



**NIOBRARA COUNTY MIDDLE SCHOOL & HIGH
SCHOOL (7-12th Grade)**
STUDENT HANDBOOK
2026-2027 SCHOOL YEAR

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Principal
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MISSION: Inspire learning, Empower innovation, and Honor community, Everyday

VISION: All students enter the world with the skills and confidence to meet their challenges and, in turn, grow and serve others.

Dear Students, Parents & Guardians,

On behalf of the staff for our 7th—12th grade students, I am happy to welcome you to the 2024-25 school year! We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our goal to help every child feel welcomed, connected and a part of Niobrara County School District. I am honored to serve as the principal of Niobrara County High School. It is truly a privilege to be part of this community as we strive to build positive relationships that support academic, athletic, and activity excellence. Please feel free to contact me throughout the year.

Mrs. Kruse, Principal

NIOBRARA COUNTY SCHOOL DISTRICT #1

CORE VALUES

T - ***TEAMWORK***

I - ***INTEGRITY***

G - ***GRATITUDE***

E - ***EMPOWERMENT***

R - ***RESPECT***

S - ***SUCCESS***

... ACHIEVING EXCELLENCE

Notice of Nondiscrimination

Niobrara County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission to, or treatment of employment in its education programs or activities. Inquiries concerning Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 may be referred to the Director of Special Services, 2810 House Avenue, 771-2135. Inquiries concerning Title IX, Education Amendments of 1972, may be referred to the Coordinator of Federal Programs, 2810 House Avenue, 771-2214. Inquiries related to civil rights concerns may also be addressed to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado, 80294

At Niobrara County Middle & High School we expect our students to:

- ⇒ Take responsibility for the way that you dress, act, talk, and look. You represent NCHS in all that you do and say.
- ⇒ Be positive. Strive to see the good in others and turn obstacles into opportunities. NCHS is a great place – help maintain this environment.
- ⇒ Attend school regularly. Be on time, stay on task, and complete work on time.
- ⇒ Expect to learn each day. Challenge yourself, work hard, ask questions, and allow yourself to expand your capabilities by exposure to a variety of classes.
- ⇒ Be self-motivated, set your goals high, and pursue them.
- ⇒ Be a good citizen. Treat others as you would like to be treated. Take care of the school and its many fine resources. Show respect to others and our school.
- ⇒ Take pride and ownership in the school and the community.
- ⇒ Expect to be successful!



**NIOBRARA COUNTY HIGH SCHOOL 2026-2027
BELL SCHEDULE**

Time	Class
8:00-8:54	Period 1
Passing	
8:57-9:51	Period 2
Passing	
9:54-10:48	Period 3
Passing	
10:51-11:45	Period 4
Passing	
11:48-12:22	Period 5 (WIN Time)
12:25-12:59	Lunch
1:02-1:56	Period 6
Passing	
1:59-2:53	Period 7
Passing	
2:56-3:50	Period 8

Late Bus pick up times are 5:45pm @ LEMS and 6:00 pm @ High School

REQUIRED HIGH SCHOOL GRADUATION REQUIREMENTS

Effective for graduating classes of 2023 and beyond

<u>CLASSES</u>	<u>CREDITS</u>	<u>REQUIRED COURSES</u>
Computer Science	1	
English	4	English 9,10,11,12 or College Eng.
Mathematics	3	Algebra I, Geometry
Science	3	Physical Science***, Biology
Social Studies	3	U.S. History, Am. Government/ Economics**
Physical Education	1.5	P.E. 9, 1 P.E. elective
Health	.5	Healthy Living

***Any Physical Science (including Chemistry, Physics, Earth/Space Science)

***16 required credits

***10 additional credits of elective courses

***Students must have 26 total credits to graduate

***All students must be enrolled in 8 classes each year they attend school

*establish ¼ credit of Physical Education Credit for completing a season of athletics after school.

** Personal Finance will be included

Adopted: 05/10/71 Revised: 05/12/86, 08/10/92, 05/23/94, 05/02/97 Reviewed: 01/28/02, 02/26/07

Revised:03/24/14 Reviewed:01/28/02 Revised:02/26/07, 03/24/14 Reviewed:5/23/2016 Reviewed

4/24/2017 Revised:5/23/2016 Revised: 4/24/2017 Revised: 5/11/2020 Revised 8/16/2022

HATHAWAY SCHOLARSHIP

MAX AWARD AMOUNT			
HONORS \$1,680 per semester	PERFORMANCE \$1,260 per semester	OPPORTUNITY \$840 per semester	PROVISIONAL \$840 per semester
8 full-time semesters			4 full-time semesters. Students with a certificate can extend for an additional 4 full-time semesters at a community college.*
WHERE YOU CAN USE IT			Must start at a WY community college
May be used at a WY community college or UW			
LANGUAGE ARTS			Current HS graduation requirements
4 Years			
MATH			Current HS graduation requirements; at least 2 of these courses: Algebra I, Algebra II, Geometry
4 Years Algebra I, Algebra II and Geometry. One "Additional Math" course must be taken in grades 9-12			
SOCIAL STUDIES			Current HS graduation requirements
3 Years			
SCIENCE			Current HS graduation requirements
4 Years One year may include an "additional science" course			
Fine and Performing Arts or Career and Technical Education or Foreign Language			
4 Years 2 years must be sequenced***		2 years of CTE, FPA or FL (2 years foreign language must be sequenced)	
ACT SCORE			
25	21	19	17 (Or score a 12 on WorkKeys)
HIGHSCHOOL GPA			
3.5	3.0	2.5	2.5

Effective July 1, 2021, students can take any HSC approved course/s **prior** to ninth grade and qualify towards the Hathaway Success Curriculum

* Students who earn an associate's degree can extend for an additional 4 full-time semesters at UW.

** All AP, IB and dual/concurrent courses (+1000 level and above) will be weighted.

*** Two of the four years must be sequenced. Sequenced courses follow the same CTE career cluster OR CTE program of study.

GRADING SYSTEM

Letter Grade	Percent Grade	4.0 Scale GPA	Hathaway Weighted GPA For AP/+1000 level dual/concurrent courses
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	60-66	1.0	2.0
F	Below 60	0.0	0

Soft Skills such as behavior, participation, cooperation, etc. will be tracked and recorded, but not included in the academic grade.

An "I" becomes an "F" two weeks or 10 school days from the date it is issued unless otherwise arranged by the teacher and principal. Makeup work is the responsibility of the student.

Hathaway Weighted GPA - In accordance with 2017 Senate Enrolled ACT 0056, the Wyoming Department of Education (WDE) established a grade-weighting policy that accounts for the increased academic rigor of certain high school courses. The 5.0 scale is used to determine the level of the Hathaway Scholarship awarded. Districts may continue to use their existing grade-weighting policies for other purposes. The 5.0 scale will apply to Hathaway approved Advanced Placement (AP), International Baccalaureate (IB), and +1000 level and above dual/concurrent courses; all other courses will retain the 4.0 scale value.

ACADEMIC HONORS

Academic excellence is recognized in a variety of ways:

1. The National Honor Society recognizes young people for scholarship, leadership, service, and citizenship.
2. At the end of each semester HONOR ROLLS will be recognized.
3. Academic letters will be awarded to students who maintain a 3.0 grade point average over three consecutive semesters.

HONOR ROLLS

N.C.H.S. has two academic lists to honor those students who show superior prowess in their academic studies. The Principal's list is for those students taking at least 8 graded credit hours and have attained at least a 4.0 grade point average. The honor roll is for those students taking at least 8 graded credit hours and attaining between and 3.0 and higher.

ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another is totally unacceptable at NCHS. This includes cheating on tests, copying work of others, copying word-for-word from the internet, books, magazines, or other sources (plagiarism), using someone else's work or similar activities.

NCHS seeks to establish academic integrity within the school community and has identified the following as unacceptable practices, including, but not limited to:

- Cheating in its various forms, whether copying another student's work, allowing your own to be copied, using unauthorized aids on an assignment or test; having someone else complete an assignment or test for you; submitting as your own another person's work; etc.
- Plagiarizing (e.g. presenting as your own the words or ideas of another person), including inadequate documentation of sources (electronic, internet, or print) and excessive dependence on the language of sources even when documented, relying on similar order of sentences while altering a few words or word order.
- Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Spark Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.
- Destroying, tampering, or altering another student's work to impede academic progress.
- Using answers from internet sites as your own.
- Using online translators to complete foreign language assignments.
- Students must complete each individual assignment with new, original work. Students may not re-submit a previously completed and graded assignment to the same class under a new title or to a different class under the same or a new title unless the assignment is an assigned and approved cross-curricular project.
- Unless specifically approved by the course teacher, students should not be completing graded assignments with another student.
- At no time, unless specifically directed by the course teacher or the assignment instructions (such as a research paper or persuasive essay,) should a student be using internet resources to complete assignments.
- On originality reports by TII, students with a 25% (yellow) or higher will have to provide an oral defense/explanation of their writing
- If it is detected that a student has used AI at a rate of 15% or higher, the teacher and student will have a discussion at an appointed time.
- If continued abuse or suspected abuse of privileges continues to occur, students will be asked to hand write assignments and have limited time to complete work.

When a student participates in a form of academic dishonesty:

1. An incomplete will be given for 2 weeks, after which it will turn into a zero, but the student still has the opportunity to complete and demonstrate mastery of the standards in a new assignment.
2. Parents will be notified by the classroom teacher.
3. The principal's office will be notified.

ARTIFICIAL INTELLIGENCE (AI) AND ACADEMIC INTEGRITY

Artificial Intelligence (AI) tools are becoming increasingly common in education and the workplace. Students may use AI tools only as permitted by their teacher and in accordance with assignment expectations.

Students are expected to:

- Complete their own work.
- Properly cite AI-generated content when required.
- Follow teacher directions regarding acceptable AI use.
- Demonstrate understanding of submitted work.

The following may constitute academic dishonesty:

- Submitting AI-generated work as entirely original work.
- Using AI to complete assignments when prohibited by the teacher.
- Misrepresenting AI-generated content as the student's own thinking or writing.
- Using AI to bypass learning objectives.

Teachers and administrators may investigate suspected academic dishonesty using available evidence, including student explanations, drafts, revision history, classroom performance, and other appropriate methods. Violations will result in academic dishonesty following the disciplinary consequences outlined above.

CLASSIFICATION OF HIGH SCHOOL STUDENTS

Students must meet the following earned credit requirements in order to be classified as a sophomore, junior, or senior at the beginning of a school year:

Freshman: 0-6 credits

Sophomore: 7 - 11 Credits

Junior: 12 - 16 Credits

Senior: 17+ Credits

HONOR STUDENT GRADUATES/VALEDICTORIAN & SALUTATORIAN

1. Cumulative weighted grade point average will be based on 7 semesters of credit. The spring semester of the senior year will be evaluated at the end of the 3rd quarter.
2. Honor graduates will have earned a cumulative GPA of 3.75 (93%) and above. Will wear gold cords at graduation.
3. Valedictorian is the honor graduate(s) with the highest weighted cumulative GPA. Will receive a medal to wear at graduation.
4. Salutatorian is the honor graduate(s) with the second highest weighted cumulative GPA. Will receive a medal to wear at graduation.
5. In order to qualify for either honor, the student must have completed the last three of seven semesters in their current school.
6. Candidates for Valedictorian and Salutatorian must maintain a full class load each year.
7. A student must meet all graduation requirements the week prior to graduation in order to participate in the graduation ceremony.

COLLEGE COURSE DUAL ENROLLMENT GUIDELINE-

Definition - Dual Enrollment College Course vs. Concurrent Enrollment College Course

Dual Enrollment: A college course taken through a partnering college in which a high school student enrolls as a college student and earns both high school and college credit at the same time.

Concurrent Enrollment: A college-approved course taught at the high school by a qualified high school teacher that allows students to earn both high school and college credit simultaneously while remaining in a traditional high school class.

I. Enrollment Eligibility and Procedures for Dual College Courses

Freshman Students

- Students must have earned a cumulative 3.9 GPA at the conclusion of the Fall Semester.
- Exceptions to the minimum GPA requirement may be granted on an individual basis upon administrative review.
- Eligible students and their parent/guardian will be invited to meet with the Eastern Wyoming College (EWC) Academic Advisor during the Spring Semester of the freshman year to discuss potential dual enrollment opportunities for the sophomore year.
- Students must obtain a completed Dual Enrollment Recommendation Form signed by a core content teacher in the applicable course area(s).

Sophomore Students

- Students must have earned a cumulative 3.5 GPA at the conclusion of the Fall Semester.
- Eligible students and their parent/guardian will be invited to meet with the EWC Academic Advisor during the Spring Semester of the sophomore year to discuss enrollment in one dual enrollment college course per semester during the junior year.
- Exceptions to the number of allowable courses per semester may be granted on an individual basis upon administrative review.
- Students must obtain a completed Dual Enrollment Recommendation Form signed by a core content teacher in the applicable course area(s).

Junior Students

- Students must have earned a cumulative 3.0 GPA at the conclusion of the Fall Semester.
- Eligible students and their parent/guardian will be invited to meet with the EWC Academic Advisor during the Spring Semester of the junior year to discuss enrollment in up to two dual enrollment college courses per semester during the senior year.
- Exceptions to the number of allowable courses per semester may be granted on an individual basis upon administrative review.
- Students must obtain a completed Dual Enrollment Recommendation Form signed by a core content teacher in the applicable course area(s).

II. Financial Responsibility

Niobrara County School District #1 (NCSD #1) will assume all costs associated with approved dual enrollment college courses, provided that students remain actively enrolled in the course(s). If a student withdraws from a course after the college's established withdrawal deadline, the student and/or parent/guardian will assume full financial responsibility and agree to reimburse NCSD #1 for all associated course costs.

VIRTUAL COURSE ENROLLMENT (WYVA)

Students may enroll in virtual courses through Wyoming Virtual Academy (WYVA) for elective courses, college courses, or courses not offered at Niobrara County High School. The school will provide a scheduled class period and supervised space for students to complete this coursework. If a student chooses to take **one core course** through WYVA that is also offered at the high school, the student will be required to enroll full-time through WYVA and may participate in elective courses at the high school as scheduling allows.

Students enrolled in WYVA course, that are not offered through our school while attending the high school must follow all school expectations. Students are required to report to the assigned WYVA classroom for the entire scheduled period each day and may not go to another teacher's classroom or other location to complete work during that time unless approved by administration. Tests and quizzes may be proctored by school staff during the assigned class period. Coursework is expected to be completed during the scheduled WYVA period. Students will be limited to one restroom pass during the class period except in emergencies. Excessive absences, repeated parent sign-outs, failure to attend the scheduled class period, or misuse of the program may result in removal from in-person access and require full-time enrollment through WYVA.

ACTIVITIES

An activity is any school sponsored event (on or off campus) (home or away), whether the participation is active or as a spectator; hence, ball games, concerts, dances, etc., are considered activities.

ELIGIBILITY for ACTIVITIES

1. In order for a student to be eligible to participate in extracurricular activities, he/she must have passed in at least 5 subjects the previous semester (per WHSAA). Academic eligibility shall be monitored on a weekly basis.
2. Eligibility becomes effective on the 2nd day of the school week and is in effect until the eligibility report for the following week has been posted. If a student has two F's they become ineligible for the week. If a student has one F, they will be ineligible to participate in contests that require the team/club to be excused prior to 4:00 pm Monday-Thursday, but the student can still participate in Friday or Saturday events. Eligibility comes out on the 1st day of the week. The student will have until the 3rd day of the week at 12 noon to get one of the F's up to be eligible to play Thursday, Friday or Saturday. It would be the student's responsibility to get signed off by the teacher on the 3rd day of the week by noon that day.

Teachers will submit to eligibility in IC (Infinite Campus) by 11:00 a.m, on the 1st day of each week. A composite of those students failing at least one class shall be distributed to each coach/sponsor via email before 1:00 p.m. The NCHS office will email, text, and/or call via Infinite Campus the parents/guardians of those students on the ineligibility list; however, it is the students' responsibility to be fully aware of their academic status at all times. The AD will notify coaches and sponsors of which of their students are on the ineligibility list. Content teachers will contact parents if a student is failing their class and log contact information into Infinite Campus.

ACTIVITY ATTENDANCE

1. Attendance Requirement:

- Students must be in school at least **one-half day immediately prior (after lunch: 1pm - 3:50pm)** to any extracurricular activity, game, contest, or event in order to participate. The absence must be **excused** for the morning that is missed. If it is unexcused (MIA) you will not be able to participate.
- If a student will be absent more than one-half day, they must have a pre-arranged excused absence that is approved in the office with the coach, AD and principal at least 24 hours in advance using a white slip.

2. Illness:

- If a student misses a major portion (more than just the am) of the day due to illness, they may not participate in activities that same day.
- Health comes first, students who are too ill to be in school should not be competing or performing.
- Friday and Saturday competition students should be at school at least **one-half day immediately prior (after lunch: 1pm - 3:50pm)** in some circumstances exceptions might be made by the principal, AD, and coach/sponsor.

3. Transportation:

- Students are required to use school-sponsored transportation to and from events.
- Parents/guardians may request special transportation arrangements, but these must be approved 24 hours in advance through the office (see Activity Policy for more details).

4. School-Day Events & Class Activities:

- If an extracurricular activity or event occurs during the school day, the same attendance rules apply ($\frac{1}{2}$ day prior in school, unless excused in advance).
- Some school activities (e.g., concerts, plays, or field trips) are an extension of a class. If a student is absent for a school activity they are eligible to participate in games and activities when they return to school.

OTHER ACTIVITY INFORMATION

1. Students should not request special grants for permission to ride home with their parents on an out of town activity unless it is absolutely necessary. If this has to be done, a note must be written to the activity sponsor/coach by the parent. The student will be released only to the parent after the activity. Unless this procedure is followed, the sponsor/coach will not release students and the students will return to the school in the school's transportation.
2. The basic rules for each sport/activity have been compiled by the directors or coaches of that activity. Those will include rules on dress, curfew and behavior.
3. Students will need to get pre-arranged slips from the office and have them turned back in a week ahead of absences and activities where they will be missing classes.
4. Coaches and sponsors need to email and let staff know a week ahead of time for activities where students will be missing class.
5. If a student is to be taken off an activity bus by someone other than their parent/guardian permission needs to be pre-arranged by administration.
6. For specific information regarding activities, see the Activities Policy Manual and Handbook.

NATIONAL TRAVEL

Students attaining state qualification for a national event will be endowed with a \$1,000 travel assistance award by the Board. All students receiving this award should appear before the Board of Education either prior to the event or as soon as possible after returning to share details about their qualifying event experience.

ATTENDANCE

STUDENT ABSENCES AND EXCUSES

Students are expected to be punctual and to attend school regularly. The primary responsibility for the enforcement of this policy will be upon the Board of Trustees, which will appoint an attendance officer to carry out the attendance provisions required by state law.

Niobrara County School District#1 defines absences into two categories:

- 1) **Absence**-Anytime a student is not in class.
- 2) **Unexcused Absence**-Anytime a student is not in class without a parental excuse or pre-arranged notice and any absence in excess of ten absences per semester that has not been pre-approved.

Each school will establish attendance procedures that will be published in the Student Handbook each year. These procedures will include the following expectations:

Letters will be sent to parents/guardians on the fifth (5), eighth (8), and tenth (10) absence of each semester. Parent meetings with the school attendance team will be mandatory after the eighth (8) and tenth (10) absence of each semester. When necessary, an attendance plan can be created prior to the tenth absence. This attendance plan will be created by the school attendance team and the parents.

- ◆ It is our belief at NCHS that through regular school attendance, students can best progress academically at a successful rate. Regular attendance and participation ensure that students will have maximum exposure to class discussion, activities, and lab exercises.
- ◆ It is the student's responsibility to make up all assignments, projects, and tests he/she missed during his/her absence. All assignments assigned prior to the absence and due during the absence, are due on the date of return. All work assigned during the absence will have zeros put in at the deadline and student will have the opportunity to complete them for full credit.
- ◆ Student absences will require a telephone call or written excuse, signed by a parent or legal guardian, within two school days of the absence.

Assignments are due upon the student's return to school. Should the assigned work not be provided as requested, the student may receive a zero for that work. Students who are habitually truant will be dealt with on an individual basis by the principal.

TARDY

Unexcused Tardy Policy (per semester)

Five or fewer unexcused tardies: warning to student.

Six tardies, Parent/Guardian letter and after school detention (40min of time).

Seven or more unexcused tardies, Parent Meeting and after school detention (40min of time).

(Parent/Guardian) Excused Tardy Policy (per semester)

Up to five excused tardies.

Parent meeting/letter after five excused tardies (warning).

More than ten excused tardies, after school detention (40m of time.)

****Any Unexcused Absence from detentions will result in 1 day ACE placement per each unexcused detention and no participation in activities.**

CAMPUS PROCEDURE

Students must obtain permission from the office before leaving school grounds during the school day. Prior to leaving campus for any reason, students are required to sign out in the office. Upon returning to school, students must sign back in at the office. Whenever possible, advance notice should be provided to the office.

Students who leave campus without signing out or without permission will be considered truant. Students who are truant may not receive credit for work missed during the period of truancy and will be ineligible to participate in extracurricular activities, practices, or school-sponsored events on that day. A second truancy offense may result in loss of participation privileges for the remainder of the week, as determined by administration.

Students are not permitted to leave campus with other students during the school day, except for open-campus lunch privileges.

Students who remain on campus during lunch must stay in the front entrance commons area or other designated supervised locations.

Middle school students must remain on school grounds after arriving at school in the morning. Middle school students will ride the bus to LEMS for lunch and return to campus following lunch.

Open-campus lunch is a privilege, not a right. Students who are tardy returning from lunch or who violate school expectations may have their open-campus privileges suspended or revoked. Administration reserves the right to revoke open-campus privileges at any time.

BUILDING WIDE EXPECTATIONS

Be Respectful

Be Kind

Be Responsible

NURSING/MEDICAL INFORMATION

INJURY/ILLNESS:

If a student is seriously injured while at school, parents will be notified immediately. Please keep contact information sheets current with relevant phone numbers so that parents can be contacted.

If we are unable to contact the parent, we will contact the person(s) listed as emergency contacts. If those people cannot be reached and the student's injury or illness is considered to be serious enough to warrant it, the student may be taken for medical treatment by school personnel. An ambulance may be called if needed.

In case of any accident or injury please inform a staff member of the situation and the nature of the injury. Any injury needs to be reported to the office/school nurse so that appropriate attention can be administered.

MEDICINES

You, the school nurse, or a principal's designee may give medications to a student providing the following conditions are met:

(A) Prescription medications must be provided in the original label prescription container. A completed medication consent form (available at school, Rawhide Medical Clinic or your physician) must accompany the medication and be signed by the physician and the parent/guardian.

(B) It has been determined by the school nurse that it is necessary that medication be administered

during school hours. You may discuss with your physician or school nurse an alternative schedule for the medication so it can be given outside of school hours.

(C) Over the counter (OTC) medications will be administered only when necessary. Medication consent forms may be obtained from the school nurse and must be signed by a parent/guardian. Over the counter medications must be provided in the original container and be accompanied by a note from the parent. The school nurse will contact parents before distributing any OTC medications.

IMMUNIZATIONS:

All students (K-12) must have proof of immunizations upon entering school. Students who are not in compliance with Wyoming School Immunization Law within thirty (30) days of enrolling may be excluded from school. Exceptions are allowed for documented medical reasons, or for immunization series requiring more than thirty (30) days to complete.

Immunization requirements for kindergarten, through 8th grade students are:

1. A minimum of five (5) Diphtheria, Tetanus, and Pertussis (DTP), at least one dose must be after the 4th birthday. If the 4th dose is given after the 4th birthday, a 5th dose is not required. Plus one additional booster before entering the 7th grade.
2. A minimum of four (4) Polio—at least one dose after the 4th birthday. If the 3rd dose is given after the 4th birthday, a 4th dose is not required.
3. Two (2) Measles, Mumps, and Rubella (MMR)—the 1st dose on or after the 1st birthday, and the 2nd dose at least one month later.
4. Three (3) Hepatitis B

HEALTH SCREENINGS

Your child may be screened by the school nurse or healthcare professional in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the school nurse with written notification. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern.

STUDENT BEHAVIOR

AT-RISK BEHAVIOR

Always report any at-risk behavior by a student or staff member to an adult in the building, who shall inform the building principal. At-risk behavior would include anything that could put a person academically, physically, emotionally or otherwise at-risk.



DUE PROCESS RIGHTS

The School District has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with these rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

- Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools: the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injures his rights.
- The right to free inquiry and expression: responsibility to observe reasonable rules regarding these rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the School District's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School District to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

Parents have the right to request information about the qualifications of their child's teacher to include state license status with approved subject areas, emergency/provisional status, and field of discipline along with information about qualifications for paraprofessionals who are providing services to their child.

CELL PHONES (Policy JICJ: Student Use of Cellphone and Other Electronic)

Student possession and use of cell phones, smart devices (smart watch) and other electronic equipment on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege, which will be permitted only under the circumstances described herein.

Students in grades 7-12 may use cell phones, smart devices, and other electronic equipment on campus before school begins, during lunch, and after school ends. In special circumstances, the building principals or teachers may authorize students to use cell phones or other smart devices.

The school is not responsible for lost, damaged, or stolen devices.

Except under special circumstances authorized by building administration, the use of cell phones and smart devices during instructional time is prohibited.

These devices must be non-accessible/not on person (kept in the student's backpack, purse, locker, car, etc.) and must be turned off, silenced, or kept in a non-transmitting mode (i.e., "airplane" mode) during the instructional block, which includes the following: Classroom instructional time Assemblies, pep rallies, and any other activity that may take place during the regularly scheduled class period. Field trips or excursions are conducted during the normal school day and during regular classroom instructional hours. Other exclusions may be imposed at the discretion of coaches and other activity supervisors during activities. Students may not operate a cell phone, smart device, or other electronic device with video, photographic, or recording capabilities in a locker room, bathroom, or any other location where such operation may violate another person's privacy rights.

Any student who violates this prohibition shall be subject to discipline up to and including expulsion. Unauthorized use is grounds for confiscation of the device by school officials, including classroom

teachers and supervisory aides. A first or second offense shall require confiscation of the device, which shall be turned in to the school administration. These confiscated devices will be returned to the student or the student's parent or guardian at the end of the school day. A third offense will result in confiscation of the phone, which will be returned only to the student's parent/guardian. Additional disciplinary action may result after the second offense, as deemed appropriate by the administrator, and may include a suspension from school or a recommendation for expulsion.

DISCIPLINE PROCEDURES

Self-discipline is the most effective kind and students are to assume responsibility for their behavior. The Board requires that each and every pupil maintain a standard of conduct above reproach in school, on school property, and at any school-sponsored activity or event. Students will be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and regulations, and to those provisions of law, which apply to the conduct of minors and adults.

Any of the following actions in school, on school property, including school vehicles, at any interscholastic event, or during the course of any field trip or other trip or activity sponsored by Niobrara County School District or its authorized agents will subject a student to disciplinary measures which is outlined in the disciplinary matrix.

All coaches, directors, and/or sponsors of all extra-curricular/co-curricular programs shall establish similar rules for student participants and shall have the right to establish other requirements consistent with the needs of their programs.

SEXUAL HARASSMENT

Any person who believes he/she has been the victim of sexual harassment by a student or an employee of the district, or any third person with knowledge or belief of conduct which may constitute sexual harassment shall immediately report the alleged acts to an appropriate district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office.

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Any student of the district, who if found after appropriate investigation to have engaged in sexual harassment, shall be subject to all possible disciplinary provisions for students, including, but not limited to the following:

First Offense: Five (5) to ten (10) days suspension or three (3) to seven (7) days ACE plus twenty (20) to thirty (30) school days' suspension from all activities which must include two (2) activity events. Suspension from all activities shall include as a participant and/or spectator. The principal and/or guidance counselor shall prescribe an educational intervention for the student, which shall be started within ten (10) days. The allegations shall be turned over to the proper legal authorities.

Second Offense: Immediate suspension from school and all activity events and charges will be taken to the Board of Trustees for expulsion procedures. The allegations shall be turned over to the proper authorities.

HAZING:

Hazing of students is prohibited as provided by state law as: "An act prohibiting the "hazing" of students providing a penalty and authorizing the Superintendent of Schools to expel students who participate in "hazing".

- 1) It shall be unlawful for any student of any school to engage in any of those practices commonly called "hazing" which is hereby defined as physically torturing, tormenting or abusing a student, or in any way maltreating a student with physical violence.
- 2) Any person violating the provision of the act shall be guilty of a misdemeanor, and upon conviction thereof shall be referred to law enforcement.
- 3) Any complaint of the violation of the provision of the act made by any student to a teacher or his/her school shall immediately be inquired into by such teacher; and the county or district Superintendent of Schools shall have the power to expel any student who may be proven to have been engaged in "harassing", tormenting, torturing or maltreating a fellow student, whether or not any action may have been taken before a Justice of the Peace for the same offense.

HARASSMENT, INTIMIDATION AND BULLYING:

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

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

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

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

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

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

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

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

principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Anyone may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a person based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint. Students can always contact Safe2tell WY at <https://www.safe2tellwy.org/> or call 1.844.996.7233 to anonymously report.

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

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

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

Any person who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion. At the start of each school year, every teacher shall be required to review the district's harassment; intimidation and bullying policy with the students in his class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent or his designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

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

TOBACCO:

Students are prohibited from possession and/or use of tobacco or paraphernalia thereof while under the School District's jurisdiction. Electronic delivery devices are not allowed in school (Electronic Nicotine Delivery Systems (ENDS), including but not limited to electronic cigarettes, vape devices, cartridges, pods, disposable vaping devices, and related paraphernalia)

On the first offense of this policy, depending upon the severity and circumstances, the building principal will have the discretion of discipline utilizing the disciplinary matrix and the school district policy.

Further similar offenses by the student during the school year will require the student and his parents to

appear before the board to show just cause as to why he/she should not be expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the board. If the behavior persists, it will be treated as continued, willful disobedience.

- ☐ Legal authorities will be notified in all cases.
- ☐ On a first offense a student involved in activities must miss one school calendar week of NCSD activities.
- ☐ Activity participation includes attending any school event as a spectator and/or participant.
- ☐ Further violations for students in activities will result in the student's removal from activities for a period of three school calendar weeks.
- ☐ If the violation occurs at the end of a season/activity the penalty will be enforced during the next activity in which the student participates.
- ☐ The school district also will take action to require counseling for students who violate this policy. Such counseling may be provided by school personnel or through other agencies at the student's expense.

ALCOHOL:

Students are prohibited from possession and/or use of alcohol or paraphernalia thereof while in the School District's jurisdiction.

On a first offense of this policy, depending on the severity and circumstances, the building principal will have the discretion of discipline utilizing the disciplinary matrix and the school district policy.

Further similar offenses by the student during the school year will require the student and his parents/guardians to appear before the board to show just cause as to why he/she should not be expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the board. If the behavior persists, it will be treated as continued, willful disobedience.

- ☐ Legal authorities will be notified in all cases.
- ☐ On a first offense, a student involved in activities must miss two school calendar weeks of NCSD activities.
- ☐ Further violations for students in activities will result in the student's removal from activities for a period of four school calendar weeks.
- ☐ If the violation occurs at the end of a season/activity the penalty will be enforced during the next activity in which the student participates. Activity participation includes attending any school event as a spectator and/or participant.
- ☐ The school district also will take action to require counseling for students who violate this policy. Such counseling may be provided by school personnel or through other agencies at the student's expense.

ILLEGAL DRUGS:

Students are prohibited from possession and/or use of illegal drugs or paraphernalia thereof while under the School District's jurisdiction.

On the first offense of this policy, the student will be suspended for 10 days. The student and his parents/guardians will appear before the Board to show just cause as to why the student should not be

expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the Board. If the behavior persists, it will be treated as continued, willful disobedience.

Legal authorities will be notified in all cases.

Students in activities will immediately be suspended from NCSD activities for 88 school days (WHSAA Semester definition). On a second offense the student will be barred from activities at NCSD.

Activity participation includes attending any school event as a spectator and/or participant.

The school district also will take action to require counseling for students who violate this policy. Such counseling may be provided by school personnel or through other agencies at the student's expense.

ALTERNATIVE CLASSROOM ENVIRONMENT (ACE):

(ACE serves the purpose of ISS and OSS within NCSD#1)

Alternative Placement means the removal of a student from his/her regular education environment (or identified least restrictive environment) on a temporary basis for a period of time as determined by the Alternative Placement/Student Concerns Team and assignment to the ACE environment. (This may result in a delay in implementation of consequences/placement.)

Placement: Students may be placed in the ACE program based on the following circumstances:

- When the student was instructed to attend after-school detention and did not attend.
- When a student has demonstrated behaviors that disrupt the learning of themselves or others and the Student Concerns Team has determined ACE would be appropriate. (See Discipline Matrix)
- No participation in school activities.

Students assigned to ACE may not participate in extracurricular activities, practices, competitions, performances, or school-sponsored events during the duration of their ACE placement and for any additional period determined by administration.

Student Expectations: Students will receive training on the ACE room procedures and expectations upon placement. Upon entering the ACE room students will log onto their devices and start working. Students are expected to complete schoolwork, both current and past due, if applicable, as well as an evidence-based social/emotional/behavioral intervention (i.e., Truthought module, corrective thinking intervention, motivational enhancement, etc.). This will be completed with the assistance of staff. Students are expected to follow the directions of staff within the ACE, turn their phones in, as well as attend to and complete assignments.

The ACE classroom environment allows the student to attend class virtually through Canvas or Google Meets while increasing understanding and addressing their behaviors. Each student will be required to meet with a counselor or mental health professional, and ACE Coordinator to make sure the student is caught up academically and is provided necessary support to address social/emotional/mental health concerns that may be impacting their educational performance in the school environment.

Students are expected to follow ACE procedures and rules. Non-compliance will result in an extended placement in ACE. If the placement is more than 4 days, a parent conference will be held to determine further administrative action.

ACE Process: The ACE Coordinator is responsible for identifying classroom assignments that must be completed during ACE placement and made available to the student on Canvas. The ACE Coordinator

will ensure the student has completed all necessary and identified assignments prior to returning to their regular education classroom setting.

The student's classroom teachers are responsible for ensuring classroom assignments are available to the student on Canvas or through email. All paperwork will be sent over from the high school to the ACE room.

The counselor/mental health professional will review the referral/report and determine the appropriate evidence-based social/emotional/behavioral intervention (i.e., Truthought module, corrective thinking intervention, motivational enhancement, etc.) to be completed. The student will participate in appropriate discussions and identify social/emotional/behavioral interventions during the ACE process in coordination with the counselor/mental health professional and the ACE coordinator.

The building administrator, ACE Coordinator, and the student will meet to review and discuss the student's progress.

DISCIPLINE MATRIX

1. NCSD#1:
 - a. Acknowledges its obligation to provide every student the opportunity to learn in a setting which supports each student's physical and emotional well-being.
 - b. Strives to help students acquire the behaviors which are necessary for assuming the roles of responsible citizens, productive workers, and conscientious neighbors.
 - c. Recognizes that the creation of an atmosphere which models these civic values and the maintenance of such a safe and orderly environment requires preserving time to teach.
2. The purpose of the Discipline Matrix is to ensure that our school district has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior or engage in serious misbehavior. The Discipline Matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. NCSD#1 does not have a progressive discipline plan. The discipline imposed will depend upon the student's disciplinary background and the seriousness of the student's conduct, as well as identified/verified mitigating factors as determined by administration.
 - a. The Discipline Matrix is a tool for classroom teachers and administrators to respond appropriately when students have committed serious violations. This tool is designed to offer consistency so that students are disciplined fairly from classroom to classroom when their behavior requires consequences beyond the classroom. The disciplinary actions outlined below serve only as suggestions. Multiple or repetitive violations of behavior rules or serious violations of District Policy may result in long-term suspension or expulsion, even on the first offense or without prior warning.
 - b. NCSD#1 does not institute progressive discipline. Classroom teachers and school administrators have the discretion to deviate from these guidelines by assigning consequences other than those listed in the Discipline Matrix if the administrator determines, in his or her professional judgment, that mitigating or aggravating circumstances warrant a different response.
 - c. Mitigating or Aggravating Factors. The determination of discipline will include, but not be limited to, the following factors:

- i. The extent to which the violation interferes with other students' opportunity to learn.
 - ii. The extent to which the violation jeopardizes a safe and orderly environment, placing others at physical and/or emotional risk.
 - iii. The extent to which the violation interferes with any personnel's performance of duty and the frequency or reoccurrence of the behavior.
 - iv. Explain that disciplinary actions serve a purpose, with this in mind we want to make sure what we are doing is helping the student at the end of the day.
- d. The following chart illustrates the application of mitigating or aggravating factors in determining reasonable discipline. Teachers and administrators may use this chart to determine the appropriate discipline. If the behavior meets criteria for more than one level, the teacher or administrator shall make a reasonable determination based on the facts and circumstances of the incident keeping in mind the factors listed above.

	Mitigating/ Aggravating Factors Level 1	Mitigating/ Aggravating Factors Level 2	Mitigating/ Aggravating Factors Level 3	Mitigating/ Aggravating Factors Level 4
Interferes with Personnel's Performance of Duty	Personnel has to redirect student	Personnel has to stop classroom instruction	Personnel has to intervene and leave classroom	Physical contact with personnel
Interferes with Student's Opportunity to Learn	Minor distraction (i.e., look up from work, see/hear correction, etc.)	Gets reaction from other student(s) (i.e., giggling, etc.)	Involves other student(s) (i.e., student-reported, engages response from other student(s), etc.)	Other student(s) leave instructional area
Jeopardizes Safe and Orderly Environment				Physical impact on other student(s) (i.e., second-hand smoke, physical contact, etc.)
Places Others at Physical and Emotional Risk	Self-defense, accidental/unintentional acts, or no consequences to others	Intentional, willful acts, but intended consequences to others	Fighting or unprovoked physical violence that causes physical injury – no medical attention necessary	Fighting or unprovoked physical violence that causes physical injury – medical attention necessary

Offense	Example	Mitigating/ Aggravating Factors Level 1	Mitigating/ Aggravating Factors Level 2	Mitigating/ Aggravating Factors Level 3	Mitigating/ Aggravating Factors Level 4
Continued willful disobedience or open defiance of the authority of school personnel WS § 21-4-306(a)(i)	Not following directions with significant defiance	Parent contact 2 days lunch or after school detention	Parent contact 3 days lunch or after school detention	Parent contact 1 day ACE	Parent contact 3 days ACE
	Continued willful disobedience	Parent conference 3 days lunch or after school detention	Parent conference 4 days lunch or after school detention	Parent conference 3 days ACE	Parent conference 4 days ACE
Willful destruction or defacing of school property WS § 21-4-306(a)(ii)		Parent contact Police referral 3 days ACE	Parent conference Police referral 5 days ACE	Parent conference Police referral 7 days ACE	Parent conference Police referral 10 days ACE
Torturing, tormenting, bullying, harassment, sexual harassment or abusing pupil or personnel or in any way maltreating pupil or personnel with physical violence WS § 21-4-306(a)(iii)	Maltreating with no physical contact (ie: spitting on someone)	Parent contact 2 days lunch or after school detention	Parent contact 4 days lunch or after school detention	Parent contact 1 day ACE	Parent contact 3 days ACE
	Inappropriate physical contact (no bodily harm)	Parent contact 4 days lunch or after school detention	Parent contact 1 day ACE	Parent contact 3 days ACE	Parent conference 5 days ACE
	Inappropriate Physical Contact (Bodily harm) (ie: Fighting)	Parent conference Police referral 2 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 4 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 6 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 8 days ACE Additional consequences or actions as defined by policy
	Torturing, tormenting, bullying, harassment, sexual harassment or abusing with physical	Parent conference Police referral 3 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 5 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 7 days ACE Additional consequences or actions as defined by policy	Parent conference Police referral 8 days ACE Additional consequences or actions as defined by policy

	violence				
	Threatening violent behavior (ex., raising fist, stating intent to fight, etc.)	Parent contact 1 day ACE	Parent contact 3 days ACE	Parent contact 5 days ACE	Parent conference 7 days ACE Additional consequences or actions as defined by policy
Possession, use, transfer, carrying or selling a deadly weapon WS § 21-4-306(a)(iv)		Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy
Foul, profane, or abusive language		Parent contact 2 days lunch or after school detention.	Parent contact 4 days lunch or after school detention.	Parent contact 1 day ACE	Parent conference 3 days ACE
Habitually disruptive behavior	"Habitually disruptive behavior" means the overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on/in/to school vehicles, or at school activities or events, which requires the attention of a school personnel	Parent contact 2 days lunch or after school detention	Parent contact 4 days lunch or after school detention	Parent contact 3 days ACE	Parent conference 4 days ACE
	Sexually inappropriate behavior	Parent contact 2 days ACE	Parent contact 3 days ACE	Parent Meeting 4 days ACE	Parent Meeting 6 days ACE
Possessing, using, manufacturing, or distributing of tobacco products, vaping products/ materials, alcohol.		Parent conference Police referral 3 days ACE Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 5 days ACE Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 8 days ACE Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 10 days ACE Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy

Possessing, using, manufacturing, or distributing of controlled substances, drugs, unauthorized medication, look-alike drugs, or drug-related paraphernalia		Parent conference Police referral 10 days ACE /Suspension /Expulsion Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 10 days ACE /Suspension /Expulsion Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 10 days ACE /Suspension /Expulsion Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy	Parent conference Police referral 10 days ACE /Suspension /Expulsion Mediation and/or assistance referral as defined in policy Additional consequences as defined in policy
Knowingly remaining in area where tobacco products, vaping products/ materials, alcohol, controlled substances, drugs are being used.		Parent contact 2 days lunch or after school detention	Parent conference 4 days lunch or after school detention	Parent conference 1 day ACE Mediation and/or assistance referral as defined in policy	Parent conference 3 days ACE Mediation and/or assistance referral as defined in policy
Knowingly aiding, abetting, or assisting another student in concealing the possession, use, manufacture, or distribution of any tobacco products, vaping products/ materials, alcohol, controlled substances, drugs		Parent conference Police referral 2 days ACE	Parent conference Police referral 4 days ACE Additional consequences as defined in policy	Parent conference Police referral 8 days ACE Additional consequences as defined in policy	Parent conference Police referral 10 days ACE Additional consequences as defined in policy
Stealing or attempting to steal property		Parent conference Police referral 2 days ACE	Parent conference Police referral 4 days ACE	Parent conference Police referral 6 days ACE	Parent conference Police referral 6 days ACE
Cheating, forging, falsifying documents, and/or plagiarism		Parent contact 2 days lunch or after school detention Loss of credit for assignment	Parent contact 2 days ACE Loss of credit for assignment	Parent contact 4 days ACE Loss of credit for assignment	Parent contact 6 days ACE Loss of credit for assignment
Gambling and/or extortion		Parent contact 2 days ACE	Parent conference 4 days ACE	Parent conference 6 days ACE	Parent conference 8 days ACE

Making bomb threats, terroristic threats		Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy	Parent conference Police referral Consequences as defined in policy
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ADDITIONAL INFORMATION

COMMUNICATION:

Niobrara County High School is committed to maintaining open, timely, and effective communication with students, parents, and guardians. The school utilizes multiple communication methods, including phone calls, text messages, email, Rooms (School District App), Infinite Campus, social media, and the district website. Parents and guardians are encouraged to keep their contact information current in Infinite Campus to ensure receipt of important school information.

PARENT CONFERENCES:

Parent-teacher conferences are scheduled two times per school year—in the fall and in the spring. In addition, parents are encouraged to schedule parent-teacher conferences any time they feel the need to receive more information about their child's educational progress.

COMPUTER SECURITY:

The school district maintains a computer network for staff and student use. Access to the network requires a password. Students will be issued a password, which they should regard as a privilege and protect the security it gives them with regards to their files. Do not divulge your password to anyone. Always backup your work; teachers will not accept computer problems as an excuse for missing work.

DANCES:

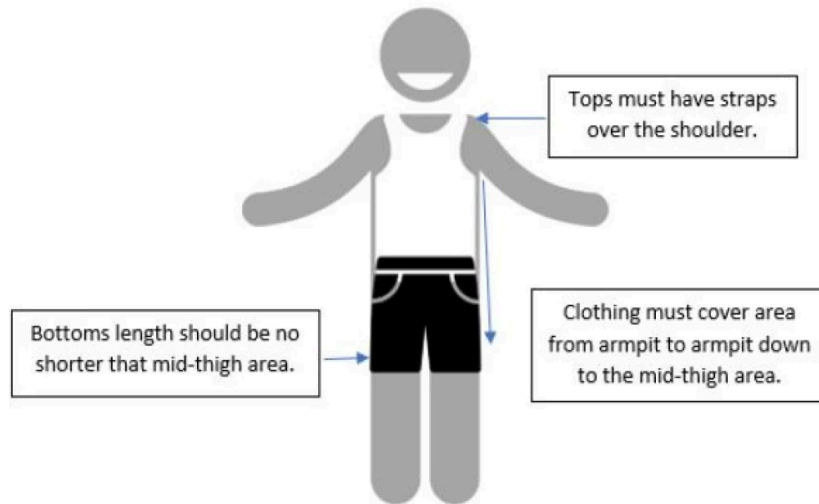
All school dances will end at 12:00 midnight or sooner if necessary. If a student leaves the dance, he/she will not be readmitted. All school dances must have two school employees as chaperones. Students must register out of school dates in the office a week prior to the day of the dance or the day before the dance in the event the dance is a weekend event. Out-of-School guests must be at least a freshman and not over 20 years old. Out-of-school guests will need to submit paperwork to attend Niobrara County High School dances.

DRESS CODE:

Appropriate dress and personal appearance are an individual responsibility and are integral to the educational environment. Clothing or dress that is immodest or disruptive to the education process, or that poses a safety hazard, shall not be worn. The dress code applies during the school day and at all school-sponsored activities unless otherwise approved by school administration. . Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents. The following list provides guidelines and items that are not permitted:

1. Being appropriately dressed for school purposes consists of being clothed from shoulders to mid-thigh. All tops/shirts, pants, shorts, dresses and overalls shall be appropriately fashioned. No low cut tops, and all tops must have straps. Undergarments and midriffs are to be covered.
2. Hats, hoods or sunglasses are not permitted within the school building, unless for dress-up days.
3. Clothing displaying drug, alcohol, or other offensive advertisements, obscene, profane, racist, or suggestive slogans are not appropriate and shall not be worn.

4. Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted.
5. School personnel reserve the right to prohibit all forms of dress and appearance that, in their professional judgment, are a safety/health hazard or are distractive or disruptive to the school/learning environment.
6. Students who arrive at school in violation of the dress code will be asked to change and parents/guardians will be notified.
7. The building principal or designee will have final say in acceptable student dress.



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

HALL PASSES:

Students are only permitted in the halls during class periods when they are accompanied by a teacher or have completed an E-Hall Pass.

STUDENT SEARCHES AND PRIVACY:

Student lockers, desks, Chromebooks, district-issued devices, district email accounts, network accounts, and other school property remain the property of Niobrara County School District #1. Students should not expect privacy in school-owned property.

School administrators may inspect lockers, district-issued devices, district email accounts, and other school property when there is reasonable suspicion of a violation of school rules, district policy, or law, or as otherwise permitted by law.

Student vehicles parked on school property may also be subject to search when reasonable suspicion exists. Refusal to cooperate with a lawful search may result in disciplinary consequences.

LOCKERS:

Student lockers are located in the hallways of the main classroom section of the school building and will be assigned at registration in the fall. Students will be responsible for the locker assigned to them at all times. Athletic and physical education lockers are located in the various locker rooms and will be assigned by gym teachers and coaches. Locks are available in the office for a fee of \$1.00, which will be

refunded upon return of the lock. Only school furnished locks are permitted in the building. Under no circumstances should a student keep money or valuables in his/her locker. Money or valuables should be checked into the office for safekeeping. Lockers are the property of the school and may be inspected at any time.

BACKPACKS:

To help improve school safety, backpacks must be able to fit into a student's locker. Backpacks must remain in student lockers during the instructional day unless permission is granted by a teacher, coach, or administrator. Handbags (purses) should also be placed in lockers and not carried from class to class.

CHROMEBOOKS

Please read through the chromebook agreement, which must be signed before students are issued a chromebook. There are fines and consequences applied when chromebooks are damaged which is all outlined in the agreement. Students are required to use the school district's chromebooks or the school's desktop computers. Please talk to Mrs. Kruse if you have questions.

ENRICHMENT/REMEDIATION FRIDAYS

Enrichment and Intervention Fridays are scheduled periodically throughout the school year to provide students with additional academic support, enrichment opportunities, and time to complete missing assignments.

Students may be required to attend based on:

- Missing assignments
- Academic performance
- Teacher recommendation
- Intervention needs

Failure to attend a required Enrichment/Intervention Friday may result in additional academic interventions, after-school support sessions, or placement in ACE as determined by school administration.

PARKING AREAS

Student parking is permitted only in the designated student parking lot east of the building. Students may not park in fire lanes, bus loading zones, staff-designated parking areas, the gravel area, or any other location not designated for student parking.

Students should proceed directly into the building upon arrival and return to the parking lot only when leaving school for the day unless they have administrative permission. Student drivers are expected to obey all posted speed limits and park within marked parking spaces.

The parking loop in front of the main classroom building is reserved for staff parking. Students who park in staff-designated areas during school hours will be assigned lunch detention.

For student safety, traffic is prohibited in the bus loop during loading and unloading times. No vehicles may park in or travel through bus loading zones while buses are present. Bus loading and unloading typically occurs from 7:30–8:00 a.m. and 3:45–4:10 p.m.

VISITORS

All visitors are expected to sign in on the sheet provided in the office. Visitors are not allowed in the classroom or student areas without permission from the office. Students wishing to attend school while visiting may do so only with the permission of the principal and the classroom teachers.

SAFE2TELL WYOMING:

Anonymous Reporting

Students, parents, and community members are encouraged to report concerns regarding student safety.

Concerns may include:

- Threats of violence
- Bullying
- Self-harm concerns
- Drug activity
- Weapons
- School safety concerns

Reports may be made anonymously through:

Safe2Tell Wyoming

Website: <https://www.safe2tellwy.org>

Phone: 1-844-996-7233

The District encourages students to report concerns immediately so appropriate support and intervention can occur.

STUDENT WELLNESS AND MENTAL HEALTH

Student Support Services

The District recognizes that social, emotional, and mental health are important components of student success.

Students experiencing emotional distress, anxiety, depression, bullying concerns, grief, or other challenges are encouraged to seek assistance from:

- School counselors
- School administration
- Teachers
- School mental health personnel
- Trusted adults

Students who believe another student may be at risk of self-harm or suicide should immediately notify a trusted adult or submit a Safe2Tell report.

The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's 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 their child's or their education record should write to the school principal, 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 of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to 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. 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) or a person serving on the school board. A school official also may include a 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 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.

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

Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

NCSD1 Notice of Nondiscrimination

NCSD1 prohibits discrimination and/or harassment on the basis of race, color, gender, religion, national origin, disability, age, sex or any other basis protected by federal, state or local law. The Board of Trustees affirms its intent to provide equal access and participation opportunities in its programs, practices, activities, and the provision of services, regardless of race, color, gender, religion, national origin, disability, age, sex, or any other basis protected by federal, state, or local law. Information concerning alleged discrimination shall be furnished by persons having knowledge of such to the Superintendent or designee. Inquiries about discrimination based on race, color, religion, age, national origin, disability, or any other basis protected by federal, state, or local law may be referred to: 1) the Superintendent, who may be reached at the District Office, 619 West 5th Street, Lusk, WY 82225, 307-334-3793 or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Inquiries about the application of Title IX (discrimination based on sex) may be referred to: 1) the Title IX Coordinator, who may be reached at the District Office, 619 West 5th Street, Lusk, WY 82225, 307-334-3793 or 2) the Assistant Secretary, Office of Civil Rights, 18 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act/Environmental Protection Agency—40CFR Part 763, Niobrara County School District 1 is hereby notifying the general public and employees of the presence of asbestos containing materials within buildings owned and operated by this district. Asbestos management plans, with a summary of material locations, friability, response action and inspection schedules, are available in the main office of each facility. Questions may be directed to the district facility manager by calling 307-334-3793

NCSD1 Harassment Reporting Notification

The District prohibits any form of harassment, intimidation, bullying, or violence on school property, in a school bus or other school related vehicle, at a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child. Harassment, intimidation, bullying, or violence may occur adult to student, student to adult, student to student, male to female, male to male, female to male or female to female. The District shall investigate all reports or complaints of harassment, sexual harassment, intimidation, bullying, and violence, either formal or informal, verbal or written, in a prompt, thorough, and impartial manner. A statement about the disposition of the report or complaint will be developed and appropriately communicated. The District shall take disciplinary action against any student or school personnel found to have violated this policy.

TITLE IX COMPLIANCE

Niobrara County School District #1 prohibits discrimination on the basis of sex in any education program or activity. The District does not discriminate on the basis of sex and complies with Title IX of the Education Amendments of 1972. Any person may report concerns regarding sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation. Reports may be made to the District's Title IX Coordinator. The District prohibits retaliation against any person who reports discrimination or participates in an investigation. Title IX Coordinator: Taylor Wagstaff, wagstafft@lusk.k12.wy.us

Career & Technical Education Annual Public Notification of Nondiscrimination

Niobrara County District 1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Niobrara County School District 1 Career and Technical Education (CTE) department does not discriminate in enrollment or access to any of the programs available. Niobrara County School District 1 CTE programs consist of the following: Agriculture Education, Business Education, Industrial Technology.

NCSD1 Hiring and Employment

Niobrara County School District 1 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Acts of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or request for additional information regarding the laws

DIRECTORY INFORMATION NOTICE (FERPA)

The Family Educational Rights and Privacy Act (FERPA) permits the District to designate certain student information as "Directory Information." Directory Information may be released without prior written consent unless a parent/guardian or eligible student submits a written request to withhold such information.

Directory Information may include:

- Student name
- Address
- Telephone number
- Email address
- Photograph
- Date and place of birth
- Grade level
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Honors and awards received
- Degrees, honors, and awards received
- Most recent school attended

Parents/guardians or eligible students who do not want Directory Information released must submit a written request to the principal's office within ten (10) school days of enrollment or the start of the school year.

The District may release Directory Information to military recruiters and institutions of higher education as required by federal law unless a parent/guardian or eligible student opts out in writing.

HANDBOOK DISCLAIMER

The provisions of this handbook are intended as guidelines for students, parents, and staff. The Board of Trustees reserves the right to amend, revise, or modify policies, procedures, and regulations as necessary. In the event of a conflict between this handbook and official Board policy, Board policy shall govern.

NCHS STAFF

Brady Shatto PE/Weights Assistant HS/MS Wrestling Coach	Megan Matthews.....Secretary FCCLA Sponsor
Linda Conaway.....Custodian	Justin Miller.....Grounds & Custodian
Nadia Simons.....Art	Ryan Nelson.....Special Education Athletic Director
Ed Fullmer..... Study Hall/WYVA & Edgenuity Head Boys Basketball Head Golf Coach	Michele Ogburn.....Counselor, SEL
Kevin Gaukel Transportation & Maintenance Director	Amy Pontarolo.....Librarian Prom Sponsor
Adele Hanson.....School Nurse Student Council Sponsor	Brianna Redfern.....Special Education Counselor
Ryan Haefele.....Math Head MS Football Coach	Jessie Reed.....Special Education Teammates
Andie Hubbard.....Music & PE Head Girls Basketball Coach	Dawn Scott Special Education
Heather Heth School Psychologist	Anna Skeen.....Licensed Professional Counselor
Sierra Hickox.....Science	Chris Skeen.....History Assistant Track Coach
Erin Hodge Special Education Assistant Head MS Girls Wrestling Coach Head MS Girls Basketball Coach	Nancy Smith Special Education Teacher
Jason Hubbard.....Agriculture FFA Sponsor Freshman Class Sponsor	Aaron Whitten.....English Assistant MS Boys Basketball Coach
Riki Kremers.....Math Sophomore Class Sponsor	Lisa Weisbeck Science
Jim Lyons.....Business Head Boys Track Coach MS & HS Cross Country Coach	Pat Weisbeck.....District Tech Coordinator
Lori Lyons.....English FBLA Sponsor	Chris Smith Head Football Coach
Diane Mahnke.....Special Education Assistant	Logan Wasson.....Head MS Boys Basketball Coach
Joseph Martinez.....Industrial Technical/Welding Skills USA Sponsor	Logan Heth.....Assistant MS Football Coach
	Lacey Wurdeman Head MS Volleyball Coach
	Ben Hanson.....Assistant MS Boys Basketball Coach
	Cora Fitzgerald ...Assistant HS Girls Basketball Coach
	Mattie Pfister.....Assistant Volleyball Coach
	Chrisanna Lund Head Volleyball Coach
	Kaylee Haefele..... Assistant MS Volleyball Coach
DISTRICT ADMINISTRATION	
Katherine Kruse..... Middle & .High School Principal	
Penny Bolinger.....Superintendent	
Taylor Wagstaff Special Education Director	
Michelle Neuenschwander Business Manager	

2026-2027 School Calendar 4 day

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

October 2026						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
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14	15	16	17	18	19	20
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28						

March 2027						
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28	29	30	31			

April 2027						
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May 2027						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	School Closed
	Parent Teacher Conferences

149 Student Days

Aug 11-17	In-Service
Aug 18	First Day of School
Aug 21	In-Service
Sept 7	Labor Day-No School
Sept 18	In-Service
Oct 2	In-Service
Oct 15	End of 1st Quarter
Oct 22-23	PT Conf

	In-Service
	Snow Make-up Days
	First and Last Day of School
	R/E Fridays

Nov 13	In-Service
Nov 25-27	Thanksgiving Break
Dec 4	In-Service
Dec 17	End of Semester
Dec 18	In-Service
Dec 21-Jan 1	Christmas Break
Jan. 4	First Day of 2nd Semester
Jan 15	In-Service
Jan 22	In-Service
Feb 5	In-Service

	Day of Interest
	Fridays in school-

Mar 10	End of 3rd Quarter
Mar 11-15	Spring Break
Mar 18-19	PT Conf
March 26	Good Friday
March 29	Easter Monday
April 9	In-Service
May 16	High School Graduation
May 27	Last Day of School
May 28	In-Service