

Burlington Schools

MS/HS Student Handbook

2025-26



Big Horn County School District #1 is committed to a policy of non-discrimination in relation to race, color, religion, national origin, sex, sexual orientation, gender identity, transgender status, age, or disability in admission of, access to, treatment of, or employment, in its educational programs or activities, and provides equal access to youth groups. *Inquiries or complaints regarding affirmative action, discrimination, sexual harassment or equity should be directed to any of the following persons:*

- **Title IX Coordinator** - Curriculum Director (307) 548-2254 • **Section 504 Coordinator** - Special Services Director (307) 548-2238
- **Superintendent** - (307) 548-2254 • **Big Horn County SD #1 | 99 S DIVISION ST | PO BOX 688 | COWLEY, WY | 82420**

MISSION STATEMENT

Big Horn County School District #1 seeks to prepare each student to successfully live and contribute in an ever-changing world.

VISION

Learning, growing, achieving together.

School Colors: Orange & Black & White

Mascot: Husky & Husky Pup

School Song:

**Hail to the black, orange, and white
Ever strong and always true.
In the game we'll fight, fight, fight!
BHS we'll honor you.
Hail to the black, orange, and white
We will rise above the rest.
HU-SK-I-E-S
Huskies are the very best.
Go Huskies!**

Activities

All major activities must be approved two weeks in advance. This includes presenting a written plan to the principal accompanied by the completed approval sheet from the group or organization.

Absences/Attendance (Policy JH)

"Regular attendance at school is vitally important to each student as it can directly affect their progress academically and their development of attitudes and habits for later life. The more absences a student accumulates, the less they can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with fewer absences generally earn higher grades and are more successful. Learning to regularly attend and be on time is a tool which is not only beneficial in school but will help students to be successful in college as well as business."

While keeping records of students is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to their present and future endeavors.

Absences that are arranged for in advance with the parents' permission and consent or absences where notification is given by the parent to the school prior to the start of school the day following the absence, and absences due to health, illness, or injury of the student or a death or serious injury or illness in the student's family shall be excused. All other absences will be deemed unexcused. Any student who has five (5) or more unexcused absences in any school year will be considered an habitual truant. "Willful absenteeism" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's, guardian's, or custodian's willful failure, neglect or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

School attendance requirements shall be established by the administration and shall be the same for each individual grade. The school may require attendance for purposes of successfully completing and satisfactorily earning a grade in any class. See Board Policy JH-R, JE/JE-R.

Attendance Points

Being present in class allows a student to receive instruction and offers an environment best suited to master course standards. Each semester a student can accrue up to 10 attendance points in each period in order to earn credit in that period. **On the 7th point in any one class, parents/guardians will be notified.**

Consequences for absences past 7 points in any class may be assigned, including Friday School for missing work/corrections.

9th Point: In danger of excessive absences

10th Point: Failure to earn credit for the class and be considered truant and referred to county authorities.

Parents will be notified about student attendance concerns by the school.

1. Absence Point: The value assigned for each absence from a class period.
2. Absence Score: The total value of absence points accumulated by a student in a given class.
3. Tardiness: A student arriving in class later than the time set for that class to begin. Tardiness of more than 10 minutes shall be counted as an absence.
4. Excused Absence: Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral or written excuse to the school for their child's absence.
5. Unexcused Absence: Means not attending one or more classes and being unable or unwilling to provide verification of parental approval of the absence, or leaving the school campus or missing a class for any reason without obtaining prior permission from the proper school authority. Students who fail or refuse to do this shall also be subject to regular school disciplinary measures.
6. Medical Absence: Absence from one or more class periods due to medical problems which result in a visit to a health professional's office, clinic, hospital, or the school nurse. A note from the health professional or their secretary must be presented to the school for verification. Student's with chronic health problems which re-occur periodically, but which do not require immediate medical attention must have a medical professional's statement on file in that student's school records verifying the condition.
7. Parent Medical: Absence from one or more class periods due to being ill and excused by parent/guardian. This can be applied for no more than 3 consecutive days.
8. Bereavement Absence: Absence from one or more class periods due to a death in the student's immediate family. Immediate family shall be defined the same as for district employees in the Board Policy Manual, File: GCBD/GDBD. A maximum of five (5) days per incident shall be allowed for bereavement absence.
9. School Sponsored Absence: Absence from one or more class periods as a result of participation in official school sponsored activities as defined in the Board Policy Manual, File: JJ-R, as approved and announced in advance by the school principal.
10. Legally caused absence: Absence from one or more class periods due to legal action which may require the student to miss school.
11. Prearranged Absence: Absence from one or more class periods that is prearranged with teachers at least 7 days prior to the absence. This type of absence is intended for planned family times such as a family trip.

Type of Absence Points

Excused	1
Unexcused	2
Medical	0
Parent Medical	½
Bereavement	0
School sponsored	0
Legally caused	0
Out of School Suspension	1
Prearranged Absence	½

Tardy Points

Punctuality is important. Students need to be in the classroom when the bell rings ready for the class period to begin. Students are to get a pass from a staff member if they are detained so they will not be counted tardy in the next class. Each tardy (of under 10 min.) will have disciplinary consequences. Parents will be notified on the 4th tardy earned each semester.

If a student fails to show up for consequence, it will double.

1st tardy= reminder discussion with Success Coordinator &/or teacher

2nd tardy= remediate reasons for being tardy- meet with the teacher if necessary, etc.

3rd tardy= lunch detention

4th tardy= lunch detention; parents are contacted

5th tardy= after school community service for 30 minutes; parents are contacted

6th tardy= after school community service for a class period (49 minutes); parents are contacted

7th tardy= after school community service for a class period (49 minutes); parents are contacted

8th tardy= meet with the principal to make a plan to curb tardiness and determine consequences; parents are contacted

***This is referencing multiple tardies during the same class period.

School Attendance Privileges

Students whose attendance or academic status is such that it appears before the end of a semester that they will not be able to earn credit in a class are still expected to attend that class; however eligibility will be affected until the student's academic status returns to good standing in each class.

Notification

Principals shall develop and implement procedures to ensure that students and parents are given notification of attendance deficiencies, and that accurate records of student attendance are maintained in each school.

Truancy or Excessive Absences

According to Wyoming Compulsory Attendance laws, an habitual truant is any student who accumulates five (5) or more unexcused absences in any school year or accumulates 10 or more attendance points in any period during any semester, or has reached 20 or more absences for any period for any reason in an academic year. When prior meetings, contacts, contracts, and interventions have not been successful, after receiving all attendance documentation, the school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.

Activity Training Rules

Activity Training Rules including the Substance Testing policy will be reviewed with students by coaches or advisors. They are listed below.

1. Eligibility – Any student on the ineligible list will not participate in any games or activities until the following week after having been removed from the ineligible list. The eligibility period will go from Wednesday to Wednesday of the next week. Ineligible players will continue to practice but will not travel, suit up, or sit on the bench with the team. A coach or advisor can enforce more stringent tutoring expectations.

2. Attendance - If a student is in school he/she is expected to be in practice and at games. A parent may excuse a student from practice but playing time may be affected. If a student is in school and misses a practice, game or activity without an excuse and without prior permission from a coach, they will be suspended from the next game or activity. Students will practice with the coach. A student must *be in school* at least 4 full consecutive periods or 2 consecutive periods on a Friday, to participate in the activity (practice or game) unless

the absence is a zero point absence from school. Any unexcused absence will make the student ineligible to play or practice the same day.

3. Unsportsmanlike Conduct - Participants are guests of the host school/community, and as such, should conduct themselves in an exemplary manner. Prior to, during, or following any activity, unsportsmanlike conduct will not be tolerated.

Any player who has been disqualified from a contest for committing an unsportsmanlike act shall be subject to the following consequences. In football, soccer, gymnastics, indoor track, track, cross country, tennis, golf, skiing, and swimming, the player shall be disqualified from the next contest at the level of play from which the player was ejected. The basketball, volleyball, or wrestling contestant shall be disqualified from the next two contests. In all sports, this disqualification shall include all contests at any level until the contestant has served the suspension at the level of play from which the player was ejected and successfully completed the WHSAA Good Standing Buyback Program. Unsportsmanlike acts either prior to or following a contest will result in similar penalties.

Unsportsmanlike consequences which are not governed by WHSAA will be determined and administered by the head coach/advisor keeping in mind that sportsmanship and civility is an expectation for participation in extracurricular activities. Consequences may include missing playing time, extra conditioning, writing reports, extending apologies, and other appropriate consequences.

4. Student Conduct and Dress - Students are representatives of the school during all school related activities. They are expected to conduct themselves at all times so as to be a credit to their family, school, and community. For after-school activities, students will be expected to dress appropriately in accordance with the nature of the activity. In addition, students participating in interscholastic activities and / or school sponsored activities or public appearances may be required to meet more stringent dress and appearance regulations.

5. Riding the bus - Students must ride to and from the site of any activity in a district owned vehicle. When conflicts arise, prior approval may be given by the Principal or designee, for the student to ride with their own parent or legal guardian. Students may be released to a parent or legal guardian after an activity with a written note delivered by the parent to the activity coach or advisor. Students shall not be permitted to transport other students on school-sponsored trips. If boys and girls ride on a bus together the two genders shall be separated.

6. Overnight Trips- Students will abide by the coach or sponsor's hotel rules. Electronic devices such as cell phones, iPods, video games, laptops, and DVD players may be taken at night and stored by the coach/advisor. Any student breaking curfew may be sent home. If boys are found in girls' rooms or girls found in boys' rooms, they will immediately be sent home. Parents will be responsible to transport students that are sent home. Students may be taken to the nearest law enforcement office to await parent's arrival.

7. Uniforms/Equipment- Clean uniforms and equipment will be turned in no later than 7 days after the end of the season. After 7 days, students will be given detention. If the equipment is not back by the next day, they will make arrangements to pay for it. The student will not be eligible for any other extracurricular activity until this is taken care of and may be required to make a deposit before checking out any more uniforms/equipment from the school.

8. Substance Abuse – Students must follow Substance Abuse Testing Policy JJIE to participate in any school sponsored activity.

9. Concussions- Athletes will need to be cleared by a medical professional after demonstrating concussion symptoms.

10. Insurance- Each family will have to provide proof of insurance before students may participate in any extracurricular activity.

These rules are only minimum requirements. The sponsor of the activity can add to these expectations.

At-risk Assistance

Students who are determined to be at-risk will meet with his/her MTSS teacher and may be referred to the counselor and Success Coordinator. The student will be referred to the tutoring program or for other assistance such as Friday School. A conference may be set up with the parents to determine a plan to address that student's needs.

Automobile Use

Parking on school property is a courtesy extended to students and others by the School Board. Permission to park on school property may be revoked by the administration for any person who does not observe the regulations. Student parking is designated primarily as the area east of the gyms. Parking in non student areas will subject the student to disciplinary action.

Backpacks

To help improve school safety, backpacks must be able to fit into a student's locker. Backpacks will be placed in lockers 1st period through the end of each day. Handbags (purses) should also be placed in lockers and not carried from class to class.

Buses

School buses are provided as a convenience for you. In order to keep buses running on schedule, and to prevent accident or injury to riders or others, it is necessary for us to have rules governing use of the bus.

Cell Phones, Electronic Watches, and other Communication Devices

We recognize that we live in the age of cell phones, and some of our concerns with their use during class time are: cyber bullying - including inappropriate photos/videos; distraction from learning; possible damage or theft during school hours; chatrooms; Snapchatting; listening to music through earbuds; and missing out on face-to-face socialization and communication.

Cell phones should be locked in lockers from 8:00-3:22. Cell phones should not be taken to, or used during class time, homeroom, or other time intended for learning; Smart watches and other electronic communication devices should not be used during times intended for learning. If Smart watches or other electronic devices become a distraction during class, as determined by the classroom teacher, they may be confiscated and will be subject to consequences, as listed below.

Cell phones should **NEVER** be used in bathrooms or locker rooms. Students are able to responsibly use their phones or electronic devices before school begins at 8:00 a.m., in between class periods, during lunch, and after school ends at 3:22 p.m. The school has a phone in each classroom and the office that students can use to contact home. Parents are encouraged to contact the office if they need to get a message to their student.

If a student uses a cell phone outside of the appointed times, a staff member will ask for the phone and the phone will be turned in to the front office. The following consequences will apply with cell phone, electronic watches, or other communication device infractions:

1. 1st offense = student meeting with principal after school, reminder from principal about cell phone use, and principal returning cell phone to student
2. 2nd offense = student meeting with principal after school, student serving detention, principal communicating with parents, and principal returning cell phone to parent
3. 3rd offense = student meeting with principal after school, student serving additional detentions assigned by the principal, principal communicating with parents, and principal returning cell phone to parent. The student will lose his/her privilege to bring such items to school for the remainder of the year.

Cheating

If a student is guilty of cheating, the teacher shall collect the student's paper, mark IE (insufficient evidence) for the work, and notify the parent and the principal as soon as possible, as to the action taken. An alternative assignment will be given to be evaluated. Parents shall be notified that a second offense will result in one day

of Friday detention, possible suspension from extracurricular activities and the student will still be required to do the work. The consequence of not doing the work is doing the work.

Class Schedule Changes

Students will be allowed to make class schedule changes during the first week of the semester with the written permission of the parent, teacher, and counselor. Any schedule changes after that time frame will be for administrative reasons only. Schedule changes at quarters will not be allowed unless circumstances require it as determined by the counselor and principal. If a student withdraws from a class after the first week, his transcript will note a /W/ or a /F/.

College Visits

Juniors or Seniors may coordinate college visits through the counselor. To count as school excused absences, the counselor must make contact with the college and have a planned meeting for the student with a college representative. The counselor will also suggest an itinerary for the visit. The student must bring back signed verification from the college representative that the visit was made. More than two college visits will require special permission.

Communicable Diseases/Illness

Burlington Schools recognizes the need to protect the health and welfare of the students and staff members. The School will respond in a prudent manner to a student being diagnosed as having a communicable disease and/or life threatening medical condition. Appropriate actions relative to the student's school attendance will be determined on a case-by-case basis.

Concerns

If you feel that you haven't been heard or that you have been treated unfairly, or if you disagree with a rule or request made of you, you have the right to present your case in an appropriate manner. This does not guarantee that you will get your way, but it does guarantee that you will be heard.

1. Talk with the teacher or individual involved, alone, before or after class/school.
 2. Talk with your counselor.
 3. Talk with your principal.
 4. Talk with your parents and make an appointment for a conference with the teacher and an administrator.
- Most of the time when you are willing to take the time to talk through a situation, the problem will be resolved or, at the very least, all parties involved will have a better understanding of the feelings and events in question.

Concurrent, Dual, Distance Education Courses Including Wyoming Connections Academy

Seniors may have the opportunity to participate in concurrent, dual, and distant education courses. These college courses are available to those students who are on target for graduation and have a schedule that allows for this coursework. Advanced core courses that go above and beyond high school will be paid for by the district, upon approval by the counselor and satisfactory completion (passing grade) of the course. Elective college courses must be preapproved. Students/parents may have to pay for any special fees including books, materials, lessons, and labs associated with each course. These credits and grades received will be recorded as college and high school credit on the student's transcript.

If a student withdraws from a college course it must be done during the first week of the course. It is the responsibility of the student to officially withdraw by contacting the registrar and completing any required paperwork. If a student withdraws from a course and does not officially withdraw through the college registrar's office, it will be his/her responsibility to pay for the course. In the event a student does not satisfactorily complete the college course, it will be his/her responsibility to pay for the course. A contract signed by the student and his/her parents will be required to take such courses.

Juniors wishing to take such courses must have special approval from the counselor and administration.

Wyoming Connections Academy offers virtual learning opportunities to enhance the course offerings available. Students who wish to take a Connections class must first check to see if the course is offered on campus at Burlington. If so, the course must be taken onsite. If not, the student will be offered an independent study class as part of their schedule to complete the Connections coursework. Please visit with the school counselor for additional information. These courses are available only for high school students.

Credit Recovery Courses

Correspondence courses, extension courses, Internet and home-bound instruction will be used to aid students to meet graduation requirements, when it is found that the student has a deficiency in course work. Such courses must be approved by the counselor and must meet the same district standard requirements that district courses do. The student will pay any expenses associated with credit recovery courses.

Dances

1. Dances are for high school students and do not include middle school students.
2. Students from other schools may attend certain dances, which are prearranged and approved by the principal, such as Homecoming and Prom if they have a date with a Burlington High School student and obtain clearance by completing *A Dance Guest Pass*, which can be obtained in the main office. Dance passes will need to be returned to the main office at least 1 week before the date of the dance.
3. BHS alumni under the age of 21 may attend Homecoming if they have a date with a BHS student and obtain clearance through the office. Alumni from other schools may not attend any BHS dance.
4. Dress for the dance will be determined and posted by the planning organization. Attendees will meet dress standards in order to be admitted.
5. Disc jockeys will be either adults or students supervised by an adult.
6. Music will be played at a moderate rate. The chaperones will help the disc jockey with the volume of the music.
7. Lighting will be sufficient enough to recognize a person across the dance floor.
8. Students will not be allowed out of class to decorate for dances.
9. Decorations will be taken down promptly after the dance.
10. Four chaperones are required at all dances; two of these will be employees of the school.
11. Clean up walls, floors, carpets. Leave the area cleaner than you found it.
12. Plan ahead. Go through the proper channels to borrow needed equipment. Take excellent care of the equipment, and if you break something, you need to replace it.
13. Students, alumni, and parents are expected to adhere to school policies and to maintain appropriate social etiquette. Any individual who is a disturbance at the dance will be removed from the dance. If this occurs more than once, that individual will not be allowed to attend dances.
14. Students who leave the dance for any reason will not be readmitted to the dance.
15. Chaperones will monitor the appropriateness of dancing, song lyrics, and public displays of affection.

Dress Code

Students should dress for success and are expected to dress appropriately when they are in school or participating in school activities. Clothing, hair, or jewelry which disrupts or detracts from the educational process and/or poses a safety or health or modesty problem is not appropriate. This includes but is not limited to:

- A. Clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promotes the use of drugs, alcohol, or gang activities.
- B. Immodest or inappropriate clothing. This includes:
 - Clothing with holes in revealing places.
 - Dresses, skirts, and shorts that are inappropriate because of length. Shorts must be at least mid-thigh in length, which is defined as halfway between the hip bone and the knee. Spandex, leggings and like material are allowed but midriff must be covered by shirts/ sweaters that extend ~~beyond~~ to the waistline. Shorts worn for P.E. class are not allowed to be worn to the student's other classes.
 - Sheer material is inappropriate unless a tee shirt is worn underneath.
 - Belly shirts are not allowed.
 - Tank tops/halter tops and open back shirts without another shirt, or apparel that exposes the midriff are not allowed. ~~Shoulders must be covered.~~
 - Spaghetti straps are inappropriate unless covered by another shirt
 - Hats, caps, and bandanas are not allowed during the school day. Please remove your hats upon entering the building. Hats are to be placed in a locker and remain there until the end of the school day.

- Sunglasses are inappropriate indoors, unless prescription
- Underclothing must be covered at all times
- Pajamas and slippers are inappropriate

C. Unsanitary clothing that poses a health problem. Students must be neat and clean.

D. Shoes must be worn in school at all times.

E. Hoodie sweatshirts are allowed but are not to be worn with the hoodie on the head.



Students whose dress is deemed inappropriate by school administration (or dress code representatives) may be sent home to change and parents will be notified or required to make other adjustments until appropriate clothing can be obtained. Clothing will be available for those who choose not to go home to change. Upon being sent home, points will be taken away for missed class time. No points will be taken away if school's chosen substitute clothing is worn.

Sponsors of extra-curricular activities such as dances, athletic events, and organization meetings will set standards of dress and personal appearance for the students under their direction.

Drug Testing

Students wishing to participate in extracurricular activities must agree to participate in random drug testing.

Early Graduation

Students who meet all credit requirements for high school graduation before the end of their senior year, and who have been enrolled in a Burlington High School two consecutive semesters immediately prior to their anticipated graduation may graduate early. The student's principal and superintendent must approve each request for early graduation. All requests will be reviewed with student's parents or guardian and the student. Students applying for early graduation will not be eligible for Valedictorian or Salutatorian status. See policy IK.

Eligibility

Students will be put on the warning list once their grade drops below 70%. If their grade drops below 60% after being on the warning list for a week they will be put on the ineligible list until their grade is at 60% or above. Parents will receive notice when students are making inadequate progress.

Inadequate Progress- Students who are not making adequate progress in a class are considered at-risk. Students could be considered to not be making adequate progress for one of the following reasons:

a. Missing Work - It is the expectation that all practice, formative learning and district assessments are to be completed by teacher established due dates. Students who continually do not meet these dates are not making adequate progress. Teachers and students may sign a missing work contract in order to complete work in a timely fashion. [Missing Work Agreement](#)

b. Failure to Fulfill a Teacher Generated Retake Contract - According to the Retake Policy, teachers and students will enter into an agreement to relearn and retest on any deficient areas by a specific date. Students who fail to complete the contract are considered to not be making adequate progress.

c. Behavior- Students who are failing to meet these expectations will be referred to the building principal.

Parents will be notified weekly if a student is on the warning list or is ineligible.

Eligibility for the week after a semester or trimester ends will be based on the last week of the semester or trimester. The second week of the semester all students will be off the ineligible list but may be on the warning list.

High School Students who fail multiple courses in one semester may become ineligible to participate in extracurricular activities which are governed by the WHSAA. This is true for middle school students as well.

Nonresident students will only be allowed to participate in high school activities in our district if they have been approved as an out of district student or have a signed Combination School Agreement. In the case of nonresident homeschool or non-accredited program students, they must be enrolled in at least one course at our high school in order to be allowed to participate AND must earn credit for the entire semester of that course. Failure to earn credit for the semester may impact future eligibility. This is true for middle school students at the middle school level as well.

6.2.91 WHSAA AFFILIATE HOME SCHOOL STUDENT PARTICIPATION ACADEMIC ELIGIBILITY REQUIREMENTS UNDER COMBINATION SCHOOL AGREEMENT- Submit proof of work in agreement with and to host combination member school that demonstrates compliance with subject and class hour requirements at the same frequency as the academic eligibility of other students is determined at the member school. Proof of work agreement may include requirements from 6.2.90 a. or b.

Ineligible List

Students are placed on the ineligible list after being on the warning list for one week, with the exception of 6th graders who become ineligible after being on the warning list for two consecutive weeks. In other words, students must be on the warning list prior to being placed on the ineligible list. Parents will be notified by email, text, or phone call. Students stay on the ineligible list until their grade is raised to a passing level.

Students will not participate in any extracurricular activities during a week in which they are ineligible. Each ineligible week is defined as the period starting Wednesday when the list is received through the next Tuesday evening. Extracurricular activities include any school-sponsored activity during or after the regular school day, which does not correspond to a standard for a class. These would include all performances, sporting contests, organization activities, and dances with the exceptions of Homecoming and Prom.

Practicing after or before school will be allowed unless a parent or coach/sponsor feels extra academic time is needed. Students who are on the ineligible list should attend tutoring until they are off the list. Failure to attend Friday Afternoon School without being excused may result in disciplinary actions.

Extracurricular Activities

Students are encouraged to participate in extracurricular activities. When doing so, they must remember that they represent our school and community. Participation is a privilege which can be revoked.

Facility Use

No student or student group will be allowed to use any portion of the school building or school equipment at any time without the accompaniment of an adult. Group activities need to be planned in advance and a *Use of Facility* form completed and approved.

Fees

Some courses of study or extracurricular activities may require a material or equipment fee from students.

Fighting & Harassment (Policy JICFA)

Harassment or intimidation at school is prohibited.

Harassment or intimidation 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 another's property or placing a person in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a person or group causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Creating an intimidating, threatening, or abusive environment for a student, adult, or group, due to being sufficiently severe, persistent, or pervasive.

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

All school personnel shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and students. This includes but is not limited to: in the classroom or other location on school premises; on a school bus or in another school related vehicle; at a school bus stop; at an activity or event sponsored by a school, whether or not it is held on school premises; and at any other program or function where the school is responsible for the child.

Students who engage in harassment or intimidation shall be subject to disciplinary action as deemed appropriate by the building administrators, up to and including suspension or expulsion.

Students who claim to have been harassed, or intimidated, or who witness harassment or intimidation of another student shall report that conduct to a teacher, principal, or other school staff member as soon as possible, keeping in mind the following:

- Request the student make a written report describing the conduct witnessed, including but not limited to: the date, time, and location of the incident, and the names of the students involved, to the extent possible.
 - If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member will write down the verbal information.
 - The staff member shall then forward all 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.
- Students may anonymously report any harassment, or intimidation.
- Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment or intimidation is prohibited and shall not be tolerated.
 - Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment or intimidation shall be subject to discipline, up to and including suspension or expulsion.
- Any student 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.

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

If you see or hear of another adult harassing or intimidating students, please notify the principal immediately.

Friday School

Friday afternoon time will be available for students who are on the at-risk list or who need additional support. Students on the ineligible list will be required to attend unless all work is turned in prior to Friday as verified by the course instructor.

Fundraising

All fundraisers must be preapproved with school administration.

Graduation Requirements

Students must be proficient in at least 5 of 9 content area standards to graduate. The school counselor will assist in graduation progress. (These requirements may change. BHS/BMS will follow the changes according to Board Policy IKF.)

SUBJECT AREA	UNITS	SPECIFIC REQUIREMENTS
English	4	
Math	3	
Science	3	
Social Studies	3	History, American Government, and Economic Systems and Institutions
Career/Vocational	1	Woods/Welding/Computer Science/Agriculture
Physical Education	.5	
Health	.5	
Fine/Performing Arts	.5	Music/Art/Drama
Senior Studies	1.0	For graduating classes through 2027
Future Success Skills	.5	For graduating classes after 2027
Success Skills	.5	For graduating classes after 2027
Electives	9.5	
Totals	26	

Graduation Exercises

Only students who have completed all of Big Horn County School District’s graduation requirements shall be permitted to participate in the graduation exercises. “Participate” means to march in the processional and recessional, sit with the senior class and to receive a diploma and recognition as a graduating senior. See policy IKFB for further guidelines.

Grades

Grades will be earned and awarded according to the following grading scale.

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69 % D
- 0-59% IE (Insufficient Evidence)

Class instruction will center around learning essentials (standards). A student’s job will be to demonstrate mastery on these standards.

Assessments, class work and soft skills-

- Soft skills are work habits that employers have indicated are needed by effective employees. They include things like meeting deadlines, producing quality work, communication, time management and effort.
- Summative assessments will make up 50% of the grade. Formative assessments such as quizzes, tests, or projects will make up 40% of the grade. Practice work and soft skills will make up the final 10% of the grade.

Teachers will provide ongoing opportunities to help individuals master standards. This will include reteaching and additional learning tasks. Students will be able to retake assessments when needed after demonstrating readiness to do so. Students will have two weeks to complete the retake. On the retake, a student cannot receive higher than a 90% unless s/he scored above 85% on the first attempt. This provision seeks to ensure that students do their best on each assessment through completing previous assignments, studying, and seeking extra support from teachers.

Grade Point Average

Grade point average is determined by averaging the grade points earned.

Hathaway/Success Curriculum

Students are encouraged to participate in the Success Curriculum so they can be eligible for the Hathaway Scholarship. The School Counselor will provide ongoing education about this process and requirements.

Highly Qualified Teachers

Teachers are required to meet certification and licensing requirements as set forth by the State of Wyoming. 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.

Immunizations

State Law now requires all students to receive shots or other immunization for certain diseases. Records may be requested by the school nurse or administration. According to law, any student who is not immunized must be dismissed from school. Persons with religious objections to immunization should contact the administration office.

Insurance

All students must be insured while participating in extracurricular activities. It is the student and parents' responsibility to take care of the paperwork. No student will be allowed to participate in any extracurricular activity without proof of insurance. BHCS#1 has partnered with www.studentinsurance-kk.com to help parents provide insurance for their student athletes.

Internet Access

Internet access is available to students. Continuation of this privilege is subject to individual student cooperation according to the BHSD#1 Net Terms and Conditions Agreement for students to sign. Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with District standards and will honor the agreements they have signed. The following are not permitted:

- o Sending or displaying offensive messages or pictures
- o Using obscene language
- o Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose;
- o Harassing, insulting or attacking others
- o Damaging computers, computer systems, computer networks
- o Violating copyright laws or otherwise using the network for illegal purpose;
- o Using another's password
- o Trespassing in another's folders, work or files
- o Intentionally wasting limited resources
- o Employing the network for commercial purposes
- o Otherwise accessing forums or "chat rooms" devoid of educational purpose;
- o User shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff;
- o User shall not write, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software

- o Students using school district computers and/or accessing school district web pages, or using the Internet service provided by the School District, shall not engage in “hacking” and shall not access unauthorized sites or participate in any other unlawful activities online.
- o Downloading any upgrades, particularly for video games.
- o Using personal hotspots in the building.

Violations may result in a loss of access as well as other disciplinary or legal action.

Late Work

Each teacher will establish a late work policy for their classes which will be presented in writing to the students at the beginning of the start of the course.

Leaving School Grounds

Students must have a permit to leave school grounds with the exception of lunch. To leave during lunch, students must have a note from a parent on file that grants permission to leave. Students with permission to leave during lunch will need to sign out each day. If a student does not return to school after lunch, a parent must notify the office. Middle School students do not have an off-campus lunch period.

Lockers

Lockers are school property and are at all times under the supervision and control of the school administration. School personnel may examine lockers and contents at any time. Lockers should be kept locked, organized, and closed. Homeroom advisors will monitor lockers on a periodic basis. They are always subject to inspection by the principal or her designee.

Makeup Work

Students are expected to complete all class assignments promptly within the time frame specified by their individual teachers. Students who continually do not meet these dates are not making adequate progress. A missing work contract or retake agreement may be used in order to complete work, relearn, or retest in a timely fashion. [Missing Work Agreement](#) Students who fail to complete the contract are considered to not be making adequate progress. (See *Eligibility* section, above.)

1. Excused Absence—Students whose absence is “excused” are encouraged to make up their work in advance when they can; otherwise they shall be given one additional day for each day of absence to make up their work and receive full credit.
2. School-Sponsored Absence—Students who are absent from class because of school-sponsored activities shall attempt to make up work prior to their absence.
3. Suspended Students—Students who have been suspended out of school shall be allowed to make up all work missed and receive partial credit. Work submitted shall be considered late and shall not receive full credit; however, the reduction in credit shall not be greater than what is given for any other work which is handed in late in the same class.

Meals

Parents are expected to take financial responsibility for their student’s meals. **Payments are expected to be paid in advance of the students eating each day and should maintain a positive meal balance throughout the year.** Meals may be purchased at the school office before or after school.

Notifications:

When the student’s account balance nears zero, the cashier will verbally remind the student that they need money in their account as they come through the line to the cashier. In addition, a student’s parent/guardian will be notified electronically or by school messenger informing them of the low balance. When the student’s account balance reaches a negative balance, the parent/guardian will receive reminders of the negative balance. The student will be encouraged to call parents.

When the student’s account reaches a negative balance equal to or greater than \$10, a balance statement, and message notifying them that their child will need to bring a lunch or lunch money, will be sent home with the student. The parent/guardian is notified that no more meals will be allowed until the account is balanced. Students may be offered an *alternate meal after the negative balance is greater than \$10. The principal will be notified and a meeting or phone call will be set up with the parent. (*Alternate meal consists of a sandwich and

milk.) If a student has a negative balance, no a la carte items may be charged. If a student with a negative balance brings at least enough money for one meal, the student is offered the regular meal that day.
See Policy EFDA for Unpaid Student Meal Debt.

Medications

Students with prescription medications should report them to the office where they can be kept. Clear instructions for frequency and dosage should be included. Students should not keep medications in their backpacks or lockers, unless prior arrangements are made with the school nurse to carry emergency medications, such as epinephrine and inhaler. (See policy FileJLCD.)

Messages

Classes will not be interrupted to transmit messages for students unless there is an emergency.

Parental Rights

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112(e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

BGH1, recognizes the right of parents to make decisions regarding the care and control of their children. This policy strives to outline the rights of parents related to notification and records of their students, including those rights described in W.S. 21-3-135.
(See Policy KB for further information.)

Plagiarism

Plagiarism is the use of another's original words or ideas as though they were your own. Any time you borrow from an original source and do not give proper credit, you have committed plagiarism and violated copyright laws. Some uses of AI may constitute plagiarism. Plagiarism is dishonest. Offenders will be subject to disciplinary action.

Policy

The School Board Policy Manual is available for review online on the district's website.

Possession of Weapons, Alcohol, Tobacco, or Drugs

Possession of weapons and/or illegal substances is prohibited. This includes but is not limited to: in the classroom or other location on school premises; on a school bus or in another school related vehicle; at a school bus stop; at an activity or event sponsored by a school, whether or not it is held on school premises; and at any other program or function where the school is responsible for the student. Violation may result in suspension or expulsion from school and law enforcement intervention. (See Files JICG, JICI, and JJIE.)

Possession of Weapons

Items in the following categories are defined as weapons:

1. Type 1: Firearms (Guns)
2. Type 2: Articles other than firearms used or designed to inflict bodily harm and/or to intimidate other persons. Examples are knuckles, switchblades, butterfly knives,
3. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

A. "Possession" means having a weapon actually in a student's possession, or in their desk, locker, backpack, or vehicle.

B. "Use" means threatening to or actually inflicting injury on another person with a weapon.

C. "Campus" means within the boundaries of, or within five hundred (500) feet of, real property used by the school district primarily for the education of any student in any grade from Kindergarten through Twelfth grade.

Penalty:

- A. A student in possession of a type 1 weapon shall receive a minimum five (5) day suspension, and may receive additional disciplinary action up to and including expulsion.
- B. A student in possession of a type 2 weapon shall be subject to administrative disciplinary action.
- C. A student using any type of weapon shall be suspended immediately from school and referred to the superintendent and board of education for further disciplinary action, up to and including expulsion from the school.

Use of Tobacco, Alcohol and Illegal Drugs

The intent of this regulation is to prohibit the possession or use of tobacco (including chewing tobacco or vaping), alcohol, or illegal drugs by students enrolled in grades K-12 in any school under the control of the Board of Trustees of Big Horn County School District Number One in any of the following situations.

1. While riding buses from home-to-school or school-to-home.
2. While riding buses or other school vehicles to or from any school sponsored extracurricular activity.
3. While attending classes, moving to or from classes, or while being on school property before or after classes during the regular school day.
4. While practicing for or participating in any approved extracurricular activity after school or on week-ends as a member of any school sponsored organization, either at our "home" schools or while away on trips.
5. While attending any extracurricular activity as a spectator or observer in any school under control of the Board of Trustees of Big Horn County School District Number One.

Any student who is proven to be in violation of this regulation shall be suspended for a period of up to three (3) school days. The suspension shall begin on the morning of the next regular school day following the violation. Staff members are expected to report suspected violations to the principal or his designee, and not to substitute their own classroom rules. When these violations are also violations of athletic training rules, they are to be dealt with as a separate matter.

(See policy Files JICG, JICI, and JJIE for further details.)

Post-High School Preparation

It is every student's responsibility to plan and prepare for his/her own post-high school program, starting in the 8th grade. The guidance counselor and teachers will assist with various aspects of the planning and provide resources.

Students and parents need to be certain that requisite high school courses are taken for the planned post-high school program. Universities may require two years of a foreign language. Algebra I, Algebra II, and Geometry are recommended minimum math requirements. Any student going into a science or math career should take pre-calculus as minimum preparation.

Students need to make applications to schools for financial aid and scholarships in a timely manner. Students are encouraged to visit the schools and programs they are considering. Students who arrange college visits through the guidance office may be granted a school excused absence.

Students planning to enter either a two-year or four-year college need to take the ACT college entrance exam during the spring of their sophomore and junior year. Registration for taking these tests is usually 6 weeks prior. See the counselor for ACT registration materials and deadlines.

Public Displays of Affection

Students shall not participate in public displays of affection. This rule applies on school grounds, buses, and activities. Violations will be subject to disciplinary action.

Released Time

Students who have released time must leave the school grounds or have an identified, approved, and supervised school setting. These students are subject to the same rules as all other students when they are on school property. Work release students must approve their release prior to the beginning of the grading period in which the work begins and they must check in/out of school each day.

School Closures

Generally, even in severe weather BMHS will try to remain open. In the event schools are to be closed prior to the start of classes, parents will be notified using the school's automated messaging services. The decision to keep the schools closed will be made as early as possible. If school is to be open but routes are not to be run or will run late, it will be announced through the school's messaging services.

School Property

Students are responsible for damages caused to any school property including textbooks, lockers, calculators, computers, cameras, desks, equipment, vehicles, and so on.

Student Conduct/Citizenship Plan

All students are expected to comply with the printed school regulations, as well as other commonly accepted standards of good behavior, pursue the required course of study, and submit to the authority of the administration and teaching staff of the school. Students are expected to be good citizens. This includes:

- Showing respect for themselves, others, and all property
- Being responsible for their behavior and choices
- Cooperating with others
- Putting forth their best effort
- Solving conflicts and problems in positive ways
- Being actively involved and committed to their learning
- Being on time
- Bringing all needed materials

Time to Teach will be the discipline program utilized to foster positive classroom environments.

Students who are not following class expectations will be given a prompt as a reminder of what is needed to happen. If the student does not respond, he/she will be given a refocus. This means the student may go to another classroom and fill out a form relating to the problem behavior and how to fix it.

If a student receives two refocuses in one day from any class or combination of classes, he/she will have one hour of civic duty after school. If a student receives two refocuses in one week he/she will owe 1 hour of civic duty with an additional hour for any more refocuses that week. Parents will be invited to a school conference.

For behaviors that are extreme, students will be referred to the office. These include physical violence or threats, cheating, weapons, drugs or alcohol, stealing, vandalism, defiance, disrespect, and other serious misbehaviors.

Note: Detentions may be before school, after school, or during lunchtime at the discretion of the detention supervisor and principal.

The superintendent and principal are authorized to suspend any pupil (not to exceed 10 days) for willful and continued infractions of approved rules of conduct.

(For Student Conduct relating to possession of weapons or use of tobacco, alcohol, or illegal drugs, see *Possession* section, above.)

Student Organizations

The major purpose of student organizations is to promote leadership skill development. Participation is a privilege.

Saturday School

Saturday school may provide additional opportunities for students to recover credit or to become proficient on standards which need remediated.

Technology

Artificial Intelligence:

In recognition of the rapidly evolving landscape of technology and its profound impact on the educational environment, BGH1 acknowledges the need to integrate and regulate the use of publicly available applications

driven by generative Artificial Intelligence systems and tools, including ChatGPT, Bard, Grok, and other similar applications that mimic human intelligence to generate answers, work product or perform certain tasks (“AI”), within our educational system. The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This Policy applies to all students, teachers and professional staff and governs all use of AI technology in any setting or context in the District. This Policy serves to responsibly harness the potential of these AI technologies but also safeguards the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to:

- i. prepare our students, teachers, and professional staff for the evolution of AI
- ii. equip them with the knowledge and skills to use these systems and tools wisely and ethically.

Student Use Guidelines

Certain assignments may permit or even encourage the use of AI systems and tools. When AI use is permissible, it will be clearly stated in the assignment or specified by the teacher. Otherwise, the default rule is that the use of AI is not permitted.

For assignments where AI is allowed, AI use must be appropriately acknowledged and cited. It is each student’s responsibility to assess the validity and applicability of any AI output that is submitted with an assignment. Students may not earn full credit if inaccurate or invalid information or substantial reliance on AI is found in their work. They will be asked to redo the assignment. Deviations from these guidelines or violations of this Policy will be considered violations of the District’s Student Conduct policy.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that AI is prone to “hallucinations”, false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on or use is appropriate, not biased, not a violation of any other individual or entity’s property or privacy rights, and consistent with the District’s academic policies.
2. Students should treat every bit of information provided to an AI tool as if it will go viral on the Internet, attributed to the Student, regardless of the settings selected within the tool (or the assurances made by its creators).
3. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
4. While students are allowed to consult AI for ideas, essay outlines, and feedback on written work, students must write in their own words in essays, lab reports, and other writing assignments. Copying content from AI and presenting it as the student’s own work is strictly prohibited.
5. In cases where a student incorporates words, thoughts, claims, and/or data not created by the student themselves into writing assignments, it is mandatory to cite reliable sources of information such as textbooks, scientific papers, and reputable educational websites. Citing any AI source as a primary source of information is not permitted.
6. Unless instructed otherwise, essays and other writing assignments must be completed on a Google Doc, with the complete version history available to the teacher.
7. Students’ essays and other writing assignments will be subjected to scrutiny by AI detection tools to identify content generated by AI. Should such content be detected, the teacher may require the student to complete an oral examination or revise the assignment to remove the content generated by AI.
8. Offenses or violations of this Policy will be addressed by the teacher and administration.
(See policy File IJNDD and Student Conduct policy JIC, for further details.)

1:1 Chromebook and/or iPad

BGH1 has purchased mobile devices on a 1:1 basis. The devices are meant to give students and teachers the tools to apply and complete the curriculum. Students are expected to respect and properly care for devices

issued to them. Both students and parents sign an agreement stating they are responsible for any damage caused by willful mistreatment or carelessness.

Telephones

Students wishing to use a school phone must gain permission from an adult in the room where the phone is located. Students should not be allowed to interrupt class to make phone calls. Please do not answer incoming calls during class.

Textbooks

Textbooks are furnished to each student at the beginning of the school year in each of the classes in which the student is enrolled. Each student is held responsible for all books checked out to him/her at the beginning of the school year or during periods within the year. Every effort should be made to see that the books are not lost or damaged. A student may be subject to a book fine or penalty at the end of the year for a book, which is returned showing damage beyond normal wear and tear, or for a book which is lost.

Truancy

Students must attend school according to State Law. Habitual absences may result in a referral to the County Attorney. (See *attendance* section.)

Valedictorian and Salutatorian

A valedictorian and salutatorian shall be named for each graduating class in each high school and shall be the two graduating seniors who have the highest and second highest grade point average respectively for seven semesters of school, provided that:

- A. They are graduating after eight (8) full semesters of high school enrollment and attendance.
- B. They have attended their respective high schools within the district a minimum of four (4) full semesters.
- C. They have not been expelled from school during their last four (4) semesters of school.

Visitors

All visitors must sign in at the office. Students having guests or friends who would like to visit the school must make arrangements with the principal at least one day in advance. Visitors are expected to observe all school regulations and will be admitted only for one day. Any guest must be of school age.

WHSAA Eligibility

Eligibility to participate in extracurricular activities shall be governed by WHSAA Rules and Regulations and the School's eligibility policy for both MS and HS students.

Withdrawal From School

When a student must withdraw from school during the school term, he should report to the Counselor's office the day he is to leave. He will turn in all school-owned books in his possession to the proper instructors, pay any fines or charges and dues he owes, and complete other requirements that may be set up. Transcripts will not be forwarded to the next school if the correct withdrawal process is not followed.

Make it a great year!!!



Big Horn County School District #1 is committed to a policy of non-discrimination in relation to race, color, religion, national origin, sex, sexual orientation, gender identity, transgender status, age, or disability in admission of, access to, treatment of, or employment, in its educational programs or activities, and provides equal access to youth groups. *Inquiries or complaints regarding affirmative action, discrimination, sexual harassment or equity should be directed to any of the following persons:*

• *Title IX Coordinator - Curriculum Director (307) 548-2254* • *Section 504 Coordinator - Special Services Director (307) 548-2238* • *Superintendent - (307) 548-2254*

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