# ROCKY MOUNTAIN MIDDLE/HIGH SCHOOL
# STUDENT HANDBOOK
# 2026-27

## MISSION STATEMENT

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

## VISION

***Learning, growing, achieving together.***

**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***

**Table of Contents:**


GENERAL INFORMATION 4
STUDENT ATTENDANCE (JH-R) (Updated Policy) 6
ACTIVITY TRAINING RULES 8
ADD/DROP POLICY 10
ADMINISTRATIVE PROCEDURES 10
ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS JICG 11
Infractions 12
ANIMALS 18
APPEARANCE 18
ASSEMBLIES 20
ATHLETIC PARTICIPATION 20
AWARDS 20
BELLS 21
BUSES 21
CARS AND PARKING 21
STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT(JICJ) updated pending board approval. 21
Regulation JICJ-R(0): Student Use of Electronic Communication Devices - Procedures and Expectations 22
CHEATING/PLAGIARISM updated from leadership team 26
CLASSROOM MANNERS; IT'S A MATTER OF COURTESY 27
COMMUNICABLE/INFECTIOUS DISEASES 27
COMMUNITY RESOURCE PERSONS/SPEAKERS 27
COUNSELOR 28
DAILY ANNOUNCEMENTS AND PLEDGE 28
DAMAGES 28
DANCES 28
COMMUNICATION 29
DISCIPLINE/STUDENT CONDUCT (FILE JIC) 30
CLASSROOM DISCIPLINE PROCESS: 31
GENERAL OFFENSES 32
*Mandatory Expulsion Offenses 32
DISCIPLINE/DEFINITIONS (CONSEQUENCES) 33
HIGH SCHOOL GRADUATION REQUIREMENTS (IKF) 33
EARLY GRADUATION 35
Eligibility and WHSAA 35
EMERGENCY SCHOOL CLOSING PROCEDURE 36
FIGHTING AND HARASSMENT (Policy JICFA) updated 36
FOOD SERVICES MANAGEMENT(EF) 38
Nutrition Guidelines(EFA) 39
Other Foods and Beverages Available During the Instruction Day: 39
LUNCH PROCEDURE 40

GRADES 40
Guidelines for Students Taking College Courses (IHCD-R-1) updated policy 41
HALL MANNERS 41
HALL PASSES 42
HOMEWORK CLUB/BOOST 42
HIGH SCHOOL HONOR ROLL 42
IMMUNIZATION 42
INITIATIONS 42
INTERNET ACCESS 42
LEAVING SCHOOL GROUNDS 43
LOCKERS 43
MARRIED STUDENTS 43
MEDICATIONS 43
NON-DISCRIMINATION POLICY 43
NUISANCE ITEMS 43
OUT OF DISTRICT STUDENTS 44
PARENTS RIGHT TO KNOW 44
PARENTAL RIGHTS 44
PARKING (STUDENT) 44
PUBLIC DISPLAY OF AFFECTION 45
REGISTRATION 45
SCHEDULE CHANGE 45
SCHOLASTIC REQUIREMENTS FOR STUDENT-BODY OFFICE 45
SCHOOL INSURANCE 45
SPORTSMANSHIP 46
STUDENT COUNCIL 46
TEACHER CONFERENCES 46
TECHNOLOGY 46
Artificial Intelligence: 46
Chromebooks 47
TEXTBOOKS 47
USE OF SCHOOL BUILDING BY STUDENT GROUP 48
VISITORS 48

## GENERAL INFORMATION

### Office Hours

The main office is open between 7:45 AM and 3:45 PM, Monday through Friday. Students should NOT arrive earlier than 7:40 a.m. or remain on the campus later than 3:30 p.m. unless they are participating in a supervised school activity. SCHOOL DOORS WILL NOT OPEN UNTIL 7:40 a.m. EACH SCHOOL DAY. Supervision WILL NOT be provided for students who arrive before 7:40 a.m. or remain later than 3:30 p.m. Unsupervised students who are not involved in extracurricular activities must leave the building. These procedures are designed for the safety and well-being of the student.

### District Contact Numbers

| | | |
|---|---|---|
| Superintendent | Matt Davidson | 548-2254 |
| Curriculum/Grants | Ryan Boettcher | 548-1568 |
| Special Services | Wes Townsend | 548-2238 |
| Technology Director | Mick Esquivel | 548-2228 |
| Maintenance Director | Kenny May | 548-1637 |
| Transportation Director | TK Haslam | 548-1627 |
| Food Services | Annette Moss | 548-1624 |
| MSHS Principal | Betsy Sammons | 548-2723 |
| MSHS Assistant Principal | Tobee Christiansen | 548-2723 |
| Elementary Principal | Eric Honeyman | 548-2211 |

### Board of Education

Jared Boardman……Chairman

AJ Dickson……Vice- Chairman

Thomas Bridges……...Member

Hiedi Christensen…….…….Clerk

Wendy Fuller…….…….Treasurer

Holly Michaels…….Member

Craig Jones……..…….Member

## Middle School Schedule

| | |
|---|---|
| 1st Period | 8:00-8:47 |
| 2nd Period | 8:50-9:37 |
| 3rd Period | 9:40-10:27 |
| 4th Period | 10:30-11:17 |
| Advisory | 11:20-11:40 |
| Lunch | 11:40-12:10 |
| 5th Period | 12:12-1:00 |
| 6th Period | 1:03-1:50 |
| 7th Period | 1:53-2:40 |
| 8th Period | 2:43-3:30 |

## High School Schedule

| | |
|---|---|
| 1st Period | 8:00-8:47 |
| 2nd Period | 8:50-9:37 |
| 3rd Period | 9:40-10:27 |
| 4th Period | 10:30-11:17 |
| 5th Period | 11:20-12:07 |
| Advisory | 12:10-12:30 |
| Lunch | 12:30-1:00 |
| 6th Period | 1:03-1:50 |
| 7th Period | 1:53-2:40 |
| 8th Period | 2:43-3:30 |

## Friday Schedule

| | |
|---|---|
| 1st Period | 8:00-8:26 |
| 2nd Period | 8:29-8:55 |
| 3rd Period | 8:58-9:23 |
| 4th Period | 9:26-9:52 |
| 5th Period | 9:55-10:20 |
| 6th Period | 10:23-10:49 |
| 7th Period | 10:52-11:17 |
| 8th Period | 11:20-11:45 |
| Advisory | 11:48-12:15 |

~~We will be using an adaptive scheduler this year to allow teachers to select students for reteach or enrichment classes (MTSS). Students will have a regular homeroom on Fridays. Grades 7-12 will have homeroom on Fridays during 5th period. 6th Grade students will have homeroom 4th period on Fridays.~~

Both middle school and high school students will be assigned an advisory teacher this year. Advisory will function similarly to the Flex period used in past years and will provide time for academic support, relationship building, communication, and student check-ins. On Fridays, students will report to their homeroom classes.

## STUDENT ATTENDANCE (JH-R) (Updated Policy)

Section 1. Board Philosophy

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

Section 2. Purpose

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

It is the school board's duty to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

a) earn a passing grade

b) have satisfactory attendance as defined by this policy.

Section 3. Process

Being present in class allows a student to receive instruction and offers an environment best suited to master course standards. Each semester a student can accrue up to 10 attendance points in each period and no more than 20 points in a period for a year. On the 7th point in any class, consequences will be administered. Parents will be notified about student attendance concerns by the school.

Consequences for absences past 8 points in **any class** are as follows:

**9th Point:** Determined by the administrator

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

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

Section 4. Definitions

1. **Absence Point:** The value assigned for each absence or tardiness from a class period.
2. **Absence Score:** The total value of absence points accumulated by a student in a given class.
3. **Excused Absence:** Parents are responsible for their children before they actually come to school. Parental reasons for keeping a child home from school on a given day are presumed to be valid, and will be considered excused absences. However, parents are expected to provide an oral or written excuse to the school for their child's absence.
4. **Unexcused Absence:** Means not attending one or more classes and being unable or unwilling to provide verification of parental approval of the absence, or leaving the school campus or missing a class for any reason without obtaining prior permission

from the proper school authority. Students who fail or refuse to do this shall also be subject to regular school disciplinary measures.

5. **Tardiness:** A student arriving in class later than the time set for that class to begin. Tardiness of more than ten (10) minutes shall be counted as an absence for purposes of this policy.
6. **Medical Absence:** Absence from one or more class periods due to medical problems which result in a visit to a health professional's office, clinic, hospital, or the school nurse. A note from the health professional or their secretary must be presented to the school for verification. Students with chronic health problems which reoccur periodically, but which do not require immediate medical attention must have a medical professional's statement on file in that student's school records verifying the condition.
7. **Parent Medical:** Absence from one or more class periods due to being ill and excused by parent or guardian. This can be applied for no more than 3 consecutive days.
8. **Bereavement Absence:** Absence from one or more class periods due to a death in the student's immediate family. Immediate family shall be defined the same as for district employees in the Board Policy Manual, File: GCBD/GDBD. A maximum of five (5) days per incident shall be allowed for bereavement absence.
9. **School Sponsored Absence:** Absence from one or more class periods as a result of participation in official school sponsored activities as defined in the Board Policy Manual, File: JJ-R, as approved and announced in advance by the school principal.
10. **Legally caused absence:** Absence from one or more class periods due to legal action which may require the student to miss school.
11. **Prearranged Absence:** Absence from one or more class periods that is prearranged with teachers at least 7 days prior to the absence. This type of absence is intended for planned family times such as a family trip.

Section 5. Absence Points

| Types of Absence | Points |
|---|---|
| Excused | 1 |
| Unexcused | 2 |
| Medical | 0 |
| Parent Medical | .5 |
| Bereavement | 0 |
| School Sponsored | 0 |
| Legally Caused | 0 |
| Out of School Suspension | 1 |

| | |
|---|---|
| Prearranged Absence | .5 |

Section 6. Tardies (Based on each semester.)

Punctuality is important. Students need to be in the classroom when the bell rings ready for the class period to begin. Students are to get a pass from a staff member if they are detained so they will not be counted tardy in the next class.

Consequences for tardiness to each class are as follows:

Students will be marked absent for tardies that are over 10 minutes late. Other tardies will be dealt with by building administration through disciplinary action.

Section 7. School Attendance Privileges

Students whose attendance or academic status is such that it appears before the end of a semester that they will not be able to earn credit in a class are still expected to attend that class.

Section 8. Notification

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

Section 9. Truancy

According to Wyoming Compulsory Attendance laws, a habitual truant is any student who accumulates five (5) or more unexcused absences in any school year will be referred to the appropriate authorities.

Section 10. Excessive Absences

The school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services for any student who accumulates 10 or more attendance points in any period during any semester, or has reached 20 or more absences for any period for any reason in an academic year when prior meetings, contacts, contracts, and interventions have not been successful. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.

RMMHS Attendance

Students with excessive absences will be placed on an attendance contract. This contract will outline expectations and supports designed to help students maintain regular attendance. It will also require missed instructional time to be made up during lunch, after school, or on Fridays. In addition, students who receive a tardy will serve lunch detention the following school day.

## ACTIVITY TRAINING RULES

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

1. Eligibility – Any student on the ineligible list will not participate in any games or activities until the following week after having been removed from the ineligible list. The eligibility period will go from Wednesday to Wednesday of the next week. Ineligible players may continue to

practice but not travel, suit up or sit on the bench with the team. A coach or advisor can state and enforce more stringent tutoring expectations.

2. Attendance - If a student is in school he/she is expected to be in practice and at games. A parent may excuse a student from practice but playing time may be affected. If a student is in school and misses a practice, game or activity without being excused. Consequences will be administered by the coach.

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

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

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

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

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

6. Overnight Trips- Students will abide by the coach or sponsor's hotel rules. Electronic devices such as cell phones, ipods, video games, laptops, and DVD players may be taken at night and

stored by the coach/advisor. Any student breaking curfew may be sent home. If boys are found in girls' rooms or girls found in boys' rooms they will immediately be sent home. Parents will be responsible to transport students that are sent home. Students may be taken to the nearest law enforcement office to await parent's arrival.

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

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

9. Athletes Joining Team- No student is allowed to join the team after three weeks of the first allowable practice.

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

## ADD/DROP POLICY

Required Classes

With the exception of Middle School, students may add/drop a class and lose/gain credit within one week (7 calendar days) of the beginning of each quarter. Any student wishing to transfer between **required classes** after the one-week period will receive a failing grade in the course they are transferring out of and will not receive credit for the class they are transferring into. Arrangements with the teachers for make-up work will be made.

Elective Classes

With the exception of Middle School, students may add/drop an elective class upon the request of the student/teacher with approval from the parent, guidance counselor, principal and teachers involved without losing credit as long as the student is receiving a C or better in the class they are transferring out of. If the student is not receiving a C or better and still wishes to transfer out of the class after the two week deadline then that student will receive an F for that class.

## ADMINISTRATIVE PROCEDURES

What happens when a student is referred to the office for inappropriate behavior?
1. The student is asked to complete a form that has them describe why they were sent to the office and how they could avoid this happening again.
2. The referring teacher sends a written summary of what happened to the office on a disciplinary referral form.

3. An administrator meets with the student and reviews the information from the teacher referral form and the student response form. The student is given an opportunity to tell their side of the story.
4. Depending on the outcome of the fact-finding administrative/student conference, the student may be subject to disciplinary action.

*Research has shown that the most meaningful resolutions and changes in student behavior occur with interventions involving the teacher at the classroom level. Parent support and teaming up with the school…We Can Make A Difference!*

## ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS JICG

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, vaping, huffing, inhaling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, spice, K-2, Black Mamba, Puff, Sugar Sticks, herbal incense, Salvia Divinorum, Salvinorin A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

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

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

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

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

## Substance Abuse Testing Policy(JJIE) updated policy

**(Grades 6-12)**

Participation in Big Horn County School District Number One activity programs is both an honor and a privilege. Activity participants earn recognition for their achievements as representatives of their school and its ideals. This privilege is extended to all provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at Big Horn County School District Number One, students will be expected to follow certain established rules.

Important advantages of individual initiative, character and teamwork can be developed only when there is cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended. The Activities Departments of Big Horn County School District #1 applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

### Infractions

All students, grades 6-12, who participate in any Wyoming High School Activities Association (WHSAA) or Board Approved Interscholastic Activities, are covered under this Big Horn County School District Number One Activity Code and building participation rules. The participant will be subject to disciplinary action if he or she commits any of the following infractions throughout the calendar year:

1. Use or possession of tobacco and or Electronic Nicotine Delivery Systems (ENDS)
2. Use, possession, selling or distribution of alcohol and / or nicotine products.

3. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)

## Consequences

Consequences for violating the Substance Abuse Testing Policy either on or off school grounds will be facilitated by the school administration based on severity of the infraction and history of previous infractions using the tables below.

Students must participate in all practices during this suspension, but participants will not be allowed to travel or be with the team while on suspension.

In addition to the Activity Code, each coach and sponsor has activity specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's participation status and include loss of letter, season recognition and/or post-season honors. In-season violations can occur either off school grounds or on school grounds and extensions. All infractions will be reported to and reviewed by the Activities Director, Principal, or Designee with appropriate consequences set forth by the Principal following this review. All written appeals are to be submitted to the Superintendent of the student's school within 72 hours of notification to the student and parent(s) of the consequences set forth by the Principal. The appeal will review the process and determine if policy was followed.

## Voluntary Admission – Drugs/Tobacco/Alcohol/ENDS

Participants that through their own actions find themselves in a tobacco, ENDS or alcohol related violation of the Activity Code may, in certain situations, seek a reduction in suspension.

Voluntary admission must be made by the student to the Activities Director and/or other school personnel prior to being questioned about the situation.

Students who voluntarily or honestly admit mistakes will be considered for consequence reduction. This reduction is subject to a completed plan and periodic student drug screenings throughout the season.

| Step | Consequence |
|---|---|
| 1 | One contest(activity equivalent) and 4 hours of community service and education on healthy choices |
| 2 | Two contests (activity equivalents) and 8 hours of community service and education on healthy choices including a plan for the future. |
| 3 | A parent meeting with administration, coach or sponsor, and student to make a plan to change addictive behavior. Additional contest suspension, community service, regular screenings, and education could be also assigned. |
| 4 | Four contests (activity equivalents), a plan to continue with activities without substance use. |

| | |
|---|---|
| 5 | All contests(activity equivalents) for the rest of the season, all activities for 3 months, a plan to continue with activities without substance use. |
| 6 | Ineligible for 1 Calendar Year from the date of decision, complete substance use counseling, develop a plan to participate without substance use. |

If community service is assigned, a plan will outline the service, timeframe, supervision, and location. Failure to meet the plan's stipulations will result in missing the next contest. If travel is required for community service, it will be the responsibility of the parents to provide that travel.

This code is in effect upon the student's enrollment in Big Horn County School District Number One grades 6-12.

**INFRACTION VIOLATION CHART**

**(Violations within a calendar year starting on August 1st and ending July 31st**

| Infraction | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Tobacco/ENDS (use or possession) | Step 1 | Step 3 | Step 4 |
| Tobacco/ENDS (selling or distribution) | Step 2 | Step 3 | Step 4 |
| Alcohol use or possession | Step 2 | Step 3 | Step 5 |
| Drugs/Controlled Substances (use or possession) | Step 4 | Step 5 | Step 6 |
| Drugs (selling or distribution) | Step 6 | Step 6 | Step 6 |

This code is in effect upon the student's enrollment in Big Horn County School District Number One grades 6-12.

## Student Reporters

Students who become aware of violations should report them to school officials. Any retaliation on reporters will be met with consequences as determined by school administration.
Reports that are determined to be false or intentionally dishonest, will make the false reporter subject to disciplinary action.

## Adult Reporters

Adults who become aware of violations should report them to school officials. Any retaliation on reporters will be met with consequences as determined by school administration. School personnel who fail to report known violations of this policy may be subject to disciplinary action.

## Privacy

As adults handle these sensitive situations care should be taken to keep information as private as possible with only needed details being provided to coaches and sponsors.

**Big Horn County School District Number One Activity Participant Drug Testing**

## POLICY STATEMENT

Big Horn County School District Number One is conducting a random drug testing program and banned substance testing program for Activity Participants. The focus and intent of this policy is:

1. to provide for the health and safety of all Activity Participants;
2. to undermine the effects of negative peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs;
3. to encourage Activity Participants who use drugs to participate in drug treatment programs;
4. provide student leaders who participate in extracurricular activities with a venue to be examples for other students; and
5. to prevent students from harming themselves or others as a result of the consumption of harmful substances.

## DEFINITIONS

Adult Role Model – Volunteers who are coaches, sponsors, Principals, District Administrators, school staff or members of the Board of Trustees who voluntarily submit to drug and alcohol testing.

Activity Participant – Any student 6-12 student participating in a competitive interscholastic program sponsored by Big Horn County School District Number One board-approved interscholastic program.

Activity Season – Fall, Winter and Spring seasons begin on the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season. For purposes of this policy, activity participants who participate in activities that carry into two or more seasons shall be subject to the requirements and all stipulations as applied to each section.

Board-Approved Interscholastic Programs – All activities offered by Big Horn County School District Number One that are sanctioned by the Wyoming High School Athletic Association or parallel such activities offered to the 6-8 grade level students who practice and compete on the same teams or in the same activities. Other board-approved interscholastic programs shall include those approved by the board of trustees to be offered on a yearly basis either through the adoption of each school's student/parent handbook and/or through specific recorded board action.

Contest-for the purpose of this policy, a contest is defined as one game, match, contest, or activity at the assigned level of competition for the participant. An athlete could not play at any other level of competition during the time of suspension.

Community Service - community service will be service in the school or extended community as determined by the administration.

Activity Season – Fall, Winter and Spring seasons begin on the first day of practice allowed by the Wyoming High School Athletic Association and end the day prior to the beginning date of practice of the next season. For purposes of this policy, activity participants who participate in activities that carry into two or more seasons shall be subject to the requirements and all stipulations as applied to each section.

Third Party – An independent testing agency/individual responsible for collection, testing, administration and reporting results.

Individualized Suspicion – When a coach/sponsor has reasonable suspicion that an activity participant has used drugs or alcohol by detecting or observing the activity participant displaying signs of recent drug or alcohol use including but not limited to blood shot eyes, dilated pupils, slurred speech, the odor of drugs or alcohol or disruptive or erratic behavior not typical of the student.

## PROCEDURES FOR ACTIVITIES PARTICIPANT

Consent: Each student wishing to participate in any Board Approved Interscholastic Activity and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. A sample of the written consent form is attached to this regulation. No student shall be allowed to participate in any competitive interscholastic program absent such consent.

Student Selection: All Activity Participants may be randomly tested after the beginning of any activity season. Random testing will be conducted during the activity season. Selection for random testing will be from a "pool" of all Activity Participants participating in board-approved interscholastic programs taking place during the season at the time of the drawing. Activity participants with an infraction violating this policy will be tested each time a random test is administered for the rest of that season or until the end of their behavior plan's timeline. The Activities Director and Principal shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process. When conditions exist that are set forth under the definition for "individualized suspicion", an Activity Participant shall be required to immediately undergo drug or banned substance testing. The district shall pay for the cost of such a test. An Activity Participant who refuses to comply with this requirement shall receive consequences equal to those administered for a "first positive test" or in such cases as a "second positive test" or "third positive test".

## SAMPLE COLLECTION

Big Horn County School District Number One will use collection practices and procedures consistent with the testing kits being used. Sample collections may be but not limited to oral, urine, or hair follicles.

## PRESCRIPTION MEDICATION

The school nurse will gather prescription data that may be medication-related from the parent in the event of a positive test result.

## LIMITED ACCESS TO RESULTS

The testing results will only be given to the building administrator or to such person as the building administrator may designate.

## PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever an Activity Participant's test result indicates the presence of a drug or banned substance ("positive test"), the School's Activity/Conduct Code shall be enforced. A student who fails to cooperate or submit a drug or banned substance test sample when requested to do so in accordance with this policy shall be subject to the same consequences as if deemed to have a positive test result.

## NON-PUNITIVE NATURE OF POLICY

No activity participant shall be penalized academically for testing positive for illegal drugs or banned substances. The results of these tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive tests will not be disclosed to criminal or juvenile authorities excepting our Big Horn County School District Resource Officers absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit.

## WEAPONS IN SCHOOL(JICI) updated

## (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 complied with, 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.

## ANIMALS

Students, parents, and visitors are reminded that animals are not permitted on school grounds, inside school buildings, or at school-sponsored activities. This is in place to help ensure the safety, health, and comfort of all students and staff. Exceptions may be made only for approved service animals or animals specifically authorized by school administration for educational purposes.

## APPEARANCE
## DRESS FOR SUCCESS...

In accordance with the School Board Policy File JICA the appearance or dress of students shall not be disruptive to the educational process or constitute a health or safety hazard.

Students at Rocky Mountain Schools 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.

This includes but is not limited to:

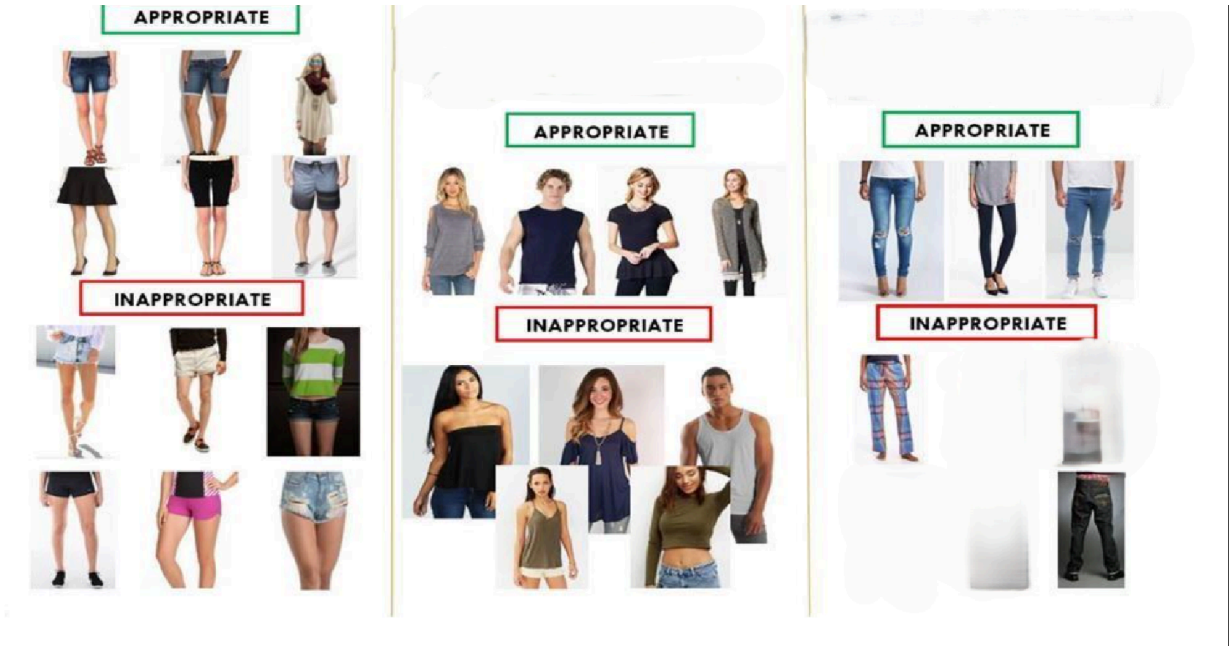
A. Clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promotes the use of drugs, alcohol or gang activities, or

B. Immodest or inappropriate clothing. This includes:

- Clothing with holes in revealing places.
- 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.
- Spandex, leggings and like material are allowed but midriff must be covered by shirts/ sweaters that extend to the waistline. Shorts worn for P.E. class are not allowed to be worn to the student's other classes.
- Sheer material is inappropriate unless a tee shirt is worn underneath.
- Belly shirts are not allowed.
- Tank tops/halter tops and open back shirts without another shirt, or apparel that exposes the midriff are not allowed.
- Spaghetti straps are inappropriate unless covered by another shirt
- Hats, caps, and bandanas are not allowed during the school day. Please remove your hats upon entering the building. Hats are to be placed in a locker and remain there until the end of the school day.
- Sunglasses are inappropriate indoors, unless prescription
- Underclothing must be covered at all times
- Pajamas, slippers are inappropriate.

C. Unsanitary clothing that poses a health problem. Students must be neat and clean.
D.Shoes must be worn in school at all times.
E.Hoodie sweatshirts are allowed but are not to be worn with the hoodie on the head.

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




Sponsors of extra-curricular activities, in cases where the students of Rocky Mountain Schools represent the school and the community or work in close contact with the public, will set standards of dress and personal appearance for the students under their direction.

## ASSEMBLIES

Assemblies are usually announced a day or two beforehand. You are to report to your regularly scheduled classroom before the assembly. After roll call has been taken, you will be dismissed via the intercom. Students will sit with their class (6th. 7th. 8th. 9th.10th, etc…) in the designated areas.

Show your appreciation and enjoyment of a program by applause only. Whistling, stamping of feet, and shouting mark you as a rowdy, and discredit not only you but also RMMHS. Accord all performers every respect and courtesy possible. Refrain from whispering and coughing while any program is being given.

## ATHLETIC PARTICIPATION

Athletics are a privilege for any student to compete in. Each and every one of you is encouraged to come out for the sport or sports of your choice. However, to be successful, have team unity, develop a proper attitude, sustain the discipline that is necessary to be a winning athlete. The guidelines in the Athletic Manual for participation have been established: Refer to the Activities handbook for specific sport rules and regulations.

## AWARDS

High School: Awards for academic excellence will be given during the Awards Assembly at the end of the year. An award may be given to the top student in each subject area; Science, Math, Language Arts, Vocational, Fine Arts and Social Studies.

Middle School Rewards: We have developed a reward system, which will reward students for their good grades and behavior. We have the DaBears Club, Student of the Week, Grizzly Pride and Grizzly Merits. To qualify for DaBears students must have C's or higher in all classes, they

cannot have 5 or more tardies, can only have 1 discipline point, can only be ineligible 1 time, no flagrant offenses, no unexcused absences, no ISS or OSS during the nine-week period.

**BACKPACKS**

For student health and school safety backpacks must be able to fit into the student's locker. Backpacks will be placed in lockers 1st period through 8th period each day. Ladies hand bags (purses) should also be placed in lockers and not carried from class to class. Hip or Fanny packs are not allowed during the school day.

For the safety of our students and staff, no backpacks or heavy winter coats/trench coats will be allowed in the classrooms. Place them in your locker when you come into the building. Light jackets are ok. **We thank you in advance for understanding and helping us keep our school a safe and fun place to be.**

**BELLS**

An automatic bell system will be used to signal the end of each class period. This does not mean, however, that students are dismissed when the bell rings at the end of the period. Teachers will be responsible for dismissing class. Students are to be in their next attendance area and seated within 4 minutes. If detained by a teacher, take a note from that teacher to your next class.

**BUSES**

School buses are provided as a convenience for you. In order to keep buses running on schedule, and to prevent accident or injury to riders or others, it is necessary for us to have rules governing use of the bus. A district bus riding agreement form must be signed and on file in the office.

**CARS AND PARKING**

The use of cars is a convenience for some, and an important need for others. In any case, an automobile, which is driven without thought for safety, can become an ugly and dangerous weapon. This possibility becomes more realistic in any situation in which small children may be around. Any reckless driving or speeding on school property will be dealt with immediately and severely.

**STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT(JICJ)**

Student possession and use of personal electronic devices or PEDs, including but not limited to cell phones, smartwatches, headphones, and other communication-capable 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 smartwatches on campus according to rules in JICJ-R. In special circumstances, the building principals may authorize the use of cell phones by students. School staff may authorize the use of personal electronic devices for instructional purposes when aligned to learning objectives.

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 powered off or set to a non-transmitting mode (e.g. airplane mode) and stored out of sight in a backpack, locker, or other designated location 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, sponsors, and other activity supervisors during extracurricular or co-curricular 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. Students are also prohibited from recording, photographing, or distributing images or audio of students or staff without permission where such actions violate privacy, disrupt the educational environment, or violate school rules. 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.This includes, but is not limited to, the use of social media, messaging applications, or artificial intelligence tools in a manner that violates academic integrity or school rules.

School officials may confiscate personal electronic devices when a student is using the device in violation of this policy. School officials may also search a student's device when there is reasonable suspicion, based on objective and articulable facts, that the device when there is evidence of a violation of law or school rules, consistent with Board Policy JIH (Student Searches). 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. Continued or egregious violations 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.

---

**Regulation JICJ-R(0): Student Use of Electronic Communication Devices - Procedures and Expectations**

Purpose

This regulation establishes consistent, grade-level expectations and procedures for the use, storage, and management of student personal electronic devices (PEDs) in Big Horn County School District #1 schools.
This regulation is intended to:

- Support student learning and engagement
- Minimize classroom disruptions
- Promote appropriate and responsible technology use

- Ensure consistent enforcement across schools

Definition

For purposes of this regulation, personal electronic devices (PEDs) include, but are not limited to:

- Cell phones
- Smart watches
- Earbuds/headphones (non-medical)
- Tablets and other personal communication or internet-enabled devices

General Expectations (All Grade Levels)
PED use is a privilege, not a right, and may be restricted at any time.

PEDs may not be used in any manner that:

- Disrupts the learning environment
- Violates academic integrity
- Invades the privacy of others
- Violates school rules or district policy

Students are prohibited from:
•Recording, photographing, or sharing images/audio of others without permission where it violates privacy or school rules
•Using PEDs for cheating, including use of messaging or artificial intelligence tools
PEDs are not permitted in locker rooms, bathrooms, or other private areas.

The school district is not responsible for lost, stolen, or damaged devices.
School officials may confiscate devices used in violation of policy and may search devices consistent with Policy JIH.

Grade-Level Expectations
Elementary Schools (K–5)
Students are discouraged from bringing PEDs to school.
If brought to school:

- Devices must be powered off and turned in to the classroom teacher at the start of the school day
- Devices will be stored in a secure location and returned at the end of the school day

Students may not access PEDs during the school day unless authorized by staff for a specific purpose.

Middle Schools (6–8)
During the school day, PEDs must be:
•Powered off or set to non-transmitting mode (e.g., airplane mode)
•Stored in the student's locker or backpack and kept out of sight during instructional time

Students may use PEDs:

- Before school
- After school

PED use is not permitted during instructional time unless authorized by the teacher for instructional purposes.

High Schools (9–12)

Students may not carry PEDs during the school day: :

- During instructional time, devices must be powered off or set to non-transmitting mode
- Stored in the student's locker or backpack and kept out of sight during instructional time
- Stored out of sight or placed in a teacher-designated location (e.g., classroom caddy)

Students may use PEDs:

- Before school
- During passing periods
- During lunch
- After school

Teachers may:

- Require devices to be placed in a designated storage area during class
- Authorize use for instructional purposes with administrative approval.

Instructional Use

Teachers may authorize PED use when:

- It supports instructional objectives
- It enhances learning activities
- Another option is not available.

Students must comply immediately with teacher direction regarding device use.
Unauthorized use during instructional time is considered a violation.

Activities and Extracurricular Events

Coaches, sponsors, and activity supervisors may establish additional restrictions on PED use during:

- Practices
- Competitions
- Performances
- Travel

Students must comply with all activity-specific expectations.

Confiscation Procedures

Staff may confiscate PEDs used in violation of policy or regulation.
Confiscated devices shall be turned in to the school office or administration.

Devices will be returned:

- First offenses: to the student at the end of the school day

- Repeated offenses: may require parent/guardian retrieval

Disciplinary Response

Violations will be addressed using progressive discipline, which may include:

- Warning and/or redirection
- Confiscation of device
- Parent/guardian notification
- School-based consequences (e.g., detention)
- Repeated or serious violations may result in loss of device privileges, suspension, or other disciplinary action consistent with district policy

Communication with Parents/Guardians

Students may use school telephones to contact parents/guardians during the school day when needed.

Parents/guardians are encouraged to contact the school office for urgent messages.

Building-Level Implementation

Principals may establish building-specific procedures consistent with this regulation.

Staff will receive guidance to ensure consistent expectations and enforcement.

If a student uses or is in possession of a cell phone outside of the appointed times, a staff member will ask for the phone and the phone will be turned into the front office. The following consequences will apply with cell phone infractions:

1. 1st offense = student meeting with principal, reminder from principal about cell phone use, student communicating with parents, and principal returning cell phone to student at the end of the day.
2. 2nd offense = student meeting with principal, student serving detention, principal communicating with parents, and principal returning cell phone to parent.
3. 3rd offense = student meeting with principal, student serving additional detentions assigned by the principal, principal communicating with parents, and principal returning cell phone to parent. The student will be required to turn their phone into the office at the beginning of each day for the remainder of the year.

**CHEATING/PLAGIARISM updated from leadership team**

Cheating or plagiarism is considered a serious academic offense. All students are expected to submit original work and follow academic integrity guidelines.

**Level 1 — First Offense**

- The teacher will collect the student's work.
- The assignment will be marked **IE (Insufficient Evidence)**.
- Parent/guardian and principal will be notified as soon as possible.
- An alternative assignment will be provided for evaluation.
- The student will serve detention until the replacement work is completed.

- **Failure to complete the work will result in continued detention until completion.**

### Level 2 — Second Offense

All Level 1 consequences apply, plus:

- Additional detention until the work is completed
- **4 hours of community service**
- Parent/guardian notification of the repeated offense
- The student is still required to complete the replacement assignment

### Level 3 — Third Offense (or More)

All previous consequences apply, plus:

- Mandatory conference with the student, parent/guardian, teacher, and principal
- Possible additional disciplinary action as determined by administration
- Continued requirement to complete all academic work

### Automatic Level 3 Offense

- Cheating on a **state or standardized test** will result in immediate Level 3 consequences.

The consequence for not completing assigned work is continued requirement to complete the work.

## CLASSROOM MANNERS; IT'S A MATTER OF COURTESY

1. Go at once to your seat when you enter the classroom.
2. Be orderly even if the teacher is not in the room.
3. Be prepared to begin the lesson at once without borrowing pencils, books, paper, or other equipment.
4. Do not interrupt a recitation by speaking aloud or waving your hand in the air.
5. Never make fun of another's mistakes.
6. Accept criticism courteously.
7. Drop waste paper into the wastebasket as you leave the room.
8. Students are expected to work until excused by the teacher.
9. Boys and girls are not to hold hands, or place hands on the opposite sex during school hours except in a classroom situation as may be required by the teacher.

## COMMUNICABLE/INFECTIOUS DISEASES

The Administrator and/or School Nurse will consult as needed with local Health Department officials for specific measures in handling suspected cases of communicable disease or exposure through close contact. School officials will cooperate with the local Health Department to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include contact tracing, the recommendation for closure of school or exclusion of susceptible persons from school through quarantining or isolation. Students infected with or exposed to a serious communicable disease will not be automatically excluded from school attendance. Possible exclusion cases will be individually examined by the Principal and School Nurse and such other persons as may be appointed by the Superintendent. In the event of

a need to exclude a student from school for more than fourteen (14) days, the Principal and/or Superintendent shall make a recommendation to the Board who shall make the final decision.

## COMMUNITY RESOURCE PERSONS/SPEAKERS

The classroom use of resource persons from the community can be an invaluable educational instrument. Like field trips, resource speakers can help to eliminate artificial barriers which may exist between the school and community. A resource person should not be indiscriminately selected, but rather should be invited to participate in the class or school program when there exists an actual need for his special contribution.

The Board wishes the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use resource persons should be cleared through the principal.

## COUNSELOR

Counselors are an integral part of the total school program. In addition to working with you individually, the counselor will meet with groups of students, conduct classroom and small group activities, and work with individual teachers. Services provided include assistance with education planning, interpretation of test scores, occupational and career information, study skills, help with home, school, and/or social concerns or any questions you may feel you would like to discuss with the counselor. We look forward to getting to know each of you. Students wishing to visit the counselor should sign up in the counseling office. Parents may contact a counselor by phone (548-2723) or schedule an appointment through the counseling office.

## DAILY ANNOUNCEMENTS AND PLEDGE

The daily bulletin will be read at the beginning of 1st period and may be accessed through PowerSchool by the public.

## DAMAGES

### Policy 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.

Damages to or loss of textbooks or equipment will be the responsibility of the students, and they will pay the actual replacement cost before they will be allowed to check out of school, go on the SENIOR TRIP OR GRADUATE! Chromebooks: 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.

| Un-willful damage | Willful Damage | Vandalism, lost/stolen, or second willful damage |
|---|---|---|
| $25.00 | $100.00 | $420.00 |

| | | |
|---|---|---|
| Loss/ damage case | Loss/ damage Power Adaptor | |
| $35.00 | $50.00 | |

## DANCES

1. Dances will be open only to students of Rocky Mountain High School. Dances are not for the general public or school drop-outs.
2. Guests to Homecoming, Prom and other dances may be invited only with advance permission and issuance of a guest pass (at least 1 week prior to the activity) from the high school principal. No Middle School guests or students over the age of 20 are allowed. Home-school students who do not take classes at RMHS are considered guests at dances and must attend RMHS dances as a guest of a current student only. They must sign up in the office and need the RMHS principal's approval to be eligible to attend. Individuals who are not currently enrolled in school must have received their high school diploma to be eligible to attend RMHS dances. Guests must follow school rules and district policies. RMHS students will be held accountable for their guest's behavior and may be subject to disciplinary action for their guest's rule violations.
3. Students leaving the building during a school dance will not be permitted to return unless permission to leave is first granted by the teacher/administrator in charge.
4. Students must be properly dressed for the particular dance. Good manners, proper conduct, and general consideration for others are always in order and will be required of all participants.
5. Appropriate apparel for Homecoming and Prom shall be formal or semi formal attire. No overall Jean type of pants for boys or short pants for girls shall be allowed.
6. No one shall be allowed to enter the dance if he/she has been drinking or is suspected of consuming alcohol. No one shall drink alcoholic beverages at the dance, and if caught with it in his/her possession or suspected of using it will be removed from the dance. Further punishment will be given by school authorities for drinking at the dance, and law enforcement intervention.
7. Any student suspected of using drugs shall be removed from the dance and further punishment shall be handed out by school authorities.
8. No one shall be allowed to loiter around the building.

## COMMUNICATION

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

1. Talk with the teacher or individual involved before or after class/school.
2. Talk with your counselor.
3. Talk with a principal
4. Talk with your parents and make an appointment for a conference with the teacher and an administrator.

Most of the time when you are willing to take the time to talk through a situation, the problem will be resolved or, at the very least, all parties involved will have a better understanding of the feelings and events in question.

RMMHS uses the BGH1 App Rooms platform to communicate with parents and students. This platform allows teachers and staff to post announcements, send emails, and message families directly.

We ask that parents and students use this platform for school communication to help ensure messages are received in a timely and organized manner.

## DISCIPLINE/STUDENT CONDUCT (FILE JIC)

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 his 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.

**In the event something is not covered, consider what is good citizenship and responsible behavior. Is this the right time and the right place?**

## CLASSROOM DISCIPLINE PROCESS:

Policy JKA : Supervision of Student Behavior and Corporal Discipline

Every District staff member has the responsibility to assist in the overall supervision of student behavior. It is the staff member's duty to enforce the school policy, administrative regulations, and generally accepted discipline measures, not only in the classroom or assigned areas, but also in all other areas of school property at school activities.

When a District staff member deems it necessary, that staff member may use such physical force only to the least amount of force necessary to ensure the immediate safety of the student or others to restrain or control a student, to exclude or remove a student from a classroom, school area, or school activity. In any circumstance, a District staff member shall have the right of self-defense.

Policy JK:Student Discipline

Generally the teacher shall have the primary responsibility and authority for the maintenance of discipline in all school situations. If the teacher's efforts to solve the problems are unsuccessful, the student may be referred to the principal or designee who has responsibility and authority to use such reasonable measures as may be necessary to maintain appropriate discipline. The principal shall establish and implement the rules and regulations for discipline in the school which govern the conduct of students.

No student has the right to interfere with the teaching/learning process: talking, playing, distractions, etc. It is Time to Teach and Time to Learn and anything that takes away from that time will be handled as outlined in teacher’s management plans-or absolute/flagrant and those will be referred to the office.

FLAGRANT OFFENSES: 1-10 days
(Points to be assigned by principal)

(A number) refers to minimum number of days (Recommended-ISS/OSS)

1. Students buy, sell, use or possession of alcohol/drugs and or tobacco/nicotine (including Electronic Nicotine Delivery Systems or nicotine pouches) on school property or at school functions. (1-5 days see file JICG)
2. Use of abusive or obscene language (to include insensitive comments about race, gender or ethnicity) and or physical action towards a staff member or other adult. (1)
3. Willful Vandalism / Graffiti to personal or school property including posters, signs, lockers, and bulletin boards. (1)
4. Assault- verbal or physical, hazing, bullying, fighting, etc. at or adjacent to school or at school functions. (1)
5. Tampering with the fire alarm. (1)
6. *Weapons (type 2) in school locker or in possession on school grounds or at school activities (See File JICI) (3)
7. Dishonesty: Stealing, forging, etc. (1)
8. Poor sportsmanship at school activities, home or away. (1)
9. Any other behavior judged to be detrimental to the welfare, safety, morals, or education of others. (1)
10. Willful disobedience (choosing NOT to obey a teacher/staff request). (1)
11. Stalking: following, continual verbal confrontation. (1)
12. Harassment: sexual connotations, actions, or innuendos. (1)
13. Using school computers, copy machines, etc to view, copy, or access pornographic sites. (1)

**GENERAL OFFENSES**

**(Points to be assigned by principal)**

ISS/Detention

1. Unauthorized use of vehicles during school hours.
2. Failure to drive reasonably and prudently.
3. Improper public display of affection.
4. Disrespect to other persons.
5. Toys and disruptive behavior.
6. Throwing snowballs in the school.
7. Leaving school without checking out through the office.
8. Being willfully tardy (unexcused).
9. Being truant.
10. Clothing violations, logos, hats, blouses, skirts, shirts, shorts etc.
11. In the hall, etc. during class time without proper permission.
12. Improper behavior in the lunchroom: crowding, not cleaning up, food fights, leaving trays, etc.
13. Non-authorized visitors.
14. Radios, I pod, Cell Phones, TV, etc. without permission.
15. Littering the school area: paper, seeds, cans, etc.
16. Pop in the gym and the auditorium.
17. Copyrighted music
18. Violating the school or coaches/sponsor guidelines while on school sponsored trips, such as leaving hotel rooms, opposite gender in the rooms, etc……..

## *Mandatory Expulsion Offenses

Expulsion recommendation is mandatory for the following violations in a school building or on school property. Please refer to board policy file JICI for further explanation of possession of weapons in school.

- **Bringing, carrying, using or possessing a deadly weapon without authorization.** A deadly (type 1) weapon means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, and animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury (File JICI).

## DISCIPLINE/DEFINITIONS (CONSEQUENCES)

Defined as something that follows, (Positive or negative) as a result of (Behavior or action).

**1. Friday Extended Day:** Time required attending school under supervision as assigned. Participants in extra-curricular activity programs MAY practice and or compete after time has been served. The student will have an assignment for the days assigned. Failure to show up for Friday extended day or Saturday school will result in the suspension of all extra-curricular activities until time has been served and assignments completed. This replaces ISS.
**2. Out of School Suspension (OSS):** The student is suspended from attending school. The student should not come to school or any school activities during this time. Participants in extra-curricular activity programs MAY NOT practice, perform, nor compete until the morning of the day following the suspension, unless stipulated. The student will receive one (1) attendance points each period for each day OSS. Students will be allowed to make up work for the days missed.
**3. Detention or Make-up Time:** Time spent by the student at school during non-school hours (before school, Noon or after school at the request of the parent, administration, or teacher. It could be (make-up, tardies, missed class, etc.) or (disciplinary, work, clean, etc.) Failure to attend when notified becomes willful disobedience.
**4. Expulsion:** In accordance with the law, the board may suspend or expel a student from school. The school principal may suspend a student not to exceed 10 school days. Only the board can expel a student and no longer than one school year. A student will not be suspended in violation of his/her right of due process, advanced warning, parental contact, etc. except in an "Emergency Suspension". An "Emergency Suspension" results in the immediate removal of a student from the school environment for behavior that has been judged to constitute a clear threat so serious that immediate removal is necessary to protect the welfare, safety, morals or education of self or others, or which is so anti-social or disruptive in nature as to shock the conscience.
**5. ISS:** In school suspension. The student attends school in a supervised setting.
**6. The Police:** Parents are notified and the student is referred to the police when the civil law is violated.
**7. Conference:** A meeting with the student, with administration; with the parent; with the police, etc.
**8. Notice:** The parent or guardian is notified by person, mail, or telephone.

**9. Assignment:** The student will be given an assignment related to offense, refocus or time-out.
**10. Refocus:** Time spent in the classroom or with another teacher in timeout and developing a plan in writing.

## HIGH SCHOOL GRADUATION REQUIREMENTS (IKF)

No student shall be awarded a diploma from Big Horn County School District Number One high school unless the student has satisfactorily completed the following components, as evidenced by passing grades or by the successful performance on competency-based equivalency examinations:

| SUBJECT AREA | UNITS | SPECIFIC REQUIREMENTS |
|---|---|---|
| English | 4 | |
| Math | 3 | |
| Science | 3 | |
| Social Studies | 3 | Including History, American Government, and Economic Systems and Institutions |
| Career/Vocational | 1 | |
| Physical Education | .5 | |
| Health | .5 | |
| Fine/Performing Arts | .5 | |
| Senior Studies | 1 | For graduating classes through 2027 |
| Future Success Skills | .5 | For graduating classes after 2027 |
| Success Skills | .5 | For graduating classes after 2027 |
| Electives | 9.5 | |
| **Totals** | **26** | |

**8th graders taking a high school course would meet the Hathaway requirement but the course would not receive credit. (Exceptions may be granted by WyCA for students who are on an accelerated track and have full time status at WYCA when the class was taken. If a WyCA student transfers to another Big Horn County District #1 school, no credits earned in the 8th grade will be counted toward graduation.)

In addition thereto, each high school diploma shall represent that the student successfully completed all courses taken for graduation, as measured by Big Horn County School District Number One's district assessment system, and satisfactorily passed an examination on the principles of the United States and Wyoming constitutions.

## EARLY GRADUATION

Students who meet all high school graduation requirements as outlined in File IKF before the end of their senior year, and who have been enrolled in a District Number One High School two consecutive semesters immediately prior to their anticipated graduation, may graduate early. Students enrolled in Wyoming Connections Academy will not be required to have been enrolled for two consecutive semesters to be eligible for early graduation. Each request for early graduation must be approved by the student's principal and the superintendent. Before recommending that a request for early graduation be granted, the principal shall review the request with at least one of the student's parents, or guardian, and the student.

## Eligibility and WHSAA

RMMHS Eligibility policy applies to all WHSAA sanctioned events, culminating events, and middle school and high school district music festivals.

WHSAA rule 6.2.1: In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earned a minimum of 5.0 credits or the equivalent, per year towards graduation.

Students will be put on the warning list once their grade drops below 70%. If their grade drops below 60% after being on the warning list for a week they will be put on the ineligible list until their grade is at 60% or above.

- Warning Letter to Student: Students will be put on the warning list once their grade drops below a 70% (D). This letter is to inform you based on academic grades you are making inadequate progress within the curriculum. You are in danger of becoming ineligible and will not be allowed to participate in school sponsored events to include extracurricular activities for the week of Month Day, Year, unless your academic grades improve. Students who are not making adequate progress in their classes are considered at-risk.
- Ineligible Letter to students: This letter is to inform you that based on academic grades you are making inadequate progress within the curriculum and will not be allowed to participate in ANY school sponsored event to include extracurricular activities for the week of Month Day, Year. Ineligibility occurs when a student has been on the warning list the week prior to this report and their grade has dropped below a 65% (F). The week

starts on Tuesday and ends the next Tuesday. Extracurricular activities include sports, players/managers, enrichment activities, games etc. Students who are not making adequate progress in their classes are considered at-risk.

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

High School Students who fail multiple courses in one semester may become ineligible to participate in extracurricular activities which are governed by the WHSAA.

Nonresident students will only be allowed to participate in high school activities in our district if they have been approved as an out of district student or have a signed Combination School Agreement. In the case of nonresident homeschool or non-accredited program students, they must be enrolled in at least one course at our high school in order to be allowed to participate AND must earn credit for the entire semester of that course. Failure to earn credit for the semester may impact future eligibility. This is true for middle school students at the middle school level as well.
6.2.91 WHSAA AFFILIATE HOME SCHOOL STUDENT PARTICIPATION ACADEMIC ELIGIBILITY REQUIREMENTS UNDER COMBINATION SCHOOL AGREEMENT Submit proof of work in agreement with and to host combination member school that demonstrates compliance with subject and class hour requirements at the same frequency as the academic eligibility of other students is determined at the member school. Proof of work agreement may include requirements from 6.2.90 a. or b.

## EMERGENCY SCHOOL CLOSING PROCEDURE

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

## FIGHTING AND HARASSMENT (Policy JICFA) updated

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 treats, 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.

## FOOD SERVICES MANAGEMENT(EF)

Food services will be provided in all schools of the district. The superintendent shall have general supervision of the school lunch program and may delegate such authority as shall be conducive to a smooth and efficient operation.

The Food Service program shall 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 and Breakfast Programs.

The Board shall employ food service workers to perform the duties necessary to efficiently plan, prepare and serve lunchroom meals that comply with USDA and state regulations.

The Board shall set prices for meals and milk. Free and reduced meals will be available to families with qualifying incomes. Parents will be responsible for paying for student's meals and

any charges incurred prior to submission of an application for free and reduced meals (and after the 30-day grace period, if applicable). Students will also be permitted to bring their lunches from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program shall be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, the use of facilities policy will be followed. Outside groups utilizing school facilities are not permitted to use any food/USDA commodities purchased to support the school lunch program.

When the student's account balance reaches a negative balance, the parent/guardian will receive daily reminders of the negative balance. The student will be encouraged to call parents.

When the student's account reaches a negative balance equal to or greater than $10, a balance statement, and message notifying them that their child will need to bring a lunch or lunch money, will be sent home with the student. The parent/guardian is notified that no more meals will be allowed until the account is balanced. The principal will be notified and a meeting or phone call will be set up with the parent.

If a student has a negative balance, no al a carte items may be charged.

If a student with a negative balance brings at least enough money for one meal, the student is offered the regular meal that day.
See Policy EFDA for Unpaid Student Meal Debt.

**Nutrition Guidelines(EFA)**

1. During each school day the nutrition services program will offer breakfast and lunch that meet the guidelines of the USDA's National School Lunch and Breakfast Programs.

2. All foods sold in school outside the district's meals program shall meet the Smart Snacks in School standard. The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day.

3. BGH1 will encourage teachers to feature healthy choices for classroom snacks.

4. The promotion of healthy foods-including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

5. BGH1 shall provide appealing and attractive meals to children that offer a variety of healthy foods, including fruits, vegetables, whole grains and dairy products.

**Other Foods and Beverages Available During the Instruction Day:**

1. BGH1 shall ensure that all foods and beverages sold to students during the school-day comply with Child Nutrition WIC Reauthorization Act and Smart Snacks in School

standard. BGH1 only permits marketing during the school-day, of food and beverages that meet the Smart Snack requirement. However, the brand may be marketed. The marketing restrictions do not apply to materials used for educational purposes in the classroom.

2. BGH1 shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.
3. There will be a maximum of 5 fundraisers per school per year which would be exempt from the Smart Snacks requirement. Those groups or organizations seeking to have a fundraiser exemption must complete a form available on the WDE (Wyoming Department of Education) website to be considered.
4. There are no restrictions on the number of fundraisers that include the sale of food items that meet the Smart Snacks standards as well as the sale of non-food items. In addition, the Smart Snacks standards do not apply to food sold during non-school hours, weekends, off-campus fundraising events, concessions during after-school sporting events, school plays or concerts.
5. The proposed standards do not apply to any foods brought to school in bagged lunches, foods bought off-campus, birthday parties, or special events, including after-school bake sales and fundraisers.

## LUNCH PROCEDURE

Each student wishing to participate in the school lunch program will indicate to their first period instructor their intentions to eat at the cafeteria when lunch count is taken. Students will enter the cafeteria and remain in the order in which they arrive in the lunchroom. Lunch prices will be determined by the Board of Education prior to the start of the school year. Students having a negative lunch balance of $10.00 or more will not be allowed to eat. Big Horn School District Number One reserves the right to withhold transcripts until the lunch balance has been paid in full.

Parents are expected to take financial responsibility for their student's meals. Payments are expected to be paid in advance of the students eating each day and should maintain a positive meal balance throughout the year. Meals may be purchased at the school office before school or credit card payments may be made online through the District Nutrition Services website link. A convenience fee will be applied when using credit card payment.

## GRADES

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

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

Class instruction will center around learning essentials (standards). Your job will be to demonstrate mastery on these standards. Assessments, class work and soft skills. Soft skills are work habits that employers have indicated are needed by effective employees. They include things like meeting deadlines, producing quality work, communication, time management and effort. Summative assessments will make up 50% of your grade. Formative assessments such as quizzes, tests, projects will make up 40% of your grade. Practice work and soft skills will make up the final 10% of your grade.

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

**Guidelines for Students Taking College Courses (IHCD-R-1) updated policy**

Concurrent enrollment courses are college courses taught by our high school instructors so they will be treated as other high school courses with regard to scheduling. There will be no limit on the number of these courses a student can take. Juniors and seniors will be given preference in taking these courses. Grades will be entered by the instructor. The course grades will count in a student's GPA based upon a 5 point weighted scale. One half high school credit will be offered for each semester length concurrent enrollment course completed.

Dual enrollment courses are college courses taught by college personnel and not by our high school instructors. Only juniors and seniors may take these courses after receiving approval from the counselor and building principal. There will be a limit of two of these courses per semester allowed for a student. Courses that the high school offers which are essentially the same as the college course should not be allowed. As an example, if the high school offers anatomy then a student should not be allowed to take a college anatomy course in place of the high school course.

The district will cover the tuition and textbook fees associated with each college course providing that the course has been pre-approved and the student receives a grade of 'D' or higher. If a student withdraws or receives a grade lower than a 'D', student will be required to pay all fees associated with the course.Students who receive a 'C' grade or lower on a college course may not be allowed to take additional courses. Grades will be awarded on a 5 point weighted scale. Normal course fees will be paid by the district.Excess special fees of more than $100 or a fee for the purchase of materials incorporated into projects retained by the student or for private lessons will be paid by the student.

One half high school credit will be offered for each semester length dual enrollment college course completed.
Students may elect to take other college courses at their own expense. These courses will not count for credit or in a student's grade point average unless they are approved for making up credit.

## HALL MANNERS

1. Keep to the right and pass quickly and quietly?
2. Watch where you are going - avoid collisions.
3. Walk - do not run.
4. Do not loiter in the halls.
5. Keep halls clean by placing refuse in the wastepaper baskets
6. Do not deface or mutilate the walls of the building.
7. Keep your lockers clean. Do not paste stickers, pictures, or posters, etc. in your lockers. Taping is ok as long as it is removed at the end of the year.
8. Boys and girls are not to place hands on the opposite sex in the hallways.

## HALL PASSES

During scheduled class periods, students may not leave class without a pass. If a student wishes to leave an assigned class, he/she must carry a signed pass from the teacher of the class they are leaving. Students are ALWAYS required to get a pass from the classroom teacher or supervisor/faculty member when leaving the class or office.

## HOMEWORK CLUB/BOOST

We hold Homework Club Monday-Thursday of each week from 3:30 until 5:00. All Students may attend so long as they behave and work productively. The activity bus will take them home at 5:00. Middle School students will not be allowed to stay in Cowley after homework club unless we have written permission stating where they will be going.

## HIGH SCHOOL HONOR ROLL

Students who earn a 3.5 GPA will be on the Honor Roll. Any students with a 3.75 GPA will be on the Exemplary Honor Roll. The students that have a 4.0 GPA will be on the Principal's Honor Roll.

## IMMUNIZATION

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

## INITIATIONS

There will be no initiation activities conducted within the school system of Big Horn County School District 1, Rocky Mountain High School/Middle School by any class, club or organization or student body at large. The school discourages any initiation or hazing activities inside or outside of school.

## INTERNET ACCESS

Internet access is available to RMMHS students. Continuation of this privilege is subject to individual student cooperation according to the BHSD#1 Internet Terms and Conditions Agreement for students to sign. Students are responsible for good behavior on school computer networks and devices just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The following are not permitted:

- Sending or displaying offensive messages or pictures

- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, peripherals or networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Downloading any upgrades, particularly for video games.
- Any effort to bypass or disable the school internet filters.

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

## LEAVING SCHOOL GROUNDS

All students must have permission from the office to leave school grounds with the exception of lunch for students in grades 9-12. In order to avoid substance abuse (vaping), students going to their cars during class time must be escorted by the SRO or other available office personnel regardless of whether they have checked out of school or not. Middle school students do not have an off campus lunch period. Parents of Middle School students wishing for their child to eat lunch at home must pick them up from school. If a student does not return to school after lunch, a parent must notify the office as soon as possible, otherwise it's an unexcused absence. High school students are not allowed to check themselves out during homeroom.

## LOCKERS

School lockers are the property of Big Horn School District #1 and are at all times under the control and supervision of the school administration. The principal or designee may examine lockers and their contents at any time.

Lockers are provided for each student at RMMHS. Students are expected to take good care of their lockers, keeping them clean and free of obscene stickers, decals, or writing. They are also not to slam or kick them. Students are not allowed to change locker locations unless approved by the administration.

Because the school cannot be responsible for valuables kept in lockers, items like jewelry, money, cameras, calculators, cell phones and iPods should be kept at home or locked up. Lockers do not come with locks, however locks are available upon request in the office. Students will pay for lost or damaged locks. Do not give your combination to anyone!

## MARRIED STUDENTS

Married students must obey the same rules and regulations that apply to other students.

## MEDICATIONS

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

## NON-DISCRIMINATION POLICY

All BHCSD #1 Programs and Activities are open to all students regardless of race, color, national origin, sex, or handicap: except where it is necessary to protect the safety and welfare of the student.

## NUISANCE ITEMS

Items, which distract or disturb others, are not to be brought to school. Such items include water guns, laser lights, fidget spinners, rubber bands and other toys. The first time a nuisance item is confiscated, you may pick it up in the office after school; the second time your parents can pick it up in the office. Fireworks of any kind, matches and lighters are dangerous. Students are not to have them in their possession. Violations will result in disciplinary action. Headphones/Ear buds: There is a time and a place, and it's a matter of courtesy. Headphones may not be worn during class unless for accommodations or with a teacher's permission. Headphones are not allowed to be worn in the hallway during passing time. Again, it's a matter of courtesy, time and place. :

## OUT OF DISTRICT STUDENTS

All out of district students must get special permission from the Board of Education to attend BHCSD #1 schools. The student and parent will need to call Rocky Mountain High School to make a written application to enter our school. The student will need a copy of his/her latest school records. The student and parent or guardian will present the information on the reason for leaving and why the desire to attend our school. This application is good for one (1) year, however if the behavior of the student becomes detrimental to the educational environment the application may be terminated at the end of each quarter/semester upon recommendation by the school administration. Each application will be reviewed yearly/quarterly.

## 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 307-548-2254.

## PARENTAL RIGHTS

Big Horn County School District Number One, recognizes the right of parents to make decisions regarding the care and control of their children. This policy strives to outline the rights of parents related to notification and records of their students, including those rights described in W.S. 21-3-135

See Policy KB or W.S. 21-3-135 for further information.

## PARKING (STUDENT)

Student parking is a privilege. Vehicles parked on school property during school hours are subject to the same code of conduct rules that apply to student clothing. Specifically, any vehicle

which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, demeaning, or which promotes the use of drugs, alcohol or gang activities is not allowed. Furthermore, students who elect to utilize parking spaces provided by the school district understand that the vehicle, when parked on school district property, is personal property which may be subject to a search when school officials have a reasonable suspicion that there may be weapons, contraband, or other illegal or improper property located within the automobile. Once the automobile is brought onto school property, the student waives any expectation of privacy regarding the contents of that automobile (Policy JIH).

## PUBLIC DISPLAY OF AFFECTION

Any display of public affection is not permitted. This includes but is not limited to: holding hands, hugging, kissing, rubbing, leaning, sleeping, snuggling, etc…Boys and girls should sit in separate areas when traveling on school activities unless with special permission.

## REGISTRATION

Ordinarily, students will pre-register each spring (April) for the courses that they plan to take the following year. Each student will receive a registration packet. This registration will serve as the basis for the student's class schedule for the ensuing year.

REPORT CARDS

Report cards are available in PowerSchool through the parental account one week after completion of the semester.

## SCHEDULE CHANGE

Our goal is to get students in the classes they want and more important what they need. Student's class schedules will be made in the spring or early summer. Every effort is made to keep schedule changes to a minimum; however, some changes are made to ensure correct placement, to correct any mistakes, and/or to balance classes. Any change will be done after a consultation between the principal and the counselor. For any other reason, the school may require written permission from the teachers and/or parents, counselor, and principal. Students wanting to make a change in their schedule must do so during the last week of the semester. Middle school schedule changes may only be made upon teacher request and administrative approval.

Students wishing to make a change in their class schedule should carefully observe the following procedure:

1. Schedule changes will be determined by the counselor during the first three days of the first week before school starts. Any changes in the schedule after school starts must have the approval of the principal.
2. Changes for the second semester should be made during the week prior to the start of the second semester and be approved by the Principal.

## SCHOLASTIC REQUIREMENTS FOR STUDENT-BODY OFFICE

1. In order to be eligible for class or organizational office you must have at least a 3.0 average ("B" or above) at the time of nomination.

2. Class and organizational officers will be elected in the spring along with Student Council elections.
3. For specific rules of eligibility, ask for a copy of the student council constitution.

## SCHOOL INSURANCE

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

## SPORTSMANSHIP

A student should realize that s/he represents Rocky Mountain Middle High School, and that s/he reflects his/her parent's upbringing; with this in mind we should always conduct ourselves so as to bring honor to our school and community. At athletic contests we do not boo, but respect the teams, coaches, referees and other school's cheering section. For specific rules and regulations refer to the activity parent/student handbook.

## STUDENT COUNCIL

The Student Council is one of the most important and distinguished groups in our school. All school activities should be under the direction of the Student Council. Any special meeting must be cleared through the sponsor and administration. If there appears to be a good reason for having a meeting from the student's viewpoint, the sponsor should be contacted at an early date and the need of the meeting explained by the president. If the ranking officer and the sponsor feel that a meeting is important, then an agenda of the meeting should be presented to the Principal. All events must be cleared one week in advance. After the meeting the secretary should bring a copy of the minutes to the sponsor and Principal. Refer to the student council constitution for further information about student council.

## TEACHER CONFERENCES

Conferences will be held in the fall and in the spring. If further conferences are needed, they may be arranged through the Counseling Office and/or with the student's teachers.

## 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.)

## Chromebooks

Students in grades 6–8 will have access to Chromebooks in their classrooms. Chromebooks assigned to students in grades 6–8 will remain at school and may not be taken home.
Students in grades 9–12 will be assigned their own device and may take it home.

## TEXTBOOKS

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

## USE OF SCHOOL BUILDING BY STUDENT GROUP

Student groups will not be allowed to use any portion of the school building unless a faculty sponsor accompanies them. If you need to remain in the school building for the purpose of working on school projects, please contact the sponsor who is in charge of your group. After school activities should be planned with sponsor and administration.

## VISITORS

Parents are always welcome. If you wish to visit classes we appreciate 24-hour notice. Student visitors of high school age are allowed if arrangements have been completed with an administrator and teachers 24 hours in advance. No visitors are allowed on quarter/semester exam days which typically occur during the last week of each quarter/semester. A visitor's pass must be presented to each teacher at the beginning of every period.
Visitors are welcome in the classroom. However, check with the Principal if you desire to bring a friend to school. One ½ day is generally long enough to visit.

All visitors MUST check in at the office when entering the High School between the hours of 7:40 AM and 3:45 PM. BHCSD #1 uses the Raptor Visitor Management System in all of our schools. Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can be scanned or manually entered into the system. The Raptor system checks the visitors name and date of birth for comparison with the national database of registered sex offenders. For further information about the Raptor system please call the school.

WITHDRAWAL FROM SCHOOL

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