 26, 2017

LEGAL REFERENCE(S)

CROSS REFERENCE(S): 5121

ADMINISTRATIVE REGULATION:

### **HOMEWORK**

### **Policy 6140**

The Board of Trustees recognizes the purpose of meaningful homework assignments that include practicing a learned skill, extension of a skill; and helping students develop responsibility, good study habits, and self-discipline. Parents have every right to expect a general school-wide homework policy that promotes academic achievement, accountability, and responsibility. Professional school staff will make informed judgments regarding homework that take into consideration the increased demands on the non-school lives of children and home situations.

It is recognized that there are many meaningful learning experiences and responsibilities for students outside the school days, and teachers should be considerate of these activities.

ADOPTION DATE: September 28, 1998; Revised April 9, 2019

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 6140-R

### **HOMEWORK**

### **Regulation 6140-R**

Each school in Campbell County School District will set and communicate homework expectations to students, parents, and staff. Homework is defined as a set of tasks assigned to students by their teachers to be completed outside the class. This may include

required reading, writing, mathematical exercises, test review, and other skills to be practiced. Teachers will assign homework according to age, maturity level, individual needs, course rigor, and interest of the students.

Teachers should consider student time constraints and homework in other classes.

Following are some suggested general guidelines for the amount of time, per student, to be spent doing homework. As these are average guidelines, teachers need to be cognizant of individual student differences when assigning homework.

- Primary Grades K-3: 10-20 minutes per day
- Intermediate Grades 4-6: 20-30 minutes per day
- Junior High: 30-45 minutes per day
- High School: 45-60 minutes per day

ADOPTION DATE: September 28, 1998; Revised April 9, 2019

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 6130

ADMINISTRATIVE REGULATION:

### **STUDENT RETENTION AND PROMOTION**

### **Policy 5123**

Students in Campbell County School District schools may be retained for valid educational reasons. Procedures for determining whether a student will be retained are outlined in Regulation 5123-R.

ADOPTION DATE: August 9, 1977; January 10, 1978; Revised: March 13, 1984, January 12, 1988; Reviewed October 14, 2008, Reviewed, Revised and Re-numbered July 21, 2010; Revised October 24, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S) Previously numbered 5123.2

ADMINISTRATIVE REGULATION: 5123-R

### **STUDENT RETENTION AND PROMOTION**

### **Regulation 5123-R**

#### **Grades K-6**

Campbell County School District recognizes that additional time is required by some students to be able to perform successfully at grade level. Therefore, programs such as Extended Learning Opportunities and other building and District programs are provided to help meet the needs of these learners. However, if the student is not performing at grade level after these substantial interventions, he or she may be retained.

The decision for retention lies with the building teachers and principal with input from the parent. Parents should be notified by the end of the third quarter if there is any possibility of retention. Students enrolling during second semester that are being considered for retention will be notified on a case-by-case basis.

#### **Junior High**

To be promoted to the next grade, a pupil must pass the equivalent of five full-year courses in the current academic year. The five courses passed must include two courses from the following list: mathematics, English, science and social studies. The remaining three may be from any other courses taken. The parent/guardian of a student desiring promotion with four or more credits, yet failing to meet specific credits required for promotion, must apply to the appropriate junior or senior high school principal for a waiver of the requirements.

Parents should be notified by the end of the third quarter if there is any possibility of retention. Notice of retention will be mailed within two weeks of the completion of the academic year. Face-to-face meetings are encouraged.

#### **Campbell County School District High School Graduation Progress**

High school students residing in, or moving to Campbell County

School district will all have their progress toward on-time graduation measured against the date at which they began high school. A student's expected on-time, 4-year, high school graduation year is based on the year and the grade in which the student first attended high school.

High school students will have their progress toward on-time graduation measured by the total credits that are attained each year. High school students that do not successfully attain credits will be notified of the possibility of not graduating on time and will be identified as at-risk of not graduating with their class.

ADOPTION DATE: January 12, 1988; Revised July 12, 1988; Revised March 13, 2000; Reviewed October 14, 2008; Revised and Renumbered July 21, 2010; Revised August 28, 2012; Revised October 24, 2017; Revised June 11, 2019

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5123

ADMINISTRATIVE REGULATION:

## VI. MISCELLANEOUS

### EMERGENCY PREPAREDNESS

**Wyoming Statute 35-9-505 (b): Applicability; fire and safety drills required in schools; supervision of drills.**

In every public and private school in Wyoming, there shall be a fire drill at least once every month. Safety drills may be used in lieu of fire drills if approved by and coordinated with the local fire department, provided fire drills be conducted at each school not less than four (4) times during any one (1) academic year, and further provided the school's fire alarm is tested at each fire or safety drill. A safety drill includes any organized response to a potential threat to the health and safety of the student population. The school administration shall supervise and administer this subsection and shall determine the types of safety drills appropriate for each school. In localities where a paid fire department is maintained, a fire department member shall be requested to be in attendance at each fire or safety drill conducted within a school for the purpose of instruction and constructive criticism.

Campbell County schools will have a drill every month, based on the above statute. The school district does work with the fire department and other local emergency agencies to conduct drills based on all types of crises. Please contact your principal for more information about the district and school's crisis management plan.

### CRISIS MANAGEMENT

#### Policy 5107

Our students have a basic need for safety and security. Any event, which threatens that feeling of safety and security, will be considered a crisis. The possibilities for crisis situations that could impact the District are unlimited. Those include, but may not be limited to, suicide, acts of violence, death, or trauma.

Each school will develop a Crisis Management Plan, which will include actions to:

- prevent crisis situations from occurring,
- deal with the immediate aftermath of crises, and
- provide long-term follow-up for those affected by crises

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised September 24, 2002; Revised May 13, 2008; Revised August 1, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5250

ADMINISTRATIVE REGULATION: 5107-R

### CRISIS MANAGEMENT

#### Regulation 5107-R

#### Building Level Teams

In each school, a building level team will develop a crisis management plan to deal with prevention, crisis aftermath and long-term follow-up. The building team will be composed of building staff. Members of the team should have an interest in crisis management, be willing to serve, and have the time and flexibility to be trained and to respond in crisis situations.

The suggested chair of the building team is the building principal. Other suggested members of building teams include counselors, teachers, psychologists, social workers, nurses, members of alcohol and drug abuse preventions teams, and clerical staff.

All team members will be serve as liaisons with specified groups within the school and community. Team members will be responsible for the following: Law enforcement, medical, students, parents, public information, clergy, and mental health agencies.

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised September 24, 2002; Revised May 13, 2008; Revised August 1, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5107, 5250

ADMINISTRATIVE REGULATION:

### PARENT INVOLVEMENT

#### Policy 1300

The Campbell County School District Board of Trustees endorses the concept that parent participation in the affairs of the school is essential if the District and parent are to maintain mutual confidence and work together to improve the quality of education for students.

This policy will be maintained in compliance with the No Child Left Behind Act - 2001, Section 118(a). This includes the following requirements:

- Parents will have the opportunity to participate in the development of the Consolidated Grant plan each year.
- The District will provide support to schools in implementing effective parent involvement programs that focus on improving student academic achievement.
- Schools will build capacity for meaningful parent involvement.
- The District and schools will coordinate parent involvement strategies with other programs such as Head Start and Even Start.
- The District will review the policy and regulations each year with the involvement of parents in the review process.
- The District will use the findings of the review, if necessary, to revise this policy and regulation.
- All parents will be encouraged to express their ideas, concerns and judgements about the schools through such means as individual building Parent Councils.

Campbell County School District encourages and welcomes the parents of our students to visit schools, attend classes, participate in activities and communicate with staff on a regular basis.

ADOPTION DATE: Draft July 9, 1998; Adopted August 24, 1998; Revised May 27, 2003; Reviewed Without Revision February 22, 2005

LEGAL REFERENCES:

CROSS REFERENCE:

ADMINISTRATIVE REGULATION:

**EXTREME WEATHER CONDITIONS, SCHOOL CLOSURES & EMERGENCIES**

Students will be outside during cold weather. Please make sure your children are dressed in warm clothing. Boots, gloves, hats, and coats help your children to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.

Elementary students will not go outside in extreme weather conditions. Extreme weather will be defined as when the temperature or temperature with wind chill is below 0. Factors that may be taken into consideration are wind chill, precipitation, playground exposure, and length of recess.

Requests for students to stay in at recess because of illness will require a written request from the parent/guardian stating the reason. This request will be honored for one day. Additional days may require an excuse from a physician or the school nurse.

If a blizzard occurs, schools may be closed. Parents should assume buses are running normally and schools are open as scheduled unless they receive a message from a district administrator via a mass communication system or hear announcements to the contrary on the radio.

Administrators may notify parents of school closures and other emergencies through recorded messages facilitated through the mass communication system, which distributes information to parents via telephone and/or e-mail. Inclement weather decisions are generally made between 5:30 and 6:00 a.m.

**EMERGENCY SCHOOL DISMISSAL Policy 6114**

The Board of Trustees recognizes that emergencies will occur and directs the Superintendent to formulate procedures and regulations to follow in such emergencies. A copy of these regulations and procedures will be distributed to all schools and these will be followed in the event that early dismissal or the closing of school is necessary. The Superintendent or designee is to use good judgment in making such decisions.

In the event school closure causes the number of days of school to fall below the state requirement, make-up days will be added to the school calendar.

ADOPTION DATE: May 25, 1976; Reviewed September 27, 2011; Revised October 9, 2018

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 6114-R

**EMERGENCY SCHOOL DISMISSAL Regulation 6114-R**

The following alternate procedures will be used depending on the location and severity of foul weather. Reasonable efforts will be made to notify the public of the specific procedure being used.

1. Alternate busing. School held as scheduled with selected routes altered by either one or two hours, depending on the route.
2. Selected route cancellations. School held as scheduled but selected rural routes canceled; parents may transport students but are not encouraged to do so.
3. Selected school closures.
4. Countywide school closure.

ADOPTION DATE: January 14, 2003; Editorial changes September 27, 2011; Revised October 9, 2018

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 6114

ADMINISTRATIVE REGULATION:

**SCHOOL MEAL PROGRAMS**

**Policy 5410**

Campbell County School District is committed to:

- Participation in the National School Lunch Program,
- Utilization of commodities offered by the U. S. Department of Agriculture,
- Provision of a free and reduced-price meal program for students under its jurisdiction who meet eligibility requirements, and
- Participation in other appropriate food programs, which may become available.

In accordance with free and reduced-price meal guidelines and the wishes of the Board of Trustees, no child who meets the eligibility criteria for such benefits will be denied simply because proper application has not been received from the student's parent(s)/guardian(s). School officials may complete an application for a student known to be eligible if the household fails to apply as allowable and in accordance with federal requirements regarding the determination of eligibility free and reduced-price meals in the National School Lunch Program and the School Breakfast Program.

ADOPTION DATE: August 24, 1976; Draft Revision 12/14/95 (Formerly Policy No. 5146.1); Revised January 11, 2011; Reviewed with no changes December 12, 2017

LEGAL REFERENCES:

CROSS REFERENCE:

ADMINISTRATIVE REGULATION:

**UNPAID STUDENT MEAL DEBT**

**Policy 5415**

The Campbell County School District Nutrition Services Department strives to be financially self-sufficient. Unpaid charges could affect the ability of the program to support itself. The purpose of this policy is to establish consistent meal account procedures throughout the District. The goals of this policy are:

- To ensure all students have a healthy meal, and no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, students, and parents/guardians.
- To establish fair practices that can be used throughout the district.
- To encourage parents/guardians to assume the responsibility of meal payments, and to promote the self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

ADOPTION DATE: May 23, 2017

LEGAL REFERENCE(S): W.S. 21-4-308

CROSS REFERENCE(S): 5410 School Meal Programs, 5415-R, Unpaid Student Meal Debt

ADMINISTRATIVE REGULATION:

**UNPAID STUDENT MEAL DEBT**

**Regulation 5415-R**

All students will received a Personal Identification Number (PIN), which will remain the same as long as they are an enrolled student. Students must use their PIN numbers when purchasing any items from the cafeteria. All students can prepay for their meals by depositing cash or check into their accounts. Prepayments are accepted daily at the school or online using credit or debit cards. Online payments could take up to 24 hours before they arrive in a student's account.

All parents/guardians will have the right to apply for meal assistance from the National School Lunch Program. For all newly enrolled students in Campbell County School District, there is a four-day grace period to allow processing of meal eligibility application.

- If the parent/guardian application for free meal status is approved, the balance owed for unpaid meals during the grace period shall be forgiven.
- If the application for reduced meal status is approved, the balance for unpaid meals shall be recalculated at the reduced meal rate, with payment due within ten calendar days of written notification to the parent/guardian.
- If the student's application is not approved, the balance for prior purchased meals in the grace period is the responsibility of the parent/guardian.

#### **Eligibility Status**

Eligibility status for District students taking part in the lunch program is categorized into three areas; paying, reduced price, and free. An explanation of each is below.

*Paying Status:* Students who do not qualify for free or reduced priced meals are considered paying students. Paying students are expected to pay for all meals at the time of sale or on credit as allowed by policy. The District must provide a meal if they have money in-hand to pay for the current meal regardless of any account balance. The District does have the right to refuse to serve them a reimbursable meal if these students have reached the charge limit. An alternative meal will be offered. A reimbursable meal is defined as a meal in which five components are offered - milk, fruit, vegetable, meat (or an approved meat alternate like beans, yogurt or cheese), and grain. For a meal to be reimbursable, students must choose three full portions of the five, with at least one choice being a fruit or vegetable.

*Reduced Price:* Students must qualify by making application to receive school meals for a reduced price if the household income meets eligibility requirements set by the United States Department of Agriculture (USDA). Students receiving reduced price meals are expected to take a reimbursable meal and pay for all meals purchased at the time of sale or on credit as allowed by the District. These students must always be provided a meal, even if the student owes money. Children whose families have income between 130-185% federal poverty level can qualify for reduce price meals.

*Free:* Students may be eligible to receive free school meals and may qualify by making application. These students must always be provided a meal even if the student owes money. Children whose families have income at or below 130% of the federal poverty level can qualify for free meals.

#### **Allowable School Meal Charges**

Any student in grades K-6 who does not have money to pay for their meals will be allowed to charge the District cost of five lunches. Snacks and drinks will not be allowed to be charged.

Any student in grades 7-12 who does not have money to pay for their meals will be allowed to charge the District cost of five lunches. Snacks and drinks will not be allowed to be charged.

#### **Resolution**

School contacts will be made daily to the parent/guardian of a student who has a negative meal account. The following resolutions may be made to be proactive in parent notification

in an effort to control balances.

- Low balance notices will be sent home prior to students needing to charge meals.
- Individual schools will notify parents of negative balances.
- Notify and/or work with principals and school counselors to understand the student and parent's situation and if a free/reduced price application is needed.

Once a child reaches their maximum in charges (paying student), a phone call will be made to the home stating the student has reached the maximum charge limit. If the student owes the maximum charge limit on the account, and the student comes to school with no money, the student will receive an alternative meal. An alternative meal is an individually wrapped cheese sandwich and a milk. These meals are not allowed to be reimbursable, but still provide the child with adequate servings of protein, whole grains, vitamins, and minerals.

School personnel cannot deny a current meal to pay for a past due account when the child is either prepaying or pays on a daily basis. However, if a child has a negative balance in their account, they will not be permitted to purchase a snack or drink until their negative balance is paid.

#### **Collection**

Parents will be responsible for paying for student's meals and any charges incurred prior to submission of an application for free and reduced lunch, if applicable.

Once it is determined that a delinquent account is not collectible, it shall be considered a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.

Campbell County School District may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid, in accordance with W.S. 21-4-308. If it is determined, after six (6) months of efforts to collect delinquent accounts, that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

#### **Notification**

The District will provide a copy of this policy and regulation, via the student handbook, to all student households at the beginning of each school year. Transfer students will receive a copy of this policy and regulation via the student handbook.

ADOPTION DATE: May 23, 2017

LEGAL REFERENCE(S): W.S. 21-4-308

CROSS REFERENCE(S): 5410 School Meal Programs, Policy 5415, Unpaid Student Meal Debt

ADMINISTRATIVE REGULATION:

#### **SCHOOL LUNCH – JUNIOR HIGH SCHOOLS**

#### **Policy 5425**

The junior high schools in Campbell County School District operate under a closed campus plan. Students in those schools must stay at school during lunch periods with one exception: The school principal may grant a lunch period pass to any student who lives close enough to the school to get home for lunch and back to school within the allotted lunch period time. Parents must make a written request to the principal for their child's lunch pass.

ADOPTION DATE: February 23, 1983; Revised January 10, 1994; Reviewed with no changes January 11, 2011; Reviewed with no

changes December 12, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S): (formerly 5146)

ADMINISTRATIVE REGULATION:

#### **UNUSED SCHOOL LUNCH CREDIT**

#### **Policy 3500**

Students, who have credit remaining in the School Lunch Fund account when they leave Campbell County School District, or after the last day of an academic year, are entitled to full refunds. When possible, refunds will be issued by the school on the last day of attendance. Credits not refunded at the end of the school year may be refunded by check or carried over to the next school year as a credit in the student's account.

For students who leave during the school year without requesting a refund, a check will automatically be processed and sent to the parent or guardian's last known address.

All checks, which have not been cashed or are undeliverable, will be voided after a 12-month period and the funds forwarded to the Office of the State Treasurer, Unclaimed Property Division.

ADOPTION DATE: July 9, 1991; Reviewed September 11, 1995; Revised April 28, 1997; Editorial Revision September 13, 2005; Reviewed with no changes October 14, 2014

LEGAL REFERENCE(S): W.S. 34-24-113, W.S. 34-24-118; W.S. 21-13-103

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

### **VII. TECHNOLOGY**

#### **TECHNOLOGY: SECURITY, SHARING OF RESOURCES, INTERNET ACCEPTABLE USE**

#### **Policy 6150**

Campbell County School District supports the positive and productive use of technology. Our purpose in providing technology is to advance educational excellence in Campbell County schools by providing a digital environment that promotes creativity, collaboration, innovation, and communication. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities of which students and staff should be aware.

Technology use is a privilege, not a right. The CCSD technology acceptable use policy will govern the use of technology devices, digital resources, and network infrastructure. It is enacted to provide the parents, students, and staff of CCSD with a statement of purpose and explanation of the use of technology within the CCSD learning community. It is to be read and signed before accessing technology resources in Campbell County School District.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

#### Definitions

"Technology" may include the devices, digital resources, and network infrastructure used within Campbell County School District. This could include but is not limited to the CCSD network, the Internet, Google Apps for Education, email, hardware,

software, printers, peripheral devices, individual computer devices, and web-enabled devices.

"Information technology" includes Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

"Educational use" refers to a use that supports communication, research, and learning.

"Devices" includes district-owned/leased devices, staff-owned devices, and student-owned devices.

"COPPA (Children's Online Privacy Protection Act)" is a law created to protect the privacy of children under 13.

"CIPA (Children's Internet Protection Act)" is a law that requires K-12 schools and libraries in the United States to use Internet filters and implement other measures to protect children from harmful online content as a condition for federal funding.

"Digital citizenship" refers to the norms of appropriate, responsible behavior with regard to technology use.

"Social media" refers to online services and tools for publishing, sharing, and discussing information. Social media is any form of online publication or presence that allows interactive communication.

#### Services Provided

##### 1. Email Services for Staff

Campbell County School District's official email system for school business is First Class. Although Google email is a powerful email program that staff may use to communicate with students, First Class is the email system used to communicate with parents and other staff members.

All district email, including First Class and CCSD Google email, belongs to the district and should not be considered private. It can be accessed for Freedom of Information requests, eDiscovery, or administrative reasons. First Class email is archived for three years.

##### 2. Google Apps for Education (GAPE)

Google Apps for Education is a free, web-based suite of programs available for staff and students in Campbell County School District. Google Apps for Education provides our students practice in using current technology applications and tools to communicate, collaborate, create, and apply critical thinking. Since documents are all stored safely on the Google servers, we do not have to worry about losing data from a hard-drive crash or other computer glitches. Documents can be accessed using any Internet-based device.

In Campbell County School District, access to Google Apps for Education is determined by grade level:

- Grades K-2 will have access through a generic teacher/class account.
- Grades 3-6 will have their own username and password providing access to Google Apps, e.g., word processing, drawing, presentation, forms, and spreadsheet programs. All elementary email accounts are turned off.
- Grades 7-12 will have their own username and password providing access to Google Apps, e.g., word processing, drawing, presentation, forms, spreadsheet, and email programs. In the event that parents do not want their secondary students to have access to Google mail, they must contact their school administrator to discuss their concerns.

#### Filtering and Monitoring

##### 1. Expectation of Privacy

At any time and without prior notice, CCSD reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent

or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

## 2. Content Filtering -- Best Intent to Protect

Campbell County School District's intent is to provide safe digital environments for learners and to instill safe practices and habits among the learning community. Campbell County School District uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Campbell County School District is aware that not all inappropriate information can be filtered, and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Campbell County School District educates students about appropriate online behavior. Digital citizenship is taught in elementary technology classes and secondary health classes.

## 3. Monitoring

Campbell County School District monitors the use of the district's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Campbell County School District network. The information on the network in general files and email is not private and is subject to review.

Campbell County School District will cooperate with copyright protection agencies investigating infringement by users on our systems.

Technicians and computer system administrators have full access rights to the storage devices they manage as part of their duties. Routine maintenance and monitoring of the system could lead to discovery that a user has or is violating district policies, state laws, or federal laws. Search of particular files of a user could be conducted if there was reasonable suspicion that a user has violated the law or Campbell County School District policies.

ADOPTION DATE: May 13, 1996; April 8, 2003; Revised January 10, 2006; Editorial Revision January 24, 2012; Replaced August 25, 2015

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4510, 4510-R

ADMINISTRATIVE REGULATION: 6150-R

## **TECHNOLOGY ACCEPTABLE USE** **Regulation 6150-R** *Guidelines for Acceptable Use Terms and Conditions*

### **Campbell County School District's Responsible Use of Technology Resources**

- Demonstrate safe, legal, and responsible use of digital information and technology.
- Demonstrate a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate elements of digital citizenship.

### **Unacceptable Uses of Technology Resources**

Inappropriate technology use includes but is not limited to the following:

- Violating any federal or state law, local regulation, or school district policy CIPA and COPPA.
- Using obscene language.

- Harassing, insulting or bullying others, posting of private or personal information about another person. (Student Policy #5276-Anti-Bullying Policy)
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Intentionally wasting limited network or bandwidth resources.
- Damaging, theft, vandalism or malicious attempt to harm or destroy hardware data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses and/or the intentional removal of district-installed software.
- Unauthorized access or "hacking" in attempt to gain unauthorized access to restricted files, other devices, or computer systems.
- Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing/spoofing, peer-to-peer networking or remote control software.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Accessing, modifying, or deleting digital information that belongs to others.
- Possession of and/or distribution of any tools, which can be used for malicious purposes.
- Intentional viewing, downloading or distribution of inappropriate, offensive materials, including but not limited to inappropriate music files, movies, images, or other media.
- Downloading to district devices any student-owned apps and/or software.

### **Digital Citizenship**

Campbell County School District's overall code of conduct also applies to the use of digital tools for academic purposes. When online, users should work toward creating a positive online presence and are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Use appropriate language. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of technology.
- Comply with copyright policy (Policy 4675 and Regulation 4675-R Copyright).
- Students should not reveal his/her personal address, phone number or any personal disclosures, or those of students or colleagues.
- Students should not give their username or password to any other student, or use the username or password of someone else to access any part of the system.

### **Digital-Age Communication and Collaboration Tools**

Students may participate in district-approved digital-age communication, social media and collaboration tools related to curricular projects or school activities. Communication and collaboration tools are online applications, services, and practices that allow users to connect to each other and to create, share, and collaborate on content. When using the tools, students must abide by the guidelines established within Digital Citizenship and support

the educational mission and instructional program of the district.

Digital-age communication and collaboration tools are not guaranteed to be private. All communication and collaboration tools must be used appropriately. Account holders will be held responsible at all times for the proper use of accounts, and the District may suspend or revoke access if rules are violated. Content relating to or in support of illegal activities will be reported to authorities.

Inappropriate use of such tools would include but is not limited to:

- Threatening harm to a person or to property.
- Content that is obscene, offensive, crude, or indecent.
- Content that is posted anonymously.
- Content, which insults or slanders.
- Content which violates the privacy of others (Policy 5330 Student Use of Electronic and Recording Devices)
- Content which blackmails or places demands on someone.
- Content, which promotes any illegal activity.
- Content that annoys, abuses, or harasses another person.
- Content which is political in nature or intent.
- Content, which promotes the sale of goods or services for personal gain.
- Sending irrelevant or inappropriate messages to a large number of recipients.

#### **Student Images and Products for Educational Use**

Campbell County School District, through the use of technology, continues to strive to provide your son or daughter with enriching and innovative opportunities. As we continue to extend our audience and communicate with others around the globe, your children may have the opportunity to have their photograph and/or student digital projects shared on mediums including but not limited to websites published through Campbell County School District.

Unless otherwise noted in Policy 5147 Student Records, the following will apply:

- No portrait style photographs or photographs containing personal identifiers will be allowed
- Students' last names are never published.
- Students' home addresses, e-mail addresses, or phone numbers are never published.

(NOTE: The application form is not included in this publication; however, it is available as part of Regulation 6150-R at [ccsd.k12.wy.us](http://ccsd.k12.wy.us)).

#### **Due Process**

Campbell County School District will apply appropriate discipline for violations of the signed Technology Acceptable Use Regulation, which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by Campbell County School District administration.

ADOPTION DATE: May 13, 1996; Revised April 8, 2003; Revised January 10, 2006; Revised September 18, 2009; Revised January

14, 2012; Replaced August 25, 2015; Revised August 29, 2016

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4510, 4510-R, 6150

### **STUDENT USE OF ELECTRONIC AND RECORDING DEVICES**

**POLICY 5330**

#### Scope

These guidelines apply to individual students and to any electronic recording device, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, Internet accessible webcams, video recorders, audio recorders, personal laptop computers, handhelds, portable music players, unauthorized calculators, unauthorized electronic dictionaries, personal digital assistants, and software designed to monitor computer use by a specific user.

#### Existing Policies and Practices

Use of these devices and application of these guidelines must comply with existing district policies and practices including but not limited to the Sexual Harassment Policy, the Student Code of Conduct, the Information Technology Acceptable Use Policy, applicable building procedures, district policies, and State and Federal laws.

#### Acceptable Uses

Use of electronic recording devices to facilitate specific instructional and administrative services is permitted based on established policies and practices. Such uses include, but are not limited to, district publications, athletic programs and theatrical productions.

Specific district venues or events may have additional guidelines for use of electronic devices. It is the responsibility of the owner/sponsor to notify attendees of any restrictions that may apply; (e.g., athletics, recreational sports, Cam-Plex Events Center, etc.)

Absent approved policies, standards, guidelines, and procedures to the contrary for such authorized services, the guidelines below should be followed.

#### Expectation of Privacy

Taking photos or making audio or video recordings without permission in any context in which the person has a reasonable expectation of privacy such as private offices, rest rooms, changing rooms, labs, classrooms, and conference rooms is prohibited. Only persons authorized, by the building administrator, will be allowed to photograph or record in restricted areas for specific purposes will be allowed to do so. These persons might include media or yearbook photojournalists.

It is also not acceptable to publish pictures or recordings taken in an inappropriate situation. In other words, a picture or recording taken under prohibited conditions is also prohibited from being published. This includes pictures taken off district property and brought to the district for distribution. Transmission on the Internet constitutes publication. Additionally, all media transmitted are subject to all applicable policies and laws; including copyright, as is any other digital document. The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgment of all parties is prohibited. Exceptions for law enforcement purposes may be granted. Any other exceptions must comply with applicable policies and laws and be approved by the Superintendent or designee.

#### Use in Classes, Exams, and Meetings

During classes, exams, or meetings, electronic communication devices (e.g., cell phones, pagers, handhelds, etc.) shall not be used without permission. Exceptions may be made in an

emergency or other unusual circumstance, or for an educational reason or exception. When use of electronic devices is necessary arrangements should be made in advance, when feasible, with the instructor or meeting sponsor. It is up to the instructor, sponsor, or leader to inform participants of specific prohibitions or allowances prior to the start of the class or meeting.

Electronic devices may be used to record a lecture, presentation, interview, or similar activity with prior permission of the individual being recorded. This permission does not extend to others who may be present. Written permission must be obtained prior to recording or transmitting someone's image or speech over the airwaves, on the web, as part of a class assignment, or any district-sponsored activity or program. Absence of permission may constitute a copyright violation.

A student may be found to have engaged in academic dishonesty if he or she provides inappropriate aid to another person in connection with a test, assignment, or other material used or intended to be used to evaluate academic performance. This includes the unauthorized use of electronic devices to record, copy, photograph, or otherwise transmit related materials.

#### Violations

Violation of this policy may result in access privileges being revoked, and students may be subject to appropriate legal action. In addition, as a student, any violation of this policy may be considered willful disobedience and defiance of the authority of school personnel and may result in disciplinary action to include suspension or expulsion, as determined by district administration.

ADOPTION DATE: January 24, 2006; Revised April 12, 2011; Revised October 10, 2017

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

### **VIII. ADDITIONAL DISTRICT INFORMATION**

#### **TITLE III, ENGLISH LEARNERS (ELs), AND TRANSLATION SERVICES**

Federal Title III guidelines require educational opportunities for ELs to be successful in CCSD. The Home Language Survey (HLS) on the Student Registration Form identifies students who have a language other than English. Shortly after enrolling, ELs are given a screening assessment to help determine their level of English proficiency. ELs who are limited English proficient (LEP) are entitled to instructional interventions that will allow them to better access CCSD's curricula and acquire proficiency in English. CCSD provides elementary and secondary English as a Second Language (ESL) pullout programs at selected locations. As a parent, you may request or refuse an ESL pullout program for your child. Translation services are coordinated through CCSD's Title III office to help families with questions about essential education programs in their school and the district. Parents who have questions or concerns regarding Title III or translation services are encouraged to contact the Director of Title III, Brandon Crosby, at Meadowlark Elementary School, (307) 682-4740 or 816 East Seventh Street, Gillette, WY 82716.

#### **DISCIPLINE**

The schools of Campbell County expect acceptable behavior from all students, and the goal of this discipline plan is to help students exhibit acceptable standards of conduct. Discipline should not be confused with punishment. When discipline is necessary, corrective measures used will depend on the nature and frequency of the misconduct and the degree to which the student is willing to

try to correct the undesirable behavior.

Corrective measures will begin at a minimal level and then proceed to more severe levels. These procedures may include but are not limited to student conferences with school personnel, detention, loss of school privileges, work detail, action plan (written or oral), parent/guardian conference with school personnel, modified school program, corporal discipline, suspension, referral to police or other appropriate community agencies, referral to superintendent, and/or expulsion.

A principal, during an absence, may appoint a teacher as temporary acting principal.

#### **ATTENDANCE AREA CHANGE REQUEST GUIDELINES FOR ELEMENTARY SCHOOLS**

The Campbell County School Board of Trustees has established attendance areas for all students attending Campbell County schools. A student may apply to go to any school that has available room, subject to any conditions set by the principal. Attendance Area Change Requests (AACR) will be approved or denied by the principal of the receiving school. If the request is approved, it is in effect for the full school year, subject to any conditions set by the principal. If AACRs are revoked or denied, students should be kept until a natural break occurs and sent to the home-based school, provided an opening exists. Busing outside the attendance area is not provided unless available transportation can be utilized and is approved by the Transportation Department. Approved Attendance Area Change Requests are in effect for the current school year or the remainder of that year. Subsequent years will require the submission of additional requests.

#### **CLUSTER SCHOOL PRIORITY GUIDELINES FOR ELEMENTARY SCHOOLS**

When a school reaches the recommended class size, students should be clustered to other schools using the following guidelines:

1. Students are clustered to the school closest to their home school that has room for that student or the closest school that has room for all students in the family.
2. In cluster situations, the home-based school will be responsible for registering students and then arranging their placement in another school. Every attempt will be made to complete those arrangements within one school day.
3. Additional student(s) will be transported to a cluster school. Proximity, transportation, and class size should be considered when making the placement. Parental choice of cluster schools may be considered if other factors are not adversely affected. When cluster school class sizes are at recommended levels, students will be transported to another CCSD school.
4. When one or more grades are full or closed at the home-based school, a family can choose to split the enrollment of their children between the home-based school and another school that has available room, or the family can enroll their children at a school that has room to accommodate siblings.
5. Cluster students should be offered slots at their home-based school as they become available during the year. Parents have the option of returning their children to the home school or having them stay at the cluster school for the remainder of the year. Remaining in the cluster school does not affect students' priority status for returning to their home school the next school year.
6. Students should not be forced to change schools during the school year.
7. Cluster students may return to their home-based schools the

next school year in the same order as they were clustered out, as space permits. Students would remain as cluster students if there is no space available at their home-based school, or if they have not moved and choose to stay at the clustered school.

8. District class-size recommendations will be used for determining space for cluster students. Schools with District programs (except Hearing Impaired) serving special needs students may save one slot per grade level for transfers. If a school has a District program, the principal has the option to accept siblings and categorize them as cluster students.

#### **SPECIAL DIETS AND MEAL PRICES**

Special diets/needs are available for meals upon request; however, a meal accommodation form must be filled out by the student's physician and turned into the school nurse, these can be picked up at your student's school.

Breakfast is served daily at all schools. Check your school for specific serving times. Breakfast is \$1.25 for elementary students, \$1.50 for secondary students, and \$1.75 for adults. White milk is offered daily with meals. Chocolate milk will be offered with meals on Friday only. Both can be sold separately as well. The price is 50¢ for white milk and chocolate milk.

Lunches are provided in the schools in compliance with federal regulations/programs. The lunch price for adults is \$3.75. The lunch price for elementary students is \$2.50 for one day, \$12.50 for five days, and \$50 for 20 days. Secondary student lunch prices are \$3 for one day, \$15 for five days, and \$60 for 20 days. We encourage students to purchase lunches by the week or month.

Free and reduced-price meals are available upon approval through an application process. Campbell County School District accepts both paper applications filled out and submitted to your students' school, and online applications filled out at: [campbellcounty.payschools.com](http://campbellcounty.payschools.com). You will need your students' ID number and full name to complete the online process. If you have any questions, please contact the Nutrition Supervisor at 307-682-2078.

Please be informed that Campbell County School District uses the service of Collection Professionals, Inc. (CPI) for returned checks. There will be a minimum \$30.00 charge by CPI for each returned check. All collection payments are to be made through CPI and not the school district. If you have any questions regarding this, please call (307) 682-5171.

#### **NOTIFICATION OF ABSESTOS INSPECTIONS**

In compliance with the U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act, an accredited asbestos inspector inspects each school building in Campbell County School District every three years. Persons who have questions about asbestos in District buildings are welcome to contact the Maintenance Department at 682-2750.

#### **SCHOOL SAFETY TIP LINE**

A statewide school safety anonymous tip line is available. This service allows students to report dangerous situations or intended crimes by calling 1-844-WYO-SAFE (1-844-996-7233).

#### **SECURITY DEVICES**

Video and/or audio recording devices, including camera and microphones, may be installed for security and surveillance purposes within the premises and vehicles of the school district.

#### **RAPTOR VISITOR MANAGEMENT SYSTEM**

Campbell County School District has implemented changes to visitor procedures to enhance security measures at all 23 schools.

The Raptor Visitor Management System is web-based and provides an effective way to help schools keep unwanted visitors out while tracking children being picked up from school, visitors, contractors, and volunteers they allow in. The Raptor system prints a visitor badge for everyone who visits the school.

#### **HATHAWAY SCHOLARSHIP PROGRAM**

The State of Wyoming provides Hathaway merit and need-based scholarships to all Wyoming Students attending the University of Wyoming or Wyoming community colleges.

#### **IX. BUILDING INFORMATION (ATTACHED)**