

Rocky Mountain Elementary Parent and Student Handbook



2026-2027

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 Statement

Learning, Growing, Achieving Together

Address

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Principal: Eric Honeyman 548-2211

Secretary: Shellie Sanders 548-2211



2026-2027 Staff

<u>Classroom Teachers</u>	<u>Aides</u>
Jenny Christiansen - Preschool Lauren Robertson–Kindergarten Taylor Winland-Kindergarten Madison Bryson- 1st Grade Miranda Snyder-2nd Grade Rees Newton– 2 nd Grade Sarah Collins – 3 rd Grade Stacy Moore - 3rd Grade Katie Alvarez - 4th Grade Andi Riddle- 4th Grade Pat Winland- 5th Grade Lacey Bassett- 5th Grade	Macey George- Title 1 Aide Jamie Hawley-Aide Whitney Hopkins-Aide Kayla Honeyman - Aide Talli Larsen-Aide Laura Mills- Aide Susan Peck - Prek Aide LeAndra Rasmussen-Aide Dale Riddle- Title 1 Aide, Computer Aide Dorine Strom -Library Aide Soren Strom - Aide Sonya Wambeke - Aide Brooke Wallway - Aide
<u>Specials Teachers</u> Chris Townsend- Title 1 Mandie Asay-Music Kristina Lange – Special Education Jennifer Jones- Special Education Keesha Herren- Special Education Jamie Cooley - Physical Education/Health Beverly Wacaser- Teacher/Interventionist/Stem	<u>Speech</u> Dani Wilson <u>Nurse</u> Jodi Winland <u>Counselor</u> Lindsey Sponsel <u>Cooks</u> Sandy McCollam-Head Cook Doug Bisby Deb Ward <u>Custodians</u> Kenny May & Brandon May – Maintenance Kymbre Moorehead Tricia Hayes

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Parents Right to Know

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Under Section 1112 (e)(i)(ii), which addresses the parent's right to know.

This is to inform you of your 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.

If you have questions or would like to request qualification information, feel free to contact the Superintendent at

PARENTAL RIGHTS

Educational records contain essential or personally identifiable information concerning an individual student that is maintained by the Board or its employees. All education records shall be open to that student's parent or guardian. These records shall be open to the student with the consent of his or her parents or guardians. The school shall provide whatever assistance is necessary to enable the student and his or her parent or guardian to understand the material in the record. The student and his or her parent or guardian shall be allowed to submit any material to the record including, but not limited to, written responses to any material contained in the record that is unfavorable to the student's record upon the request of the student and his or her parent.

The consent of the student and one parent or guardian shall be required each time and for each item in the student's record when it is divulged to any person except personnel of the district who have direct educational contact with the student; attorneys for the district when the legal rights or responsibility of the district or any of its employees become the subject of a controversy that involves or is reflected by such records.

CHAMPS Guidelines

CHAMPS is a proactive approach to classroom management. The acronym stands for Conversation, Help, Activity, Movement, Participation and Success. The teacher must address these different elements before starting any activities to ensure smoother lessons and effective learning.

Process

If a student is engaged in a questionable behavior, the teacher asks herself/himself these three questions:

- 1) Can I still teach?
- 2) Can they still learn?
- 3) Can he/she still learn?

If the answer to any of these is "no," the teacher gives a prompt which is a reminder for a student to initiate appropriate behavior. If the student fails to follow the prompt, he/she is asked to refocus. Refocusing entails going to a buddy classroom and answering three questions on a sheet of paper. (Kindergarten answers them verbally.) After completing the refocus sheet, the student returns to his or her classroom and joins the group.

Students who get two refocuses in a day have parents notified and lose a recess. Students who have four in a week have a parent conference with the teacher.

Absolutes are defined behaviors that are beyond inappropriate. Parents will be notified if such a behavior is exhibited. These include: Stealing, weapons, drugs/alcohol, threats, cheating, violence, and defiance.

COMMUNICATION

Absences and Excuses

Attendance

Students are expected to attend school. If your child will be absent please put the absence in the school dismissal manager system. We have a great sense of responsibility to educate all of our students. We feel students must attend class on a regular basis, so we can provide them with a quality education. Big Horn County School District One has a policy (JH & JH-R) which allows for six absences per quarter. This would equate to 8 absences per trimester. Absences beyond this are considered excessive. Medical (doctor excused), bereavement (5 days) and legal absences are not included in our concern of excess absences.

At the elementary we do not give credit for the class. However, excessive absences or tardies may result in notification of truancy to the county attorney.

If you have other questions regarding this policy please refer to district policy JH & JH-R.

Parental Rights

The Board of Trustees of Big Horn County School District Number One, recognizes the right of parents to make decisions regarding the care and control of their children. See Policy KB or W.S. 21-3-135 for further information.

Steps to follow when absent

- 1) Parents log into the school dismissal manager and record the absence. If parents forget, the school will attempt to confirm the absence by phone or text. **If not notified when a student is absent, the school will consider the absence as UNexcused.**
- 2) If parents need to be out of town, please advise the school of the name of the guardian while they will be away. A signed note is the best way to notify the school.

Leaving School

Students will not be excused from school during the day without a written or verbal parental/guardian request. For the safety of our students, notes are not accepted from grandparents, brothers, sisters, or friends. Students will not be allowed to walk home during the school hours.

We request parents who come to pick up children during the school day to stop at the office first. Please do not go to the classroom to get your child. **A SCHOOL REPRESENTATIVE WILL GET YOUR CHILD FROM THE CLASSROOM.** All students need to check out through the office prior to leaving school.

Tardiness can be a problem with students. School begins at 8:00 AM. Your child misses valuable class time by being late or absent from school. Repeated absences jeopardize your child's education. Please help your child develop valuable patterns and habits by attending school regularly and on time.

Admissions

Preschool students must be 4 years of age on or before August 1st of the school year in which they are enrolling and must be **potty trained**. Kindergarten students must be 5 years old on or before August 1st of the school year in which they are enrolling and must be potty trained. Ages must be verified by a birth certificate and immunization records must be complete.

Upper level students who are transferring from other schools need to register online through our website: www.bighorn1.com. Forms are provided to obtain copies of their academic records to insure their admission to the proper classes.

Parent/Teacher Conferences

We will discuss your student's progress with you at conferences in the fall (November) and spring (March) of the year. We invite you to request a conference at other times if you have any concerns.

Report Cards

Report cards are available to parents online through powerschool. Teachers are required to have grades completed and recorded by the Tuesday following the end of each trimester. A final report card will be printed, mailed to match report card information and put in the student's permanent file.

Scheduled Meetings

Effective communication with the principal is essential. Due to the busy nature of the school day, parents who wish to meet with the principal in person or by phone, are encouraged to contact the school secretary to schedule an appointment at a mutually convenient time.

FOR YOUR CHILD'S SAFETY

Pick up and Drop Off

Pick up and drop off will enter the North entrance of the parking lot and loop around to the student drop off. Exit out of the South part of the parking lot closest to the school. This will help prevent buses waiting on vehicles to enter the parking lot. If you park in the North parking lot use the crosswalk to pick up your child from the duty teachers. **NEVER USE THE BUS LANE.** The local law enforcement will issue tickets for people using the bus lane.

Emergency Information

Our school requires emergency information for all students. This information is collected at registration using the online forms. The yearly requirement is necessary because of changes in information such as emergency numbers, telephone numbers, and addresses. **It is very important that the school has your current phone number.**

Emergency School Closure

Should an emergency arise and it becomes necessary to close our school, we will try to contact you through the numbers you have listed on the emergency information form. During periods of bad weather it may become necessary for student's safety to suspend busing or close the school. A text message/voice message will be sent through Thrillshare to all parents. Listen to local radio stations (KWOR in Worland, KPOW in Powell, KTAG in Cody, KZMQ in Greybull) for emergency closings.

Fire/Safety Drills

Fire or other safety drills are held each month using the Raptor Alert System. Children are instructed as to which exits to use and how to vacate the building.

After School Directions

We use the school dismissal manager program to record your wishes for where you want your children to go after school. Any changes will need to be made by a parent/guardian. Changes in the app need to be updated by **2:25**. Any time later please contact the office. We will only vary from those directions if you give us a call.

<https://www.schooldismissalmanager.com/> If your child is left at school after dismissal and is not picked up within 10 minutes on 5 or more occasions, and there is an established bus route for your child, the school will place them on that route bus to ensure they get home safely. If your child has a high school sibling, we do run the bus to the high school.

Parents Out of Town

Please notify the school when you are going to be out of town and who is responsible for your children while you are gone. In case of an emergency, the school will use your emergency information sheet to notify the next person responsible. If you have a babysitter or the information differs from this sheet, please notify the school office.

STUDENT HEALTH

Mandatory Immunization Law

Every student needs to comply with Wyoming law in regards to the Mandatory Immunization for Students Attending Public and Private Schools. When entering school (Preschool/Kindergarten) students are required to have 4 DPT minimum, at least 1 dose between ages 4-6; 4 Polio minimum, at least 1 dose between ages 4-6; 2 MMR, one on or after 12 months of age and one between ages 4-6 or upon entrance to school; 3 Hepatitis B, and 2 Varicella (chicken pox). There are some exceptions when special conditions apply, contact your private physician or health authority.

Medication

Please do not send any type of medication to school with your child. If it is necessary for your child to take medicine at school a parent or guardian must fill out a “Request to Administer Medication to a Student” form (this may be obtained from the office) before medication can be administered. The school will not exceed the recommended dosages shown on the label without written authorization from the child’s physician. A record of administration shall be maintained in the office. The school never dispenses any type of medicine without the written permission from parents. Students are never permitted/allowed to have medicine on their person or in their lockers. This is for the student’s safety.

Injury

If your child has a school related injury that requires medical attention, it is important to report it promptly so the required forms can be filled out.

Infectious Disease

Students who have infectious diseases need to be kept home until they are considered non-infectious. Contact your medical provider or school nurse if you think your child may have signs or symptoms that may be infectious to others.

Sick Students

In the event that a student becomes sick while at school, parents will be notified and asked to come to the school and take the student home.

Head Lice

Head checks for head lice MAY be done periodically. If live lice are found, the student may be required to go home. Treatment protocol will be given to the parent/guardian to begin at home.

MISCELLANEOUS

Attending Activities

Elementary students often attend activities such as sporting events and concerts. Please keep the following guidelines in mind.

Concerts and Plays

- Persons arriving late to a performance should wait to make their entrance until there is a break in between acts or musical numbers.
- Talking or making distracting noises of any kind during a performance is not acceptable.
- Once the performance has started you need to remain seated until a break or the end.
- Please remove your hats. They obstruct the view of those behind you.
- The hallways aren't a place to visit. We need to stay quiet through the entire concert.

Telephone Calls

Student use of phones will *not* be allowed unless it is an emergency. It is inconvenient for teachers to leave classrooms to make or receive calls. Contact with the teacher can be set up by leaving a message and having the teacher return calls at their break times; usually during lunch or before and after school.

Busing

For the safety and welfare of student bus riders, our district has developed a transportation plan. Included in the back of this handbook you will find a copy of the policy concerning student's conduct on buses and a bus misconduct notice. We ask that you read and discuss this with your student. This plan clearly defines expectations of the students and consequences for not following the rules. Please remember to notify your bus driver if you will not be riding your bus.

Dress Code

Students are expected to dress appropriately when they are in school or participating in school activities. Clothing which disrupts or detracts from the educational process and/or poses a safety or health or modesty problem is not appropriate. Students will be asked to change inappropriate clothing. Dresses, skirts, and shorts that are inappropriate because of length are not permitted. Shorts should be at least mid-thigh in length, which is defined as halfway between the hip bone and the knee. Shorts, skirts, and dresses will be subject to administrator discretion. Students may be required to wear spandex underneath or be asked to change clothing if their shorts, skirts, or dresses do not meet length requirements.

Student Breakfast & Lunch

School breakfast and lunch prices will be adjusted by the school board. There will be an additional charge for seconds or a milk. This charge applies to **ALL (including students on free/reduced lunches)**. **WE EXPECT MEALS TO BE PAID FOR IN ADVANCE.** If your child's balance reaches a \$3 balance, you will be notified. If the balance goes to \$0 or below you will be given daily reminders. Students will not be allowed to have seconds or a milk with their sack lunch if there is a negative balance. When the student's account reaches a negative balance equal to or greater than \$10, a statement and message notifying parents that their child will need to bring a lunch or lunch money will be sent home. The parent/guardian will be notified that no more regular meals will be allowed until the account is balanced. Students will be offered an alternative lunch (sandwich and milk) after the negative balance is \$10. If a student with a negative balance brings enough money for one meal, a regular lunch is offered that day.

Rocky Mountain Elementary School is a closed campus. Your child will not be allowed to leave the school to go home for lunch. If your child is not eating the school lunch please send a sack lunch with them. Menus will be printed monthly, placed on our bighorn1.com website and sent home with students. Applications for free and reduced priced meals are available and are sent out by the district office. Additional copies are available in your local school office.

Parents can easily pay for school lunches online by credit card by visiting [Big Horn County School District #1](http://BigHornCountySchoolDistrict#1). From the homepage, click on “Menu,” then select “Food Services.” At the bottom of the Food Services page, you will find the “Paying for School Lunch” section with information and instructions for making online lunch payments.

Adult lunch costs are determined by the school board. If you would like to eat with your child please call in the morning so that we can include you in the lunch count. (see policy EFDA in the appendix)

Field Trips

Not everything is learned in the actual classroom. Occasional walking trips and excursions take us away from the school. Parents will be asked to sign a transportation release and a field trip notice giving permission for their children to participate in these activities at registration. Volunteers are the most important aides on such occasions. You may enjoy volunteering! Please do.

Community Resource Persons/Speakers (see policy IJOB in appendix)

School Parties

School parties are held in every classroom to celebrate various events or holidays. The teachers will plan the parties and may enlist the help of parents. We encourage nutritional snacks. All snacks need to be **store bought and prepackaged**. Teachers will notify families of any known food allergies; however, parents are also encouraged to contact the school office to ensure allergy information is current and on file. For the safety of all students, we kindly ask that no foods containing nuts or peanuts be brought to school. Children may celebrate birthdays at school if the teacher has given approval.

Visiting School

We welcome visitors to our school. Please check in at the office upon entering the building. To help ensure the safety of our students, we ask that you bring your driver’s license so it can be scanned into our Raptor system(Raptor is a Visitor Management System that screens visitors against the sex offender registries in every state, and against each school’s database for custody issues and other customized alerts). You then will be given a visitor pass. Parents that would like to observe in their child’s classroom need to give prior notice to the school.

We request parents who come to pick up children during the school day or who are dropping off items for their child to stop at the office first. Please do not go to the classroom to get your child. **A SCHOOL REPRESENTATIVE WILL GET YOUR CHILD FROM THE CLASSROOM OR TAKE THE ITEM TO THE CLASSROOM.** All students need to check out through the office prior to leaving school.

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.)

Newsletter

A monthly newsletter titled "Cub Reporter" is sent home to each family. This is our means of communicating from school to your home. Take time to read and discuss it with your child. Notices about upcoming events and

news will be included. Teachers also have weekly communication with parents. Principal weekly emails of events and upcoming events will be sent out on Mondays.

Animals at School

Animals are not allowed in the school building. If your child wants to show their animal to the class prior arrangements with the classroom teacher need to be made. All animals will be shown outside. Be sensitive to students in the building that are allergic to animals.

Homework

For each day that your child is gone from school they will have 2 days to make up the work. For example: if they are absent 3 days they will have to have all of their homework completed in 6 days. Students will not be punished for homework not completed during this time. That includes loss of recess.

Backpacks & Coats

Backpacks and coats are to be kept in the student's cubbies, for the safety of all the students.

Electronics

Students do not need to bring electronic items (ie: cell phones, watch phones, electronic game players, MP3 players, gaming devices, etc.) to school unless the teacher has asked for them as part of a school assignment. Students will be asked to turn them into the office. If a device is confiscated a parent will be required to come to the school to retrieve it at the discretion of the principal. (Refer to district policy JICJ)

Personal Property

Personal property is defined as any personal item not provided by the school. The Elementary School is not liable for lost or stolen personal items.

Please do not send any personal property to school including electronic devices (cell phones, earbuds, iPods, e-tablets, headphones, blue-tooth devices, balls, toys, etc.) If your child brings a phone, cell phones are to be turned off and turned into the office during school hours and will be returned at the end of the day.

Care of School Property

All students are responsible for the care of equipment and materials assigned to them. All students are assigned ~~headphones and~~ an iPad (K-2) or ChromeBook (3-5). Students will have the same device and headphones each year. Third grade and kindergarten students will receive new headphones and devices at the beginning of the year. Please see policy JICB.

Rocky Mountain Elementary School Expectations 2026-27

Arrival	Playground	Hallway	Classroom	Cafeteria	Restroom	Assemblies	Dismissal
Use the sidewalk, bus zone, and crosswalks Be on time Get in line for breakfast or recess. Brown/Gold Keep personal space Nobody is running or playing in the grass Walk on the sidewalk always. Nobody goes near the buses as they drop off. <u>Bell rings:</u> Pick up your backpacks Line up quietly & quickly Walk the right side of the hallway	Put the equipment on the rack Line up in assigned lines Share/take turns Include others Use restroom Stop playing when the bell rings Line up quickly and quietly No running up the slides Report strangers Don't bounce balls against the building No throwing snowballs/rocks No tackling No pushing off equipment or jumping off equipment Report fighting immediately No climbing fences Monkey bars- one at a time Dress for the weather, cold out kids need coats.	No talking in line, Champs Volume 0 Hands and feet to self Hands off the walls Walk on the right side of the hallway always Face forward Single file Personal space Move with purpose Chromebook closed The teacher escorts students to and from specials Do not look in other rooms.	Be on time Follow directions Be neat Complete work on time Take ownership of self & actions Raise your hand and wait to be called on Be polite Respect school & others' property Take part in all activities Materials ready Follow directions Be an active listener Be positive Be Kind	Use quiet voices, Champs volume 0-1 Clean your area Eat at the table Know your number Stand in line quietly & face forward Keep your hands & feet to yourself Wait politely for food Use manners, say please & thank you Eat your food, do not share Empty tray Use the correct doors when entering and exiting Sit in the assigned seat Only take two packets of ketchup and don't abuse the ranch	Use with permission & quickly Wash with soap Flush Report vandalism to the staff Keep the bathroom neat & clean Respect the privacy of others Wait for your turn Walk on the right side of the hallway back to class Hang up your key fob to get back in the room. Report anybody messing around	Enter quietly and exit quietly Sit with hands & feet in your space Face to the presenter Listen Sit flat on the floor, Criss-Cross Applesauce Wait for the teacher Wait to ask questions You may not tell a story.	Classroom in order Wait for your teacher to dismiss Go where dismissal states Use Safety Zones and sidewalks Walk to the bus, and parent pickup Walk on the right side of the hallway. Volume is Champs 0-1

Instructional Strategies: Meeting the Needs of All Students

Students have a diverse range of abilities and needs. **Rocky Mountain Elementary School has an expectation to improve achievement for each student.** We utilize a tiered instructional system that is designed to meet the needs of the varying academic and behavioral needs of students.

The use of a comprehensive Student Assessment Profile provides a systematic way to identify and meet individual learning needs. Using assessment data we are able to identify students as they perform in any of the three academic achievement groups. An individual student may move through the three groups depending on content area performance. This may vary for different content areas.

1) Universal Screening

How do we identify students in need of intensive interventions before they fail?

- **Academic Screening:** We look at their past history to include assessment data from WY-TOPP, iReady, STAR, and Formative/Summative assessments..
- **Behavioral Screening-** We use a universal behavior screening that looks at both externalizing internalizing behaviors.

2) Tier 1-Core Academics

Tier 1 provides general instruction and assessment in the regular education classroom. Instruction and assessment in the regular education classroom is built on the framework of a guaranteed and viable core curriculum. Learning expectations are defined by the Wyoming State Common Core Standards. All students are given multiple opportunities to meet these standards. Student performance is measured through a series of large-scale (WY-TOPP) and district assessments. Research states that about 80% of the students should be successful and meet grade level achievement with an effective core curriculum.

- Teachers have identified what is essential for students to know and be able to do.
- Every student has access to grade level essentials.
- Teachers have developed common formative assessments to measure student progress toward meeting behavior and academic expectations.
- Teachers teaching CKLA Reading Curriculum.

Tier 1-Behavior

- Time to Teach is taught as the core curriculum and implemented by all staff.
- Specific classroom procedures and expectations are taught by all teachers.

3) Tier 2-Intervention

How do we systematically identify students who need additional help after core instruction?

Tier 2 provides supplemental instruction and assessment to those students who aren't proficient on essentials in the core curriculum. This is fluid and can be just one time, weekly, a three week cycle, or trimester based on student need.

Tier 2-Academic

- Teachers use formative assessments to identify students for tier 2 intervention.

- Tier 2 is in addition to the core curriculum and students move in and out of interventions based on individual needs.
- RMES has a built in intervention time for all grade levels four times a week.

Tier 2-Behavior

- Behavior matrix is retaught by the teacher and the student is given several opportunities to practice correct behavior.
- Behavior flow charts are utilized for strategies.

4) Tier 3-Academic Remediation

Tier 3 provides specialized and intensive instruction and assessment for qualifying students.

- The Building Leadership Team uses a comprehensive student data review to identify students for Tier 3.
- Tier 3 is progress monitored through the programs themselves and/or formative assessment.
- Students are reviewed 4 times a year to review data and make changes.

Tier 3-Behavior Remediation

- If Tier 1 and Tier 2 have been implemented well and still aren't working then behavior is now considered a Tier 3 and a referral with documentation is made to the BIT team.

Instructional Strategies

The district has established an expectation for common instructional strategies based on:

- Rocky Mountain Evaluation System
- Walk Through Form

Instructional Strategy: <i>Teachers will provide instructional strategies that result in:</i>	Supporting professional Development
• A positive, well-managed classroom	• Harry Wong for new teachers Champs • CHAMPS- A proactive and Positive Approach to Classroom Management
• High expectations for student learning	• Tiered Instruction • Intervention schedule • Certain Access for all students
• Differentiated instruction to meet the needs of all students.	• What Works in Schools Marzano
• The use of technology (both teacher and students) to maximize student learning.	• Tech Training (Google Training)
• The use of assessment and feedback to improve teaching practice and student learning	• Documented on PLC agendas and curriculum maps • Student tracking of their own learning • Simplifying Response to Intervention book study

Student Diagnostic Performance Process (MTSS)

Process for defining student proficiency levels to include advanced, proficient, basic, and below basic

- PLC teams, Title I, and Principal review spring data using the Primary and Secondary screening tools as a baseline for proficiency levels.
- Students receiving interventions through Title I will be progress monitored by the Title I teachers every other week or whatever is indicated by researched intervention. Data will be reviewed by Title I monthly or as needed. Title I will meet with PLC grade level teams to share and discuss data once a month.
- PLC Teams will meet four times a year to monitor students and review data
 - ❑ Students not achieving proficiency on Phonics Screener from the end of year will be working with the start of school.
 - ❑ September PLC Teams Review STAR assessment data.
 - ❑ January/Semester PLC Teams and Principal review STAR benchmark and Winter WY-TOPP. Look at all student data
Title I and Principal will review effectiveness of interventions for students receiving Interventions
 - ❑ End of March Title I and Principal Review effectiveness of Interventions
 - ❑ May to determine students in need of intervention the following year and help group students for the class selection process.

Primary and Secondary Screeners to Select Students for Interventions			
Focus Area	Primary Tool	Secondary Source	Secondary Source
Reading	Spring STAR Below 40% Above 85% Fall STAR Below 40% review student data history.	WY-TOPP Basic/ Below Basic Advanced	PLC Team Essential grade history
Math	Spring STAR Below 40% Fall STAR Below 40% review student data history.	WY-TOPP Basic/ Below Basic	PLC Team Essential grade history
New students will be given the STAR assessment. Students below the 40% will be recommended to Title I/Tier 2 for further testing using curriculum based assessments. Determination for intervention will be made after assessment review.			

Big Horn County School District #1

2026-27 Calendar

10-14 Meeting Trade Days
17-18 New Teacher Orientation
18-25 Teacher In-service
26 First day of classes

AUGUST '26						
S	M	T	W	Th	F	S
						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					

JANUARY '27						
S	M	T	W	Th	F	S
					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						

1 No school
4 In-service, No school
15 Teacher half day

4 Teacher half day
7 Labor Day, No school
18 Teacher half day
21 In-service, No school

SEPTEMBER '26						
S	M	T	W	Th	F	S
		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			

FEBRUARY '27						
S	M	T	W	Th	F	S
	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						

8 In-service, No school
12 Teacher Half day
12 End of 2nd Trimester
25 Half day students/staff
26 No school

16 No school
19 In-service, No school
23 End of 1st Quarter
30 Teacher half day

OCTOBER '26						
S	M	T	W	Th	F	S
				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

MARCH '27						
S	M	T	W	Th	F	S
	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			

4 Half day students/staff
5 No school
12 End of 3rd Quarter
19 Teacher half day
26-30 No School

13 End of 1st Trimester
13 Teacher half day
25-27 No school

NOVEMBER '26						
S	M	T	W	Th	F	S
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					

APRIL '27						
S	M	T	W	Th	F	S
				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	

12 In-service, No School
23 Teacher half day

11 Teacher half day
22 End of 1st Semester
22 End of 2nd Quarter
23-31 No school

DECEMBER '26						
S	M	T	W	Th	F	S
		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		

MAY '27						
S	M	T	W	Th	F	S
						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					

14 Teacher half day
24 Graduation BHS
25 Graduation RMHS
28 Last day Students/Staff

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JICJ

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

Student possession and use of cellular phones and other electronic devices 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 may use cellular phones and other electronic communication devices such as smart watches on campus before school begins, during passing periods, during lunch, and after school ends. In special circumstances, the building principals may authorize use of cell phones by students.

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

Except under special circumstances authorized by building administration, the use of cell phones during instructional time is prohibited. These devices must be non-accessible (kept in the student's backpack, purse, etc.) and must be turned off during the instructional block, which includes the following:

- Classroom instructional time
- Assemblies, pep rallies and any other activity which may take place during the regularly scheduled class periods.
- Field trips or excursions which 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 or other electronic device with video or photographic capabilities in a locker room, bathroom, bus or any other location where such operation may violate the privacy rights of another person. Any student who violates this prohibition shall be subject to discipline up to and including expulsion.

The unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Any unauthorized use of such devices with the apparent intent to "cheat", including texting or other electronic means to convey information, is prohibited. Therefore, 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 to be turned into the school administration. These confiscated devices will be returned to the student or to the student's parent or guardian at the end of the school day, at the discretion of the administrator. A third offense will result in confiscation and additional disciplinary action as deemed appropriate by the administrator and may include a suspension from school or a recommendation for expulsion from school.

Revised 12/11/2025

Big Horn County School District #1
PO Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JICFA

Code: JICFA

HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

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

Nothing in this policy limits the District's ability to respond to off-campus electronic conduct when it constitutes serious or severe harassment or bullying targeting a student, involves threats, or materially and substantially disrupts the school environment or interferes with the rights of students to be secure and to learn.

A 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.

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

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

Students who claim to have been harassed, intimidated or bullied, or who witness harassment, intimidation or bullying of another student 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 student 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 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 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.

Students 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 student 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.

During the investigation, the principal or their designee shall interview witnesses, including, but not limited to the alleged victim and the student(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 based on a preponderance of the evidence that a student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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 student reports that he or she has been harassed, bullied or intimidated in violation of this policy, 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, intimidation or bullying and from retaliation.

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.

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 their 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 their 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.

Adoption Date: 12/10/09
Reviewed: 10/08/2020
Revised 3/12/2026

Big Horn County School District Number One
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JICI

WEAPONS IN SCHOOL
(Possession or Use of Weapons)

Section 1. Definitions.

- a. Items in the following categories are defined as weapons:
 - i. Type 1: **“Deadly weapon”** shall have the meaning set forth in W.S. § 6-1-104(a)(iv), including any object which, in the manner it is used or intended to be used, is capable of causing death or serious bodily injury. This includes firearms which has the meaning given in 18 U.S.C. § 921 and generally includes any weapon designed to expel a projectile by the action of an explosive.
 - ii. Type 2: Articles other than deadly weapons when used or threatened to be used to inflict bodily harm and/or to intimidate other persons, regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.
 - iii. Type 3: Articles designed for other purposes but used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.
- b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, backpack, bag, purse or vehicle.
- c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
- d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades kindergarten through twelve.

Section 2. Possession or use of weapons.

- a. "Possession" of a Type 1 or a Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
- b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty.

- a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from

school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis based on factors including the student's age, intent, disciplinary history, and circumstances.

- b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
- c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedures.

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. '21-4-305(d).
- b. If the Superintendent of Schools modifies the expulsion of a student pursuant to Section 3 above, such modification shall be in writing.

Section 5. Notification to District Attorney.

- a. After the applicable notice and hearing requirements of this section are completed, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in '921 of Title XVIII of the U.S. Code to school.

Revised 5/14/2026

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley Wyoming 82420

POLICIES AND REGULATIONS

FILE: JIC

STUDENT CONDUCT

District policy and general rules of conduct for students are applicable for all district's schools to ensure the rights and welfare of all students, and are designed to prevent the disruptive few from interfering with the education of all. When students violate rules, the district will take appropriate action. Students not under the authority of a parent or guardian will assume full responsibility for their behavior.

The principal has the overall responsibility to direct the staff to guide and counsel individuals and groups within each school. In order to assist the principal in carrying out this responsibility, the principal and building staff will confer from time to time. The staff is responsible for maintaining proper order and discipline and uniform enforcement of established standards.

All students are expected to comply with printed school regulations, specifically including conduct requirements set forth in student handbooks, as well as other commonly accepted standards of good behavior, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

Students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees; the educational purpose underlying all school activities; the widely shared use of school property; and the rights and welfare of other students. All employees of the district will be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

The principal and/or superintendent may suspend or recommend expulsion of a student who violates one or more of the following standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity including traveling to or from school:

1. causes or attempts to cause damage to school property or private property, or steals or attempts to steal school property;
2. causes or attempts to cause physical injury to another person except in self-defense;
3. possesses or transmits any weapon or other dangerous object;
4. possesses, uses, transmits, or is under the influence of any illegal drug, alcoholic beverage, controlled substance, or otherwise violates the drug, alcohol or tobacco policies;
5. continued willful disobedience or open and persistent defiance of proper authority;
6. behavior which is detrimental to the welfare, safety and morals of other students;
7. violation of any other rule, regulation, or handbook provision applicable to student conduct.

Revised 12/11/2025

1:1 Chromebook and iPad damage guidelines

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

File: JICB

Care of School Property By Students

Students are responsible for the care of equipment and materials assigned to them.

Any students found to be causing damage to or destroying school property may be required to reimburse the district for the repair or replacement of the property and may be subject to legal action.

Adopted 04/14/2020

We (the district) have 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. If a device is damaged, the tables below spell out the compensation the district will ask for.

Students are expected to respect and properly care for devices issued to them. Both students and parents signed an agreement stating they are responsible for any damage caused by willful mistreatment or carelessness.

Un-willful	Willful	Vandalism Lost/stolen or second willful damage -2018 replacement cost
\$25.00	\$100	\$420.00 ChromeBook
\$25.00	\$100	\$294.00 iPad

Ancillary equipment loss charges

Case	\$40.00
Power adapter	\$50.00
Headphones	\$10.00

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: EEA-R(1)

TRANSPORTATION PLAN

Section 1. Authority

This Transportation plan is developed to comply with Board Policy File: EEA Student Transportation

Section 2. Purpose

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. The routes shall be designed, bus stops established, and vehicles maintained to provide the most efficient use of buses in order to provide safe and economical transportation of pupils.

Section 3. Regular Transportation Services Provided

Regular transportation services shall be provided to or from school for the following:

- a. Resident students who live outside the town limits of the town in which they attend school.
- b. Resident students who are on an IEP which specifies that transportation must be provided regardless of distance.
- c. Students participating in school sponsored practices which occur before or after school.
- d. Non-resident students may be transported only to or from authorized bus stops designated within the boundaries of Big Horn County School District Number One.

Section 4. Regular Transportation Services Not Provided

Regular transportation services to or from school shall not be provided:

- a. When school is not in regular session.
- b. For students to get to locations other than their established residence.

Section 5. Visitors

A visitor is defined as a student who does not regularly ride a bus, or a student who is a regular bus rider who wants to get on or off the bus at a different stop. Principals may approve visitors provided they will load or unload only at an authorized regular bus stop, and will not overcrowd the bus.

Section 6. Bus Routes

Buses are to travel only on official town, county, state, or federal roads or highways. However, the administration may alter bus routes and permit the buses to pull off state or county roads onto private roads for safe turn-a-around or loading or unloading passengers. Drivers shall not alter routes unless permission to do so is granted by the superintendent.

No school bus or any other vehicle from Big Horn County School District Number One shall go into another school district for the purpose of loading or discharging students of the other district without the consent of the district concerned.

Section 7. Bus Stops

Bus stops are to be at a location within a reasonable walking distance of the home of every student entitled to transportation services. In times of extreme cold or late at night special care shall be taken to protect the safety and welfare of students. Otherwise, school buses shall stop to load and unload passengers only at these authorized stops. Where practical the stops shall be made at a location where students will not be required to cross busy highways, especially after dark.

Section 8. Bus Schedules

a. Mornings

Buses are to stop at designated bus stops every morning and as nearly as possible at the same time each day so parents and students can anticipate with reasonable accuracy when they should be ready at the stop.

If no one is in sight as the bus approaches the stop, the driver is to stop, sound the horn and wait at least 30 seconds, if no one appears, the driver should go on. Because they must keep a regular schedule, drivers can't wait for long periods at each stop.

However, they are not to arbitrarily leave a student who is clearly in sight, coming to board the bus. At the same time students should be considerate of time restraints and the needs of others on the bus route, and make every effort to be prompt and wait to load the bus each morning. If for some reason the bus is running early on a particular morning, the driver should wait at the stop until the normal time that he arrives at that stop, unless he is able to notify the family well in advance of his anticipated early arrival.

b. Evenings

All buses are expected to leave their respective schools no later than ten (10) minutes after school is dismissed each day. They may and should leave sooner if all students are loaded. Students are not to run errands, visit the store or post office or become involved in other activities that will require the bus to wait. If a student does not plan to ride home on a particular evening, they should notify the driver.

Students are to be unloaded after school at the same stop where they loaded in the morning. Drivers are to follow a regular schedule after school with the same predictability as in the mornings.

Section 9. Student Conduct on Buses

The right of students to ride a bus is based upon the continued observance of the rules and regulations. Bus drivers are responsible for the safety of their passengers. Students are expected to be obedient to the bus driver, and to observe the following regulations:

- a. Students are to take their seats as soon as they get on the bus, and are not to move or change seats unless instructed by the driver.
- b. The bus driver may wish to assign seats in the bus. The students shall take the seats assigned when told to do so.
- c. Riders are to refrain from unnecessary conversation with the bus driver. Talking is permitted in a low conversational voice, but talking loudly or calling to people in other sections of the bus is not permitted. Obscene or vulgar talk or actions are absolutely prohibited.
- d. The buses are to be kept clean. There is to be no throwing of any articles at any time. Food and drink carried on the bus shall remain in the proper containers. Students who ride the bus are to remove any articles which they take on the bus.
- e. Students are not to extend hands, arms or heads outside of the windows.
- f. Students are not to leave the bus without the driver's consent or until the bus reaches its intended destination. Students may not get off to ride in private vehicles at any point on the route without approval from their principal.
- g. Any person willfully damaging a bus will be held responsible, and will be expected to pay for the damage done.
- h. Smoking, or any use of tobacco, controlled substances, and alcohol is prohibited on a school bus. No person may enter the bus who is under the influence of liquor or drugs, or who is known to be drinking.
- i. Guns, (loaded or unloaded), shells, or any explosive articles are prohibited.
- j. Animals are prohibited.
- k. Pupils who are disobedient and refuse to cooperate may be denied the privilege of riding a bus. Suspension for disobedience may occur only at the home of the rider. To be privileged to ride again, the student must have written permission from the school authority.

Section 10. Discipline

Proper student control on buses is essential to the safety and well-being of all bus riders. The following procedures shall be adhered to in regard to student misconduct on the bus.

- a. Students shall be given a written copy of the rules and regulations regarding conduct on the bus.
- b. These rules shall be discussed by parents and students. Both shall sign and return to the school a form indicating their intent to follow the rules.

c. Drivers shall issue misconduct reports to students who misbehave.

d. Each principal is responsible for the disciplinary problems that involve students enrolled in their school.

In all cases where a student's conduct needs to be reported, drivers are to fill out a Bus Misconduct Notice. Misconduct Notices are to be given to the student and the appropriate principal. Action regarding each Misconduct Notice shall be as follows:

Big Horn County School District #1

Bus Misconduct Referral Form

2026/2027

Driver: _____ Date: _____ Time: _____

Student: _____ School: _____

Misconduct Notice Number: 1 2 3 4 5

Behaviors:

Level 1

- _____ Out of seat while bus is moving
- _____ Profane language
- _____ Noncompliance with the driver
- _____ Throwing objects on the bus
- _____ Putting body part outside the window
- _____ Teasing, rude, discourteous
- _____ Refusal to sit in assigned seat
- _____ Other _____

Level 2

- _____ Vandalism, defacing property
- _____ Bullying
- _____ Fighting, tripping, pushing
- _____ Warning
- _____ Obscene gestures or language
- _____ Other _____

Level 3

- _____ Weapon possession
- _____ Threats
- _____ Drug, alcohol, tobacco, vapes possession
- _____ Indecent Exposure
- _____ Other _____

Consequences: (Mark all that apply.)

- _____ Student meeting with principal
- _____ Parent meeting required
- _____ Off of bus for 3 days
- _____ Off of bus for 5 days
- _____ Off of bus for 10 days
- _____ Off of bus for the rest of school year

- _____ Student meeting with principal
- _____ Parent meeting required
- _____ Off of bus for 3 days
- _____ Off of bus for 5 days
- _____ Off of bus for 10 days
- _____ Off of bus for the rest of school year

- _____ Student meeting with principal
- _____ Parent meeting required
- _____ Off of bus for _____ days
- _____ SRO Involvement
- _____ School Suspension

Driver's Summary of Incident:

Driver's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JII-R
STUDENT COMPLAINTS AND GRIEVANCES

A grievance is a written allegation by a student and/or the student's parent of a violation of Board policy, administrative regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. The school district has prescribed other policies pertaining to complaints involving discrimination and/or sexual harassment. Any student or his parents having a complaint involving discrimination or sexual harassment should use the applicable policies and procedures pertaining to those kinds of complaints.

For grievances as defined in this policy, the student is encouraged to present such grievance first to his/her teacher if the grievance involves the teacher, and if not, then to the Building Administrator. In those instances where satisfactory results or adjustments cannot be made by the teacher, the matter may be taken up with the Building Administrator. If the matter cannot be satisfactorily resolved within five (5) working days after the grievance is submitted in writing, the matter may be referred to the building administrator if first presented to the teacher, or if first presented to the Building Administrator, then it may be referred to the Superintendent. If the grievance is not satisfactorily resolved within five (5) working days thereafter or any extension agreed to by the grievant, then the matter may be referred to the Superintendent; or if the Superintendent has already considered it, then to the Board of Trustees. Any grievance submitted to the Board of Trustees must first have been considered by the Building Administrator and the Superintendent. The Board shall consider the grievance at its next board meeting first occurring not less than five (5) working days after submission of the grievance to the Board of Trustees. The decision of the Board of Trustees shall be final.

Revised 11/13/2025

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

File: KCB

Community Involvement in Decision-Making

The Board endorses the concept that community participation in the affairs of the schools is essential if the school district and the community are to maintain mutual confidence and work together to improve the quality of education for students. It therefore extends to exert efforts to identify the desires of communities within the district and to be responsive to those desires.

All residents of the district will be encouraged to express their ideas, concerns, and judgments about the schools through such means as)a) written suggestions; (b) presentation at Board meetings; (c) responses to surveys made through interviews, questionnaires, or other means; (d) service on citizen advisory committees.

The advice of the public will be given careful consideration. In the evaluation of such advice, the Board's first concerns will be for the educational program of the entire district and sound district-wide administration. The administrative practice, or not within reach of the financial resources available.

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

File: EFDA

UNPAID STUDENT MEAL DEBT

The National School Lunch Program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director and/or the Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. Board policy EF, KG, and KF.R details outside or community use of school kitchens.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment, which include, but are not limited to:

- Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.
- Below zero balances may be communicated to parents by the following medias: note sent home with student, preferred contact media in our student information system and/or automated recording through school announcement system by phone. If negative balance grows to \$10.00 the school principal will contact the parents directly to arrange for payment.
- If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, the case will be considered for referral to the Department of Family Services.
- Refunds for families withdrawing from the district may be processed through the office by filling out a voucher form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance. A la carte items may not be charged.

Students who are eligible for free or reduced-price meals will always be provided a reimbursable meal, even if the student owes money.

While the school could deny a meal to a student who pays full price and who does not provide the payment for that meal, the initial procedure will be as set forth above.

Parents will be responsible for paying for student's meals and any charges incurred prior to submission and approval of an application for free and reduced lunch (and after the Federal Guideline carryover period, if applicable). A new application must be submitted each school year. Applications may be sent home at the beginning of each school year, are posted on the district website at www.bighorn1.com under the Food Services tab, they are also available in each school's main office and at the District administration office. Meal benefits may be applied for anytime during the school year. Assistance with filling out an application may be obtained by contacting the District office.

All building administrators will be responsible for collection of any unpaid lunch balances at their buildings on or before the last day of school. Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.

Big Horn School District No. 1 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit for a course that has been successfully completed until the unpaid meal charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of effort to collect a delinquent account that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students have the opportunity to participate in the National School Lunch Program. Parents of a student with a negative balance may contact the Food Services Director for information and support in providing their child with a healthy, quality-school lunch.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

Adopted: 06/20/2022

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

File: KB

Parental Rights

Section 1- Definition

As used in this policy the following terms shall have the aforementioned definitions.

Actual Knowledge

Means notice of a change (as defined in this policy) to any school employee. An employee shall be deemed to have actual knowledge if: a) a person resorts reports a purported change in a student's health or well-being to a school employee, and the purported change is verified by a school employee with authority to investigate or determine whether the change has occurred; or b) an employee directly observes the purported change, and a reasonably observant person would notice the purported change.

"As soon as practicable":

Except in cases of suspected child abuse or neglect, "as soon as practicable" shall mean as soon as reasonably capable of being accomplished given the normal constraints involved with such an action and without undue delay. Unless otherwise specified by this policy, "as soon as practicable" shall mean not more than forty-eight hours or not more than two business days after the purported change is verified or observed by a School District employee, whichever is greater. For any change in a student's health or welfare where a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase "as soon as practicable" shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes the School District to notify the parents.

"Change":

"Change" in a student's educational, physical, mental, or emotional health or well-being is any change that meets one or more of the following criteria:

1. It poses a risk or threat to the student's safety, health, or welfare, or to the safety, health, or welfare of others.
2. It is a mental health or medical condition that necessitates intervention or treatment at school or follow-up with a community mental health worker, therapist or medical provider.
3. It requires a modification of the student's educational program, services, or supports, or the provision of additional or specialized services or supports, such as special education, counseling, health care, or social work.
4. It affects the student's access, eligibility, participation, or performance in the School District's education program, or academic, extracurricular, or co-curricular activities, or in assessments or evaluations.
5. It involves a disciplinary action, sanction, or consequence for the student, such as detention, suspension (in-school and out-of-school), expulsion, or referral to law enforcement.
6. It results from a complaint, allegation, or investigation involving the student, such as bullying, harassment, discrimination, or violation of rights.

"Day":

"Day" shall mean one business day.

"Gender Identity"

shall mean an individual's personal sense of their own gender.

"Health Screening Tool"

Shall mean any diagnostic assessment that detects pre-clinical mental or, physical malady, or physiological illness or disease.

"Instruction":

“Instruction” means the action, practice or profession of teaching and includes planned teaching addressing gender identity or sexual orientation. The following shall not be included in “instruction”:

1. Responding to a question from a student during class regarding sexual orientation or gender identity as it relates to any topic of instruction; or
2. Referring to the sexual orientation or gender identity of any public figure, historic person or group, or fictional character where the referral provides necessary context in relation to a topic of instruction.
3. Student-generated schoolwork.
4. Student-to-student speech.
5. Classroom references to a person’s family.
6. Library books.
7. Extra-curricular, co-curricular or student clubs.
8. Dual enrollment courses taken at or from a college.

“Parent”:

“Parent” includes parents, legal guardians, and legal custodians of students who are under eighteen (18) years old and who have not been emancipated.

“Sexual Orientation”:

Refers to an individual’s enduring pattern of emotional, romantic, and/or sexual attraction to others.

“Well-Being Questionnaire”:

Means an instrument used to assess an individual’s overall well- being across various domains of life. It typically consists of a series of questions designed to measure different aspects of well-being, such as physical health, mental health, social relationships, emotional well-being, and life satisfaction. These questionnaires may use a variety of questions to gather information about an individual’s experiences, feelings, and perceptions related to their well-being. Well-being questionnaires do not include informal building-created processes or “quick checks” used to assess classroom or school climate.

Section 2 Parental Notification of Changes in Student’s Health or Well-Being

Any employee who has actual knowledge of a change in a student’s educational, physical, mental or emotional health or well-being shall report the change to the school principal or his or her designee. The principal or designee shall determine who will notify the parent of the student. The School District shall notify a student’s parent or guardian as soon as practicable if a school district employee has actual notice of a change in the student’s educational, physical, mental or emotional health or well-being.

Building Administrator or designee shall document the notification (does this have to be included? It seems redundant if the designee is already notifying the parent and has to document that in PowerSchool).

Nothing in this policy shall be construed to delay, modify or alter the obligation to report suspected abuse or neglect of a child to the Department of Family Services (DFS) or law enforcement pursuant to Wyoming Statute 14-3-205. If a School District employee reasonably believes the change is the result of suspected abuse or neglect of the student which will result in a report to law enforcement or DFS, the phrase “as soon as practicable” shall mean after the School District reports the suspected abuse to law enforcement or DFS as required by Wyoming Statute 14-3-205, and after either law enforcement or DFS authorizes the School District to notify the parents.

The superintendent may adopt administrative regulations, procedures and criteria which further clarify or define whether a reported change constitutes a change in a student’s health under this policy.

Notification may be made via phone, personal/face-to-face conversation, School District messaging system, text, or email or other methods approved by the superintendent or principal.

The School District shall not adopt or implement any formal or informal rules, policies, practices or procedures that prohibit School District personnel from notifying a student’s parent about the student’s educational, physical, mental or emotional health or well-being or a change in the student’s related services as authorized under Wyoming law.

When any parent asks a School District employee about the health or well-being of the parent’s child, School District employees shall not misrepresent or provide false information about the parent’s child.

School personnel shall encourage students to discuss issues that may arise related to their well-being with their parent or guardian. As appropriate, school personnel may facilitate discussions of such issues with parents. The School District shall not adopt nor implement any formal or informal rule, policies, practices or procedures which

direct, encourage, or have the effect of encouraging, a student to withhold from a parent information about the student's educational, physical, mental, or emotional health or wellbeing.

Section 3- Notification of Routine Health Care Services

The School District strives to make parents aware of the curriculum and content of their student's education. In order to ensure transparency and allow parents to make informed decisions regarding their student's exposure to instruction related to sexual orientation and gender identity, School District staff will obtain written or electronic parental consent at least one (1) day prior to any training, courses, or classes that address sexual orientation or gender identity.

Parents will receive an overview of the content covered in the training or course, including objectives, materials, and planned discussions related to sexual orientation or gender identity. The overview will emphasize the educational purpose of the topic. Parents who wish to withdraw their consent for their student to participate in an instructional class must notify staff in writing at least one-day prior to the start of the anticipated instruction. Schools will provide alternative educational activities for students whose parents do not consent to the instruction of the subjects described in this section.

Section 4- Notification of Routine Health Care Services

Prior to each school year, the School District shall provide parents with notice of each routine health care service provided by the School District. Parents shall be given the ability to withhold consent or decline any or all specific services. Consenting to a service does not waive the parent's right to access the education or health care records of the student, nor does it waive a parent's right to be notified of a change in the student's educational, physical, mental, or emotional health or well-being. First aid and summoning of emergency responders in case of sudden need will still be provided to those students whose parents have exercised their right to withhold consent for routine healthcare services under this policy.

Section 5- Student-Well-Being Questionnaires and Health Screening Tools

Prior to administering any well-being questionnaire or health screening tool to students, the School District shall make available a copy of the questionnaire or information on the health screening tool and obtain written or verbal consent from the parent. Health screening tools that do not require parental permission include those health assessments required by federal law including audiology, vision, scoliosis and body mass index tests. If a parent does not want their child to participate in these required assessments, the parent must specifically notify their child's school in writing prior to the health screening.

Section 6- Student Records

The School District shall not prohibit parents from accessing any of their student's records created, maintained or used by the school district. Parents shall be provided access to their student's education, behavior, health and other records according to Policy JRA and JRA-R. Records shall be provided to parents within a reasonable time.

Section 7- Complaint Procedure

Parents and guardians are encouraged to first address any concerns regarding compliance with Policy KB with the building principal. If a parent or guardian believes school district staff violated following Policy KB with respect to their own student, the parent may file a written complaint with the Superintendent within fourteen calendar days of the alleged violation.

The complaint must include:

- The name and contact information of the parent and the name of the student;
- The date and a detailed description of the violation; and
- All relevant documentation

The Superintendent shall acknowledge receipt of the complaint in writing within seven (7) business days from the date of receipt, or within seven days of the postmark if the complaint is sent by U.S. Postal Service. The Superintendent will review the complaint and any associated documentation, and may request additional information or evidence from the parent and applicable district staff. The Superintendent will make a decision on the complaint and will notify the parent and the school or School District staff of the decision in writing within thirty (30) calendar days after the written notice of receipt.

If the parent is aggrieved by the Superintendent's decision, they may submit a written request for a hearing to the Board. Any request for hearing must be received within ten (10) business days of receipt of the Superintendent's decision.

The Board of Trustees shall review the complaint based on the materials, documents, records and evidence presented to the Superintendent. The Board shall schedule a hearing which shall take place within fifteen days after receiving the written request for a hearing, unless the parties agree to an extension of the hearing beyond fifteen days. The Board shall give written notice of the date, time and location of the hearing to the Superintendent and the parents requesting the hearing. The Chair of the Board may meet with the parents and Superintendent prior to the hearing to address questions, including those related to the hearing procedure and information presented at the hearing. The Board may, but is not required to retain legal counsel to assist and advise the board with the conduct of the hearing. The Board may allow legal counsel to serve as the presiding officer at the hearing. At the hearing, the parent appealing the Superintendent's decision shall have the burden of proving that the Superintendent erred in his or her determination on the parent or guardian's complaint. The Board shall give both the parent and Superintendent the opportunity to present arguments based on the information presented to the Superintendent. Only information materials, records and documents that were presented to the Superintendent may be presented to the Board. No new evidence shall be presented to the Board. The Board may exclude evidence which is irrelevant or immaterial to the complaint.

The Board shall make a recording of the hearing, which may include an audio or video recording, or a court reporter. The Board shall issue a written decision within thirty (30) calendar days after receipt of the request for hearing. The decision shall be sent to the parent via the United States Postal Service.

If a parent is aggrieved or adversely affected in fact by a final decision of the Board, the parent may seek judicial review of the decision within thirty (30) calendar days of the postmarked decision, in accordance with Wyoming Statute §16-3-114.

Reference Policy BEE-R for more specific information about hearing procedures.

IAccepted: June 27, 2024

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

Draft Policy: IJNDD

Purpose:

In recognition of the rapidly evolving landscape of technology and its profound impact on the educational environment, Big Horn County School District #1 ("District") 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.

The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the learning experience while upholding the District's educational standards and values.

This Policy is based on the core principles and recommendations listed below and published by the **U.S. Department of Education** and the **Blueprint for an AI Bill of Rights** published by the **White House**):

Definitions:

Artificial Intelligence (AI): AI refers to technologies that simulate human intelligence processes, such as learning, reasoning, problem-solving, perception, and decision-making.

AI Applications: AI applications encompass various technologies, including but not limited to machine learning algorithms, natural language processing systems, robotics, and automated decision-making systems.

Principles:

1. AI systems and tools must respect data privacy and security ensuring compliance with relevant laws and best practices, including FERPA.
2. AI is not a substitute for human judgment. Humans must be in the loop.
3. AI systems and tools must align with the District's collective vision for high-quality learning.
4. AI systems and tools must be inspectable, and explainable, and provide human alternatives to AI-based suggestions and where appropriate, require professional or human judgment.
5. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and avoid additional testing time and burden for students and teachers.
6. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and must work well in educational practice, given variability in students, teachers, and settings.
7. The use of AI systems and tools must be safe and effective for students. AI systems and tools must include algorithmic discrimination protections, protect data privacy, provide notice and explanation, and provide recourse to human users when problems arise.
8. Open communication with parents, students, and the community will be maintained regarding AI initiatives in the district. Explanations of how AI systems work and their intended benefits will be provided to stakeholders.
9. Ongoing training will be provided for teachers and staff on the use of AI tools and their responsible implementation in educational settings. Educators will be encouraged to explore AI applications in the classroom to enhance teaching and learning experiences.

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.

Staff Use Guidelines:

1. Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development. However, copying content from AI and presenting it as one's own work is strictly prohibited.

2. In cases where a teacher or member of the professional staff incorporates words, thoughts, claims, and/or data they did not create themselves into a District deliverable, it is mandatory to cite reliable sources for the information such as textbooks, scientific papers, and reputable educational resources. Citing any AI source as a primary source of information is not permitted.
3. AI tools are prone to “hallucinations,” false answers or information, or information that is stale, and therefore responses and content must always be carefully verified before used for District or educational purposes.
4. Teachers and professional staff must ensure that their use of any AI tool:
 - i. complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information
 - ii. does not violate any other individual or entity’s intellectual property or privacy rights.
5. Teachers and professional staff should treat every bit of information they provide to an AI tool as if it will go viral on the Internet, attributed to them or the District, regardless of the settings selected within the AI tool (or the assurances made by its creators).
6. Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such District information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.
7. Teachers and professional staff should guide students in using AI responsibly, emphasizing the importance of academic integrity and the risks of
 - i. plagiarism and
 - ii. over-reliance on AI for academic work.
8. Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
9. Teachers and professional staff should not integrate any AI tool with District software without first receiving specific written permission from their supervisor.
10. Teachers and professional staff must supervise students' use of AI to ensure it is being used appropriately and constructively in the learning process.
11. Teachers who suspect plagiarism should first have a conversation with the student to ensure they understand expectations for acceptable use. Teachers should consult with administration to ensure an appropriate investigation is conducted. AI detection tools should NEVER be the ONLY source of information relied upon in an investigation when a teacher believes AI has been used in violation of this Policy.

12. Violating this Policy may result in disciplinary action. Concerns that someone has violated this Policy should be reported to the appropriate supervisor.

Resources:

[UNESCO: AI and Education: Guidance for Policy Makers](#)

[US Department of Educational Technology](#)

[Policy Guidance in Secondary Schools](#)

[Blueprint for an AI Bill of Rights](#)

Last Revised Date: 10/07/2025