Powell High School Student & Parent Handbook



2026-2027

Powell High School

Mission

High standards. High support.

Vision

All students prepared to be confident, self-disciplined, considerate, problem solvers for life.

High Standards

We empower students to…

- **Take ownership of their learning.**
- **Lead, collaborate, and advocate for themselves.**
- **Think critically and solve problems creatively.**
- **Pursue excellence with integrity and accountability.**
- **Engage in meaningful, rigorous learning.**
- **Grow into the person they aspire to be.**

High Support

We commit to…

- **Building strong relationships and a sense of belonging.**
- **Valuing growth, effort, and learning from mistakes.**
- **Celebrating success while supporting students through challenges.**
- **Providing guidance, mentorship, and opportunities to reflect.**
- **Ensuring every student has the support needed to succeed.**
- **Encouraging service to others and our community.**

Every student. Every day. High Standards. High Support. Preparing students for life.

Principal's Welcome

Welcome to Powell High School where our outstanding faculty and staff are committed to high levels of learning for all students. Our goal is to prepare our students to be successful after high school, whether that is in pursuit of a college degree or a rewarding career.

With great community support, we provide our students a wide variety of learning experiences. We have strong core instruction, a successful fine arts department, and a diverse career and technical education program. Additionally, our outstanding extra-curricular programs complement the learning students do in the classroom. We want our students to develop the knowledge, skills and competencies that will help them find success in whatever their future endeavors may be.

Panther Pride is a phrase often used to describe the culture of our school. What is Panther Pride? It can best be described with the following words:

- Achievement
- Class
- Dedication
- Integrity
- Persistence
- Unity

If we can help you in any way this year, give us a call. We look forward to a great year!

Tim Wormald, Principal

Public Notice to Parents, Legal Guardians, and Eligible Students

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.
6. If the school agrees with the request, the records will be amended and you will be advised, in writing, of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent of Schools.
8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of each respective school. Records are kept at each school that the student attends.

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 307-764-6186, 160 North Evarts, Powell, Wyoming 82435, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-03582, (303) 844-5695 or TDD 303-844-3417.

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A HIGHLY QUALIFIED STAFF

Park County School District #1 takes great pride in its staff. The District's teachers have a wide range of education, experience, skills, abilities, and professional attributes to provide the students of Park County School District #1 a quality education. All Park County School District #1 teachers meet or exceed the requirements of certification established by the Professional Teaching Standards Board and the Wyoming Department of Education. Additionally, Park County School District #1 seeks to employ the most qualified and experienced paraprofessionals available. Paraprofessionals are hired on the basis of educational background, specific skills and abilities, as well as work and life experiences.

Parents of children who attend school in Park County School District #1 have the right to request information regarding the professional qualifications of their child's teachers and paraprofessionals. This information includes:

- What subject areas and grade levels a teacher is certified to teach.
- If a teacher is working under a transitional certification.
- What degrees a teacher has earned and major areas of emphasis.
- The qualifications of the paraprofessionals working with their children.

Any parents seeking this information on their child's teachers or paraprofessionals should submit a written request to Mr. Jay Curtis, Superintendent. Every effort will be made to provide a prompt and thorough response to such written requests.

POWELL HIGH SCHOOL FACULTY AND STAFF

Principal	Tim Wormald
Assistant Principal	Steven Lensegrav
Adm. Asst. to the Principal	Tammy Thiel
Adm. Asst./Activities Secretary	Vicki Walsh
Counseling Office Adm. Asst.	Arie Wilder
Registrar	Amber Beaudry
Counselors	Trevor Lee (A-K) Kara Miller (L-Z)
Activities/Athletic Director/Dean of Students	Richard Despain
Para Educators	Kalen Blair, Tazman Cherian, Starla Craig, Ashtin Decker, Kaci Dilworth, Celia Goodyear, Tim Heine, Kelly Kellett, Eliza Nelson, Lisa Schwahn, Edna Snyder, Hidee Urbach
Micro Certification Job Coaches	/Abi Russell
IMC Clerk	Olivia Graff
School-to-Work Para Educator	Tammy Schiermeister
High School Custodian	Chris Hassler
High School Associate Custodians	Carl Cottonware
Gym/Night Custodian	Delia Carbajal
High School Night Associate Custodians	Sandra Clark/Sara Nicholson
Head Cook	Schelley Argento
Assistant Cook	Matt McCaslin
School Resource Officer	Matthew Koritnik
School Psychologist	Kristin Cuddy
School Nurse	Jennifer Phillips
Student Success Coordinator	Jason Quigley
Teachers	
Health, FACS	Kandi Bennett
Special Education	Kathryn Bott
Building Trades, Welding	Matthew Carlson
Mathematics	Zack Coombs
FFA Advisor, Agriculture, Welding	Ben Curdy
FACS	Trysa Damiano
Special Education	Jenifer Decker
Instrumental Music	John Fabela
Physical Education	Charli Fluty

Social Studies	Nick Fulton
Art	Jim Gilman
English	Hans Hawley
Computer Technology/Mathematics	Joel Hayano
Learning Center Coordinator	Cody Helenbolt
Business, Computer Graphics, Publication	Mike Heny
Social Studies	Ashley Hildebrand
Mathematics	Troy Hildebrand
Special Education	David Holland
Special Education	Buffy Hourt-Allred
English	Bailey Jackson
Physical Education	Chase Kistler
Science	Kaitlin Loeffen
English	Tracy McArthur
English	Amy Moore
Biology/Science	Lenita Moore
Special Education	Shelby Moore
Vocal Music	Drew Murray
Science	Luke Myszewski
Spanish	Brandon Preator
Mathematics	Russ Schwahn
Science	Christin Shorma
Mathematics	Greg Stenlund
CAD	Robert Townsend
Social Studies	Nathan Urbach
English	JoEllen Varian
Special Education	Kathryn Waibel
Special Education	Steve Whipple
Adaptive P.E.	Christa Munari

SCHOOL TRADITIONS

The school colors are orange and black. The school emblem and the school mascot is the Black Panther.

SCHOOL SONG

HAIL TO THE PANTHER TEAM

Hail to the Panther team,
Cheer them along their way;
Onward to victory, may they win again today. We'll give a cheer for the Panther team,
Long may they reign supreme; Shout 'til the echoes ring
For the glory of our team. Orange and black fight, fight,
Orange and black fight, fight, Who fight. We fight.
Orange and Black FIGHT, FIGHT, FIGHT, FIGHT!

P.C.S.D. #1 BOARD OF TRUSTEES

OFFICE	NAME & ADDRESS	TERM OF OFFICE	TELEPHONE
Chairman	Dillivan, Kim (Mr.) 620 Ave F	12/1/16-11/30/28 KDDillivan@pcsd1.org	970-570-9881
Vice-Chairman	Fulton, Beau (Mr.) 2197 Lane 9	12/1/22-11/30/26 BJFulton@pcsd1.org	254-0177
Clerk	Brazelton, Lillian (Mrs.) PO Box 537	6/17/16-11/30/26 LRBrazelton@pcsd1.org	754-2758
Treasurer	Morris, Tracy (Mrs.) 10 Llama Drive	12/1/16-11/30/28 TDMorris@pcsd1.org	250-9599
Trustees	Paul, Trace (Mr.) 859 Ruverside	12/1/22-11/30/26 TRPaul@pcsd1.org	254-1840
	Paul, Dustin T. (Mr.) 679 Shoshone Street	12/1/22-11/30/26 DTPaul@pcsd1.org	271-2484
	Borcher, Ben (Mr.) 1030 Morning Glory	12/1/22-11/30/28 BRBorcher@pcsd1.org	271-2074

STUDENT COUNCIL
2026-2027

Student Body	
President	Sawyer Wormald
Vice President	Tucker Phillips
Secretary	Paige Sanders
Treasurer	Nathan Varian
Public Relations	Ashlee Jacobsen
Historian	Taylor Iverson
Representatives	Riley Douglas, Star Gonzales
Senior – Class of 2027	
President	Ryah Easum
Vice President	James Emmett
Secretary	Leeanne Phillips
Treasurer	River James
Historian	Breckyn Kobbe
Public Relation	Julie Marquez
Representatives	Tanner Seifert
Junior – Class of 2028	
President	Gianreye D'Alessandro
Vice President	Alaja Defoe Love
Secretary	Hayden Hinojosa
Class Treasurer	Piper Cousins
Historian	Sophia Stearns
Public Relations	Vivienne Dodd
Representatives	Ryder Stewart, Chole Camp
Sophomore – Class of 2029	
President	Macey Davison
Vice President	Morgan Rodriguez
Secretary	Autumn Weckler
Class Treasurer	Huston Dearcorn
Historian	Alexa Kromrey
Public Relations	Meredyth Giltner
Representatives	Calvin Easum, Cassidi Van Lake
Freshman – Class of 2030	
President	
Vice President	
Secretary	
Class Treasurer	
Historian	
Public Relations	
Representatives	

SAT and Subject Tests Program
2026-2027 Examination and Test Dates

Online Registration Deadlines		
Test Date	**Registration Deadline**	**Late Registration Deadline**
October 3	September 18	September 22
November 7	October 23	October 27
December 5	November 20	November 24
March 6	February 19	February 23
May 1	April 16	April 20
June 5	May 21	May 25

ACT Program
2026-2027 Examination and Test Dates

Online Registration Deadlines		
National Test Date	**Registration Deadline**	**Late Fee Required**
October 17	September 11	September 29
December 12	November 6	November 29
February 27	January 22	February 9
April 10	March 5	March 23
June 12	May 7	May 25

COUNSELING SERVICES

The counseling services are provided to help make your high school career more enjoyable and more profitable. To get the most out of high school, you should take advantage of these services.

Following is a list of services available from the counseling office:

1. Counseling (individual and group)
2. Information/High School Planning
3. Career Awareness/Development of Graduation Plans
4. Community Resources
5. Post-High School Planning/Scheduling and Financial Aid

GRADUATION REQUIREMENTS

A minimum of 24 credits must be earned in designated areas to graduate from PHS.

Required Courses	Credits
English	**4**
Science To include: Physical Science and Biology	**3**
Math	**3**
Social Studies To include: World History, US History, Free Enterprise and Government	**3**
Physical Education To include .5 credit of PE 1	**1**
Health	**.5**
Career Technical Education	**1**
Fine / Performing Arts	**1**
Electives	**7.5**
Total Credits	**24**

Freshmen, Sophomores and Juniors are required to take 7 classes during each semester unless special circumstances are approved by the principal. Seniors must take 7 classes their first semester. They may take a minimum of 6 classes during their second semester.

Students are required to master state standards in order to graduate and to earn specific credits as set by the State Board of Education. All students will be involved in assessments to master standards. All Powell HS students receiving a high school diploma must earn 24 credits.

GRADUATION

In order to participate in graduation activities, a student must have completed all course work and fulfilled all graduation requirements.

HONORS

Students with a 4.0 or higher weighted GPA after the 7th semester who have met or exceeded all Hathaway Opportunity level requirements will be eligible to graduate with honors.

COMMENCEMENT EXERCISES

Commencement (or graduation) is a ceremony to be celebrated with dignity. This is a time to honor seniors, their parents and family. There are guidelines for dress and behavior.

1. Appropriate clothing will be worn - nice clothes without holes; for the gentlemen, slacks and shirt; for the ladies, dresses or skirts and blouses. Shoes must be clean and more of a dress shoe or dress boot. (No flip-flops as they can be dangerous when crossing the stage and NO bare feet.)
2. Students will demonstrate behavior that is respectful of all speakers including fellow classmates.
3. NO TOYS! Toys and games will not be allowed during the ceremony.
4. No writing on hats and clothing.

Participation in the Commencement Exercise is not required. Commencement is an option and privilege which graduating seniors are offered at the conclusion of their high school education.

SHOSHONE LEARNING CENTER

A student from Powell High School must meet the following in order to be considered a viable candidate for the SLC:

1. Need of credit recovery with increased support
2. Legitimate scheduling conflict at PHS (Seniors)
3. All SLC course work, including final grade, must be finished prior to final commencement practice.
4. Transportation may be provided if student does not have own means of transportation.

Valedictorian/Salutatorian Selection

Valedictorian and salutatorian will be determined based on the following criteria at the end of their **7th semester**:

1. The student must take four years of English, Math, and Science.

2. The student needs to take at least one upper level course in English, Math, and Science.

The following are courses that meet this requirement:

English	Math	Science
AP Language and Composition	Pre-Calculus/Algebra Trigonometry	Physics
Any Concurrent Enrollment English	Any Dual Enrollment Math	Chemistry/Honors Chemistry
Any Dual Enrollment English		Human Anatomy & Physiology
		Any Concurrent Enrollment Science
		Any Dual Enrollment Science

3. The student's ACT Superscore will be divided by 100 and then added to his/her weighted GPA. The student with the highest combined ACT/GPA will be the valedictorian. The student with the second highest, salutatorian. Example:

*** The student scored a 32 on the ACT and has a 4.255 weighted GPA**

*** 32 divided by 100 = .32**

*** 4.255 + .32=4.575 (this number will be used to determine valedictorian/salutatorian)**

HATHAWAY SCHOLARSHIPS

**Conditions of Hathaway scholarships subject to change annually due to legislative decisions*

	Provisional **Opportunity**	**Opportunity**	**Performance**	**Honors**
Merit Award Amount	**$1180 / semester**	**$1180 / semester**	**$1770 / semester**	**$2360 / semester**
Minimum GPA*	**2.5**	**2.5**	**3.0**	**3.5**
Minimum ACT superscore	**17** ****(or 12 on WORKKEYS)**	**19**	**21**	**25**
Need Award	25% of annual unmet need $100/semester minimum award $750/semester maximum award	25% of annual unmet need $100/semester minimum award $750/semester maximum award	25% of annual unmet need $100/semester minimum award $750/semester maximum award	100% of annual unmet need $100 / semester minimum award Total unmet need is maximum award
Length of Award	Equivalent of 4 full-time semesters at a WY Community College, with the option of 4 additional semesters	Equivalent of 8 full-time semesters; no more than 4 may be used at a WY Community College	Equivalent of 8 full-time semesters; no more than 4 may be used at a WY Community College	Equivalent of 8 full-time semesters; no more than 4 may be used at a WY Community College

*There are no GPA requirements for home-schooled students or students who have gone the GED route.
**Cumulative score of 12 points on applied math, reading for information & locating information on WorkKeys tests.

How do you calculate Unmet Need?

Yearly Cost of Attendance of WY college ($8,000 - $16,000)
- Annual EFC (Expected Family Contribution) determined by FAFSA
- Hathaway Merit Award
- Grants/Scholarships
- $2,000 (Hathaway gap – student & family contribute this)

= Annual Unmet Need

HATHAWAY SUCCESS CURRICULUM ELIGIBILITY

Eligibility for <u>Honors</u> ($2360/sem) and <u>Performance</u> ($1770/sem) Scholarships:

Math – 4 years: to include Algebra 1, Geometry, Algebra 2 & an additional math course
Language Arts – 4 years: PHS Graduation requirements
Science – 4 years: 3 years from choices including physics, chemistry, biology, geology, physical science, computer science, human A&P, Environmental Science, plus 1 year of student's choice
Social Studies – 3 years: PHS Graduation requirements
FPA or CTE or FL – 4 years of either Fine and Performing Arts, Career and Technical Education, *or* Foreign Language of student's choice. **<u>2 of the 4 years must be sequenced.</u>**

Eligibility for <u>Opportunity</u> ($1180/sem) Scholarships:

Math – 4 years: to include Algebra 1, Geometry, Algebra 2 & an additional math course
Language Arts – 4 years: PHS Graduation requirements
Science – 4 years of unspecified science (3 years of which satisfy high school graduation requirements)
Social Studies – 3 years: PHS Graduation requirements
FPA or CTE or FL – 2 years of either Fine and Performing Arts, Career and Technical Education, *or* Foreign Language of student's choice. **<u>Foreign Language must be sequenced.</u>**

Eligibility for <u>*Provisional* Opportunity</u> ($1180/sem) Scholarships:

Math – 3 years: 2 years must be either Algebra 1, Algebra 2, or Geometry
Language Arts – 4 years: PHS Graduation requirements
Science – 3 years: PHS Graduation requirements
Social Studies – 3 years: PHS Graduation requirements
FPA or CTE or FL – 2 years of either Fine and Performing Arts, Career and Technical Education, *or* Foreign Language of student's choice. **<u>Foreign Language must be sequenced.</u>**

COLLEGE COURSES

DUAL AND CONCURRENT COLLEGE ENROLLMENT

Powell High School and Shoshone Learning Center students may take Northwest College courses, taught in NWC facilities, on an enrichment basis as part of the NWC/PCSD #1 dual enrollment program. Students may also, when offered, take high school classes that also offer college credit as part of the concurrent enrollment program. In addition to the following PCSD #1 regulations, the participation of PHS and SLC students in NWC courses is facilitated through an annual Memorandum of Understanding between PCSD #1 and NWC.

It is the belief of the Board of Trustees that any student who is capable of participating in a NWC course, under the criteria outlined in the Powell High School dual and concurrent enrollment program regulations, should be encouraged to do so.

At the same time, the Board recognizes that a student's primary academic obligation is the successful completion of local high school graduation requirements. Dual enrollment opportunities must supplement, rather than supplant or jeopardize, the timely earning of required high school credits. Additionally, while the district remains obligated to deliver a standards-based curriculum aligned with state and local assessment preparation, it cannot guarantee or control learning standards, course content, or assessment alignment within college-level classes.

Therefore, dual enrollment courses shall not interfere with a student's ability to complete district graduation requirements or other required coursework. In any instance where a desired Northwest College dual enrollment course conflicts with a schedule, class period, or requirement necessary for high school graduation or state/local assessment preparation, the high school course takes precedence.

Furthermore, the Board recognizes the gravity and added responsibility of postsecondary enrollment. Grades earned in college courses create a permanent postsecondary transcript that directly impacts a student's future college grade point average, credit transferability, and federal financial aid eligibility. To set students up for sustainable success, participation must be balanced with deliberate readiness requirements, informed consent, and comprehensive academic advising.

Students must enroll in the NWC course for both high school and college credit and must meet prerequisite requirements associated with individual courses. Concurrent and dual enrollment opportunities are available to students who are making satisfactory progress toward graduation and who meet district and college eligibility requirements. On-track seniors with at least a 3.00 GPA and juniors with at least a 3.25 GPA require counselor approval to enroll in dual and concurrent enrollment courses. Freshmen and/or sophomores and those juniors and seniors who do not meet the minimum GPA standards require the written approval of the high school principal to enroll in dual and concurrent enrollment courses.

PCSD #1 pays all tuition and fees for students participating in dual enrollment courses. The district also pays for the books that are required for the class or classes in which PHS students are enrolled. Upon completion of the course(s), the student is responsible for returning the books

to the Powell High School counseling office. If the student chooses to keep the book(s), he or she will be required to reimburse the school before a transcript will be released.

Transportation to and from the college for the purposes of dual enrollment classes is the sole responsibility of the student.

College course grades are weighted as required by Hathaway rules.

The following table indicates how the college credits will be converted to high school credit for dual enrollment:

College Class	**High School Credit**
5 credits	1 credit
3-4 credits	.5 credit
1-2 credits	.25 credit

A failing grade in a dual or concurrent enrollment course will be recorded on both the student's college and PHS transcripts. Courses may be added or dropped during the first week of each PHS semester. Students choosing to withdraw from a college course after this point will receive a grade of "WF" on their PHS transcript, which calculates as an "F" for GPA purposes. They may also receive a "W" on their college transcript depending on the college's policies.

Students who fail a dual or concurrent enrollment class will not be eligible to enroll in additional college courses while attending Powell High School or the Shoshone Learning Center without the written approval of the high school principal and/or Shoshone Learning Center coordinator.

Students taking a NWC course through this program are still enrolled in Park County School District #1 and shall be subject to all District policies, rules/regulations, and operating procedures. In addition, students enrolled in dual enrollment courses are also subject to the academic policies, grading practices, attendance requirements, academic integrity standards, and deadlines of Northwest College.

Students who are taking dual enrollment courses for the first time (classes at the college) must attend the mandatory training for students at the beginning of each semester for orientation training on college courses. This orientation training will be held prior to the beginning of the first day of classes for NWC. If the student is unable to be at the meeting, they will need to make arrangements before the time of the orientation with his/her counselor. If 1st time dual enrollment students are unable to complete the training or meet with their counselor prior to the start of the NWC semester, all dual enrollment courses will be removed from their schedule, and they will need to select PHS course to fill those time slots.

GRADES AND REPORT CARDS

Powell High School Grading Guidelines

These guidelines are a school-wide approach to grading that allows us to:

1. Accurately reflect student learning in relation to state standards and content mastery;
2. Promote student confidence and self-efficacy;
3. Give common language to all stakeholders;
4. Develop clear, consistent, and predictable grading approaches;
5. Better allocate resources to support student success (administration, student support liaison, counselors, teacher-provided interventions); and
6. Provide improved communication to students and parents/guardians regarding student learning.

How are grades reported?

Teachers report student performance with letter grades A-F symbolizing degrees of knowledge, skill, and mastery. When determining a student's final grade, the teacher must consider the body of work submitted by the student over the course of the semester, always giving higher weight to more recent evidence of student achievement.

What do the letter grades mean?

The following letter grade descriptions are intended to help teachers determine students' final course grades and help students and their parents/guardians understand the meaning of the grades earned. The grade descriptions reflect the students' level of proficiency of grade-level standards and/or course content, quality of work/performance, and the regularity with which the student performs at the indicated level.

Grade	Description of Student Performance	Percentage
A	• Demonstrates in-depth understanding and application of all grade-level standards and/or course outcomes • Almost always produces high-quality products/performances that are complete, thorough, accurate, and nearly error-free	90-100%
B	• Demonstrates proficiency of all grade-level standards and/or course outcomes • Consistently produces high-quality products/performances that are complete and accurate with few errors	80-89%

C	• Demonstrates proficiency of a majority of grade-level standards and/or course outcomes • Some products and performances are of high quality but others lack important elements, depth, and accuracy, and may contain multiple errors	70-79%
D	• Demonstrates basic proficiency of some grade-level standards and/or course outcomes • Most products/performances are of low quality and lack important elements, depth, and accuracy, and regularly contain multiple errors	60-69%
F	• Student has not shown sufficient evidence of learning	0-59%

How does a teacher determine a student's overall grade?

To determine a student's proficiency on content standards, a teacher will use a variety of assessments that indicate the student's progress toward mastering learning objectives. Teachers will utilize assessments at regular intervals to check for understanding and mastery of course content and skills. Assessments should be sufficient in number to ensure the grade is an accurate measure of the student's progress and achievement. Teachers are expected to update grades in Canvas on at least a weekly basis. Students do not have to receive a score for every task they complete.

Note: If a student has missing assignments, he/she runs the risk of earning a lower grade than what is indicated in the grade descriptions above. When a student has multiple missing assignments, the teacher may not have enough evidence to determine proficiency. In this case the course may be considered incomplete, or the student may fail the course if the work is not completed.

What categories are used to determine a student's weighted grade?

Each academic department will determine the value of the following weighted categories in Infinite Campus to communicate grades:

Category	Description	% of Total Grade
Academic Practice	Formative Assessments, Daily Work, Quizzes, Exit Tickets, Homework, etc.	20-35%
Academic Performance	Summative Assessments, Tests, Essays, Projects, Performances, etc.	65-80%

Note: The Academic Practice category will carry a weight of at least 20% but not more than 35% of the total grade. The Academic Performance category will carry a weight of at least 65% but not more than 80% of the total grade.

What are the specific guidelines for each gradebook category?

Academic Practice - Up to 35% of Total Grade

As its name implies, this category reflects students' work to *prepare* for their academic performances. While many practice tasks are not graded, teachers will grade some practice to check for understanding and as a means of encouraging students to complete the work and put forth their best efforts.

Late Practice: Students are expected to submit all practice assignments by the due date. The benefit of the practice for the student's learning diminishes if the student fails to turn in the assignment on time because he/she will not have the opportunity to receive timely feedback from the teacher. Timely feedback is critical to the learning process.

Each curricular department determines the rules for the submission of late practice work in their courses. These rules include the amount of time afforded to students to submit work and the amount of credit awarded for late submissions. Teachers communicate department late work rules in their course syllabi. If a student is absent on the day an assignment is due, the student will be allowed a day for each day missed to complete make-up work. In most cases, if a student is present when the assignment is assigned and absent on the day it is due, the assignment will be due the day the student returns to school.

Required Practice: Because some practice assignments are critical to student success on performance assignments, teachers may require students to submit select practice assignments prior to the student being eligible to take a performance assessment. Students may be required to participate in the CPR Intervention program to complete required assignments prior to taking the performance assessment. Once assigned to CPR, such as Lunch Study Hall, the student is expected to attend and subject to disciplinary action if choose to not attend. The student may lose the opportunity to turn in late work for credit if miss multiple times. *See Lunch Study Hall and Submitting Late Assignments below.*

Similarly, teachers may require students to complete practice assignments prior to the student being eligible for re-performance opportunities.

All late and make-up work must be turned in no later than *10 school days* before the last day of the semester.

Re-Practice: Reassessment and resubmission opportunities are inherent to some practice activities; e.g., common formative assessments. Other practice activities - e.g., homework - are often not conducive to reassessment or resubmission. Therefore, reassessment and resubmission opportunities and procedures for assignments in the Academic Practice category are determined

by the teacher.

Academic Dishonesty: A student who plagiarizes or cheats on an assignment in the Academic Practice category will receive a zero on that assignment. The teacher will submit a behavior referral for each infraction. If the practice assignment is a required practice, the student will need to satisfactorily complete the assignment for no credit in order to be eligible to take the performance assessment.

Extra Credit: Extra credit is only a viable option if the credit is being given for tasks applicable to the curriculum or standards being taught in the class. Extra credit should be purposeful and not awarded for participation, turning in classroom supplies, returning signed forms, or other activities unrelated to the curriculum. Extra credit should be earned either through an extra assignment or extra credit points added to an Academic Practice grade. Students should have no expectation for extra credit. Opportunity for extra credit will be at the sole discretion of the teacher.

Academic Performance - at least 65% of Total Grade

Teachers use the assignments in this category to determine students' level of proficiency with grade-level standards and/or course outcomes. Assignments in the Academic Performance category allow students to demonstrate their level of learning.

Late Performances: Students are expected to complete all performance assignments. Late performance assignments will be accepted for full credit up to 15 calendar days from the original due date. Performance assignments not submitted within the 15 calendar days will receive a zero. To facilitate the successful completion of the late assignment, the student will be assigned to the CPR Intervention System until the assignment is completed or the 15 calendar days have expired, whichever comes first. Once assigned to CPR, such as Lunch Study Hall, the student is expected to attend and subject to disciplinary action if choose to not attend. The student may lose this opportunity to turn in late work for credit if miss multiple times. *See Lunch Study Hall and Submitting Late Assignments below.*

All late and make-up work must be turned in no later than 10 school days before the last day of the semester.

Re-Performance: Teachers will provide re-performance opportunities for those students who have not demonstrated mastery of the assessed learning objectives. To that end, students who score below an 85% on a performance assessment will be eligible for a re-assessment opportunity with the possibility of earning up to an 85% on the re-assessment.

Re-Performance Requirements:

1. The goal of reassessment is to allow students to demonstrate proficiency, not to facilitate perfection; therefore, re-performance opportunities will be limited to those students who score below an 85% on the original performance task.

2. Students must demonstrate additional learning in preparing for the reassessment. They must complete any required re-learning activities prior to reassessing/resubmitting, which may include submitting missing practice assignments.
3. Reassessments will cover the same standard or learning objectives but are not necessarily the same format or length as the original assessment. A teacher may decide to reassess a student on only non-proficient skills or tasks.
4. The deadline for a reassessment will be determined by the teacher but should occur in a timeline that allows for students to demonstrate additional learning.
5. Except in special circumstances, as determined by the teacher, the student will be limited to one retake/resubmission per Academic Performance assignment.
6. The grade on the reassessment will reflect the higher of the two grades earned, up to an 85%.
7. Students may initiate retakes on an assessment or resubmit an assignment in the Academic Performance category so long as they have met these requirements.

When a student fails to demonstrate proficiency on standards via an Academic Performance assignment, the teacher and/or teacher team will

1. Provide remedial instruction (a.k.a. intervention) to help the student learn the content;
2. Require the student to complete re-learning activities;
3. Re-assess student mastery of the standard(s) in question; and
4. Update the student's performance grade to reflect the new level of performance, up to an 85%.

Note: Re-performance opportunities will be limited at the end of each semester. Because of the time needed for remedial instruction, completion of re-learning activities, and re-assessment, students will not have the opportunity for re-performance during the last 10 school days of the semester.

Academic Dishonesty: Student work reflected in the Academic Performance category should reveal an accurate level of student learning; therefore, a student who plagiarizes or cheats on an assignment in this category must redo the assignment following the Re-Performance Requirements outlined above. The student will be assigned to the CPR intervention program until the work is completed. The student will not receive more than fifty-nine percent (59%) credit for the resubmitted work. The teacher will submit a behavior referral for each infraction.

Extra Credit: Student work reflected in the Academic Performance category should reveal an accurate level of student learning; therefore, extra credit shall not be offered or earned in this category.

Lunch Study Hall and Submitting Late Assignments – When students don't complete important required practice or performance assessments on time, they are assigned to the Lunch Study Hall and given the *opportunity* to complete the assignment for full credit. To earn the opportunity to submit assignments late, students are expected to attend the Lunch Study Hall program. We have found lunch study hall to be an effective intervention in supporting students

and holding them accountable for submitting quality assignments. If students choose not to attend the mandatory study hall when assigned, the following disciplinary action will be taken. If a student chooses not to attend the study hall 3 times during the semester, they will lose the opportunity to submit late performance assignments for the remainder of the semester.

Consequence schedule for missing assigned Lunch Study Hall

- 1st offense – warning issued
- 2nd offense – one (1) day of ISS and parent contact
- 3rd offense – one (1) day of ISS, parent contact, *and loss of privilege to submit required practice and performance assignments after the due date for credit in any/all classes for remainder of semester*

What academic supports are available to students at PHS?

PHS is dedicated to helping all students succeed and has implemented multiple interventions referred to as CPR to give students the opportunity to complete work when more time is needed. These supports are designed to help students stay caught up with their academic studies and provide opportunities for greater understanding of the material that is being learned.

Panther Time: A 35-minute period every Monday through Thursday that offers study hall and intervention to every student. This time is intended to help students stay caught up with their schoolwork and obtain additional help from their teachers.

Lunch-Time Study Hall: A structured study hall available during both lunch hours in the PHS Library. The PHS Student Success Coordinator will supervise the study hall and provide support and encouragement to complete and understand their work.

After-School Academic Lab: An intervention time that is available Monday through Thursday from 3:30 PM to 4:30 PM. The PHS Student Success Coordinator or Para Educator will supervise and be available to help students complete and understand their work.

Night School: A support for students that need more time to continue to complete their work. This will be available on Tuesday and Thursday night from 4:45 PM to 6:45 PM. A certified teacher will supervise and be available to help students complete and understand their work.

Friday School: This support is based on need and is held after school on Fridays from 1:00 PM to 2:30 PM in the PHS Library. The PHS Student Success Coordinator will supervise and be available to help students complete and understand their work.

How are grades transferred when a student enrolls at PHS during the semester?

Students who enroll at PHS with transfer grades from another high school will start their PHS classes with the same grade percentages as indicated by their previous school. Within ten days of the student's enrollment, the teacher will enter transfer grades into Canvas. Sometimes only a letter grade is received as the transfer grade. In this case, the teacher should record scores that reflect the following percentages: A = 95%, B = 85%, C = 75%, D = 65%, F = 55%.

Are there opportunities for a student to recover credit if he/she fails a course?

If a student fails or is removed from a course for which credit is needed for graduation, the student will be expected to work to earn credit in the course after the conclusion of the semester.

Failing Grade of 0-44% or Removal from a Course: Students who fail a core academic course with a final percentage of 0-44% or has been removed from a course due to attendance or behavior will be required to repeat the course. At the discretion of the student's counselor, with input from the teacher and the student's parents, students may retake the course the following semester, retake the course in an online format through the PHS Learning Center or Shoshone Learning Center, or retake the course during summer school.

The student's transcript will reflect the F that was earned during the semester. Once the student retakes and passes the course, the grade earned in the new course will also be included on the transcript. Both grades will factor into the student's GPA.

Failing Grade of 45-59%: Students who fail a course needed for graduation with a final percentage of 45-59% will have the opportunity to earn credit for the course by demonstrating proficiency in those areas in which they failed to show proficiency during the semester. Teachers will submit an Individual Learning Plan (ILP) for each student with a grade within this percentage range. The ILP will detail the essential skills and knowledge the student needs to acquire along with a list of specific assignments the student needs to complete in order to earn credit in the course.

Students who fail a first semester course with a 45-59% will have the opportunity to work with a content teacher during Panther Time, a content teacher during academic lab, and/or a content teacher during night school to complete the ILP. Students who do not take advantage of these opportunities and students who fail a 2nd semester course will work with a Teacher of Record (TOR) during summer school to fulfill the requirements of the ILP.

The student's transcript will reflect the F that was earned during the semester. Once the student completes the ILP, the student will earn a CR, indicating credit is earned for the course. Both the original F and the CR will be reflected on the transcript. The F will factor into the student's GPA. The CR will not.

A student may choose to retake the failed course instead of completing the ILP should the student want the opportunity to earn a grade in the course that will factor into his/her GPA.

What about concurrent enrollment courses?

Grading practices in concurrent courses adhere to the standards established by the college. The following language is included in the MOU between PCSD #1 and NWC: "Because it is a college course, the student will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college…Coursework and grading will be according to the college standards and expectations."

Grading Scales and Grade Point Average (GPA)

The following grading scale will be used. All standards in each grade or course must be successfully completed for a student to pass and earn credit toward graduation. If a student has not met all standards at the end of the grade/course, interventions are recommended in the classroom and in extended-day programs. If more time is needed by the student to complete the standards, summer school will be an option for the student with a teacher recommendation.

Percentage	Letter Grade	Grade Point
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
0-59	F	0.00

Successful completion of an academic/elective enrichment class earns one-half (1/2) unit (.5) of credit per semester.

ALL SEMESTER GRADES AND CREDITS EARNED ARE RECORDED on the student's permanent record.

HATHAWAY WEIGHTED GPA POLICY

All **AP, IB and Dual/Concurrent Enrollment courses at the 1000 level and above** that students are taking or have previously taken, will be weighted on a scale from 0 to 5.0 for Hathaway Scholarship in accordance with Senate Enrolled Act 0056 and the requirements set forth by Wyoming Department of Education. Transcripts will reflect a Hathaway GPA. All other courses will be on the 4.0 GPA scale. Below is the mandated Hathaway Weighted GPA chart for your reference for these courses.

GRADE	POINT VALUE FOR A REGULAR COURSE	POINT VALUE FOR A WEIGHTED COURSE
A	**4**	**5**
B	**3**	**4**
C	**2**	**3**
D	**1**	**2**
F	**0**	**0**

Course Failure

The following codes are used on a student's transcript to indicate he or she has failed to meet the requirements necessary to pass a course:

- F = failure to meet the academic requirements of a course and/or meet the state standards
- WF = withdrawal from a course after the deadline to do so has passed
- NC = removal from a class due to behavioral issues or loss of eligibility to earn credit due to excessive absences
    - Students who are expelled from school or violate the "Two Out" policy are assigned an "NC" for the course(s) from which they are removed.
    - Students who exceed the allowable number of absences in any one course are assigned an "NC" for that course.
    - Students who attend at least one week of school in any one semester but are dropped from the PHS enrollment for having been absent ten (10) consecutive days are assigned an "NC" in each of their courses.

These codes remain on the student's transcript even if the course is passed at a later date and factor into the student's GPA as a failure.

Honor Roll

Honor Roll recipients earn honor roll placement by having the following weighted GPAs in core classes with no grade lower than a "C":

4.0 and above
3.5 GPA
3.0 GPA

No student receiving a "U" or "I" on his/her report card will be eligible for the Honor Roll. Grades earned in s/u classes will not be included in the calculation of Honor Roll, GPA, or class rank. Students must take five classes at PHS to be eligible for the Honor Roll.

Academic Letter Criteria

Freshmen: Will qualify for a certificate at the end of the year if have a 3.5 cumulative GPA.

Sophomores: Will be eligible at the end of first semester. Must have a 3.5 cumulative GPA.
Juniors & Seniors: Must have a 3.5 cumulative GPA or earn a 3.5 during any semester of their junior or senior years.

OPEN CAMPUS GUIDELINES

- Only available 2nd semester
- Only available to Seniors in good academic standing and on track to graduate.
- Seniors must have a signed permission form from parent in order to participate.
- Seniors may choose up to 1 period of open campus.
- Seniors must enroll in at least 6 classes during the regular school day (periods 1-7). Each class must be worth .5 credit.
- Work Experience is a double block worth 1.0 credit and will count as 2 classes for open campus eligibility, AND count as 2 classes for weekly activity eligibility. **This means if you are receiving a failing grade, you will not be eligible to participate in activities.**
- During open campus periods, it is expected that Seniors will leave the building, or work quietly in the library or commons.
- Since Office Aide is only worth .25 credit, this will not count as one of the 6 required classes. If a student wants to be an Office Aide, this must be in addition to 6 other classes.
- If a NWC class worth .5 high school credit takes up more than 1 period, it still only counts as 1 class towards the required 6 classes a student must be enrolled in.
- A NWC class worth .25 high school credit does not count as 1 class towards the required 6 classes a student must be enrolled in.
- Zero Hour classes (ex. Weights, Jazz Band) and night classes do not count as one of the 6 required classes.

LIBRARY RESOURCES

The primary objective of the school's library is to implement, enrich, and support the educational programs of the school. It is the duty of the library to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view. Due to this, PCSD #1 has taken measures through the adoption of Board Policy IJL "Library Material Selection and Adoption" to help increase the transparency of materials that students have checked out and empower parents to monitor the library materials that their students are utilizing. In all instances, parents have the right to restrict library material access of their *own* children, can request their children's library material history, and receive a weekly email which will list the materials that their student(s) have checked out. For more information on library materials and parent involvement, please refer to Policy IJL on the district website.

STUDENT ABSENCES AND EXCUSES – GRADES 9-12

STUDENT ABSENCES AND EXCUSES

It is the belief of the Board of Trustees and District staff members that academic success is directly related to the amount of time spent in class, and there are valuable lessons that are lost when a student is not in attendance. Through the cooperative effort of parents/guardians/ custodians and the District, our desire is for each student to develop positive attendance habits and attitudes that will be helpful to his/her present and future endeavors. Each student has the responsibility to contribute to the academic exchange that occurs in the classroom. When any student is absent, a loss occurs for the student. Also, fellow class members are deprived of this important aspect of overall instruction.

ABSENCE DEFINITIONS

Excused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, an excused absence is an absence of which the parent, guardian, or custodian has notified the school *within 48 hours of the absence* and that the principal or his/her designee has approved. Excused absences typically include prearranged or emergency absences.

Prearranged Absence: A prearranged absence is defined as one that can be predicted and planned in advance of the actual absence. Examples include:

1. Required presence in court
2. Doctor, dental, or other remedial health treatments during the school day
3. Educational experiences or family-related events

Emergency Absence: An emergency absence is defined as one that cannot be predetermined or planned. Examples include:

1. Illness of the student
2. Serious illness or death in the student's family
3. Emergency situations making it impossible to attend school

The principal or his/her designee has the sole authority to determine whether or not an absence is excused. *Excused absences count toward the ten (10) absences allowed each semester.*

Unexcused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, an unexcused absence is one that has not been excused by the parent to the satisfaction of the principal or his/her designee. *Unexcused absences count toward the ten (10) absences allowed each semester.*

School-Excused Absence:

For the purposes of this Administrative Regulation/Operating Procedure, a school- excused absence is any absence that is a result of participation in a school-sponsored activity. For high school students, pre-approved college visits will be considered school excused as long as the student receives pre-approval from his/her counselor and provides written documentation from the college/university within TWO days of the absence. In-school suspensions (ISS) are considered school-excused. *School-excused absences do **NOT** count toward the ten (10) absences allowed each semester.*

Tardy:

High School – For the purposes of this Administrative Regulation/Operating Procedure, a student will be considered tardy when he/she arrives to class up to ten (10) minutes after the tardy bell. *After ten (10) minutes will be considered an absence and will need to be excused by a parent or guardian.*

ABSENCE REGULATIONS

A student may **not** accumulate more than ten (10) absences (both excused and unexcused as defined) during a semester. A student who has more than ten (10) absences in any one course or period will be ineligible to earn credit unless he/she is granted an additional opportunity to earn credit by the principal or his/her designee. *Please see the Extended Academic Time, PHS Extended Academic Regulations, and Attendance Violation and Credit Recovery Procedure below.*

Excused Absence:

The parent, guardian, or custodian must contact the school office with a note, email, or telephone call/voicemail *within 48 hours* of the absence in order for the absence to be considered excused. Absences over the ten (10) day limit per semester will be considered as excessive and detrimental to the academic success of the student.

When available, parents are requested to provide medical and dental notes for documentation purposes. *Most medical appointments do count towards the ten (10) day limit.* However, documented extended leave due to a doctor's care, as determined by school officials, may not count toward this limit.

School-sponsored or school-required absences will **not** be counted toward the ten (10) day limit.

Students will be allowed a day for each day missed to complete make-up work.

Unexcused Absence:

Compulsory Attendance Age Students:

> After the first unexcused absence, written notice will be sent to the parent, guardian, or custodian. If after such notice has been given, the child has a second unexcused absence, which the principal or his/her designee believes was due to the willful neglect or failure of the parent, guardian, or custodian of the child, then the principal or his/her designee will notify law enforcement for prosecution under W.S. 21-4-105.

Any child with five (5) or more unexcused absences in any one (1) school year will be considered a Habitual Truant. When the principal or his/her designee determines that a child is a habitual truant, he/she will notify the County Attorney and recommend proceedings in accordance with W.S. 21-4-107.

High School – The following actions will occur as a result of unexcused absences:

1st Offense: Warning issued; written notice to parent, guardian, or custodian.

2nd Offense: One day of ISS; parent, guardian, or custodian contact. An intervention meeting may be scheduled with the family to develop a plan for improved attendance.

3rd Offense: Two days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for *fifteen (15) calendar days*.

4th Offense: Three days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for *thirty (30) calendar days*.

5th Offense and additional unexcused absences thereafter: Three days of ISS; parent, guardian, or custodian contact; the student will lose the privilege of attending or participating in extra-curricular school activities and programs for *the remainder of the current semester*. The principal or his/her designee will notify the County Attorney and recommend proceedings.

Attendance Notice:

Notice will be given to the parent, guardian, or custodian at **five (5) absences**.

Notice will be given to the parent, guardian, or custodian at **seven (7) absences**. At the discretion of the school principal or his/her designee, when a student reaches seven (7) absences, an intervention meeting may be scheduled with the family to develop a plan for improved attendance.

Notice will be given to the parent, guardian, or custodian at **ten (10) absences**. At the discretion of the school principal or his/her designee, a student who exceeds ten (10) absences may be considered to be "at-risk", may lose credit in their current classes, and may be required to participate in extended academic time in a manner determined at each educational level (K-5, 6-8, 9- 12). At-risk students may also be referred to the county attorney for consideration of habitual truancy and/or educational neglect. *Absences **after the tenth absence** that have medical documentation or judicial documentation (Dr./dental note, court order, etc.) will not increase attendance total.*

Tardy:

If within 10 minutes late for a class period, the student is considered tardy. Tardy students

must report to the main office to obtain a pass to class. Tardy students will not be admitted to class without a pass. Every three (3) tardies will result in disciplinary action*. Tardies are only excused for special circumstances.

Tardy Consequence Schedule:

- A detention will be assigned for a tardy total of 3, 6, and 9.
- A day of ISS will be assigned for a tardy total of 12, 15, 18, and 21.
- If a student reaches 21 tardies, a disciplinary plan will be developed for all future tardies.
    - ❖ *If a student skips their assigned consequence, they will be assigned an extra day of ISS.*

Extended Academic Time

As determined by the principal or his/her designee, a student with more than ten (10) absences in a semester may be required to make up time in a manner determined at each educational level (K-5, 6-8, 9-12). Building principals or designees are authorized to schedule such make-up times for students on any weekday between 7:00 A.M. and 6:00 P.M. Make-up sessions will be supervised by school personnel. A student's failure to make up time will be considered insubordination and defiance of school authority, resulting in appropriate disciplinary action.

Powell High School Extended Academic Time Regulations

At the discretion of the principal or his/her designee, a student who has accumulated more than ten (10) absences in any one course may be granted an additional opportunity to earn credit if he/she has met the following conditions:

1. the student cannot have more than one unexcused absence prior to his/her tenth (10^{th});
2. the student must have a passing grade (60% or higher) in the class at the time he/she exceeds ten (10) absences;
3. the student must make up time outside the regular school day for every absence after the tenth (10^{th}) in each class; the student must make up the time missed, an hour for every class period;
    a. It is the responsibility of the student to meet with the Assistant Principal to schedule the time to be made up.
    b. Time may be scheduled with their teacher before or after school, may attend the PHS afterschool program Monday through Thursday, attend night school Tuesday and Thursday evenings, and/or attend Friday school.
4. the student may have the opportunity to make up a maximum of three absences per class, so a student who accumulates more than thirteen (13) absences in a class will automatically lose credit;
    a. It is the student's responsibility to keep track of absences accumulated and absences made up; all absences must be made up prior to the last Monday of the semester.

b. Second semester seniors will need to have all absences made up prior to the Monday before graduation.

5. a student earning an 80% or higher at the time he/she accumulates an absence beyond the tenth (10^{th}) will not be required to make up the missed time; however, the student will lose credit if he/she accumulates more than thirteen absences in a class.

Attendance Violation and Credit Recovery Procedure

Powell High School Courses (Non-PHS Learning Center)

If a student loses credit due to violation of the PCSD #1 district attendance policy during a semester, they will receive a NC (No Credit) on their transcript for the class, which has the same GPA weight as an F or WF. The student will be eligible to remain in their class to recover the graduation credit for the class if they ***do not have more than one (1) unexcused absence*** in the semester, were ***passing the class at the time of credit loss*** due to attendance ***AND*** the class has ***reached the halfway point of the semester***. If a student is failing at time of credit loss, has not reached the halfway point of semester at time of credit loss, and/or has two or more unexcused absences at the time of credit loss, they will ***not*** be eligible for recovery.

If eligible to recover credit, the student will continue in the class for the rest of the semester, maintaining good standing in the class (both behaviorally and academically). The behavior expectation includes following the school/classroom rules and attending the class regularly for the remainder of the semester. Students in violation will only be allowed 2 additional non-medically **excused** absences for the rest of the semester in the recovery class (unexcused absences will violate the behavior expectation). For the academic expectation, the student must maintain a passing grade in the recovery class at all times. At the end of the semester, if the student passes the recovery class, the student will receive a CR on their transcript for the class, which does not carry a weight for the GPA but does award credit for the class. ***The CR does not replace the NC on the transcript; the CR will be listed as a separate item similar to a student attending summer school for credit recovery***. If the student does not maintain a good standing in the class, they will be no longer be eligible for credit recovery and removed from the class.

If ineligible to recover credit, the student is removed from the class, schedule worked to be placed in the PHS Learning Center, and will begin work on an online, credit recovery class to help keep the student on track to graduate. *The exception would be if the student loses credit due to attendance toward the end of the semester, which would negate the ability of the student to work toward credit in a different setting*. In this case, the student may remain in the class to audit the class and not be a behavior issue.

*Each situation will be reviewed on a case-by-case basis by administration and counselors as special circumstances will occur that require consideration.

**In all cases, we will work with families in regard to the importance of attendance.

PHS Learning Center

If a student loses credit in their PHS Learning Center course due to violation of the attendance policy during a semester, they will receive an NC on their transcript for the class, which has the same GPA weight as an F or WF. Since the course is already a credit recovery class, the student will stay in the course, regardless of the grade that they are currently receiving and work to pass the course to receive graduation credit. Upon completion, the student will receive a CR on their transcript for the class, which does not carry a weight for the GPA but does award credit for the class. ***The CR does not replace the NC on the transcript; the CR will be listed as a separate item similar to a student attending summer school for credit recovery***.

School Check-Out Procedure

1. *Report to the office and notify the office staff that you need to leave the school*.
2. The office staff will *verify*, either through a parent phone call or signed note, that the student has *parent permission* to leave and the *length of time* the student is excused (i.e., one hour, half day, etc.).
3. *After* parent permission has been obtained by the office staff, the student must sign the check-out sheet and is then excused to leave for the amount of time approved by the parent.
4. It is the student's *responsibility* to follow the check-out procedure. Failure to do so will result in the absence being considered ***unexcused***.

Self-Excused Check-Out

Eighteen (18)-year-old students are allowed to check themselves out of school under two conditions:

1. They turn in a "*Self-Excused Check-Out*" form to the office staff. This form must be signed by the parent and the principal or his/her designee. The parent must *also contact the school administration* to verify the parent understands the risks of relinquishing control in this situation.
2. They follow the school's check-out procedure by signing out at the office prior to leaving the school building.

***If either one of these steps is missed, the absence will be considered unexcused. Eighteen (18) year olds who can check themselves out still cannot exceed the ten (10) absences rule.**

If they do, they will be held to the same standard as every other student and risk losing credit for the classes in which they have more than ten (10) absences.

Homebound Instruction

The Board of Trustees of Park County School District #1 will offer homebound instruction for each hospitalized or homebound pupil in the District in accordance with W.S. 21-4-402. This regulation does not apply to pupils who are hospitalized or placed due to a mental, physical, or psychological disability and who are receiving educational services under W.S. 21-2-501.
Procedures

Homebound/hospital instructional services may be provided to students, who are out of school, because of injury or illness for more than one (1) week as follows:

1. An "Application for Homebound Instruction" should be completed by school staff (principal, counselor, teacher, etc.), with date, signature, and contact information provided. The parent(s)/guardian(s) should (1) complete "Physician's Statement" with the assistance of the attending physician and (2) affix his/her signature denoting request for homebound services. The attending physician must sign the application before the application will be processed. The completed application should be returned to the building principal who will forward the completed packet, along with recommendation for the amount of homebound instruction to be provided, to the Superintendent.

2. The attending physician must communicate with school personnel (the principal or nurse) to discuss the types of accommodations available for the student while at school so as to limit the time the student is out of school. Accommodations may include, but are not limited to: use of a wheelchair, assignment of a buddy to carry books, etc., adjustment to the time before or after the regular passing period to travel the halls at a less busy time. The objective is to limit the amount of time a student requires homebound services either in length of duration or length of day. The school principal will set the parameters and determine the environment in which the homebound instruction will occur. For students admitted to a hospital or treatment center, the forms will be completed jointly with staff members from those facilities, completing the steps described above for parents.

3. The principal will receive authorization for homebound instruction from the Superintendent.

4. The building principal will arrange for a homebound/hospital instructor. The child's teacher(s) will determine and provide the appropriate curriculum for the child's homebound instructor. The homebound instructor(s) must possess a Wyoming teaching or substitute certificate. The homebound instructor will consult with the classroom teacher(s) regarding the teaching and progress of the child. Students admitted to a hospital or treatment center may already have tutors/instructors assigned by these facilities. Every effort should be made to cooperate with those tutors/instructors in providing assignments and materials for District students.

5. The principal or designee (counselor, teacher, etc.) is responsible for gathering necessary assignments and materials for the homebound tutor during the time that the student is out of school.

6. The homebound instructor will complete a "Homebound Report" for each student being tutored as well as a time sheet. These should be submitted at the end of each month to the building principal and forwarded to the Superintendent.

7. If the amount of instruction time needs to be adjusted, the principal should contact the Superintendent in writing prior to any changes.

Rules and Consequences

Classroom Discipline Plan

Teachers are given the flexibility to establish a productive teaching and learning environment that meets their personal style. Therefore, students need to realize there will be individual differences in classroom rules just like they will experience individual differences with their college instructors or supervisors in the workforce after they finish high school.

The "Two-Out" Rule

If a classroom teacher feels a student's behavior is so disruptive to the educational process that it is impacting the student's ability to learn, another student's ability to learn, and/or the teacher's ability to teach, the disruptive student may be asked to go to the Assistant Principal's office. The teacher will submit a disciplinary referral to the office. On the disciplinary referral, the teacher will let the Assistant Principal know whether he/she would like the student to receive an "out".

Once a student has received a "First Out", the Principal or designee will contact the student's parent(s). The "Two Out" rule will be reviewed and an action plan will be discussed. If a student receives a "Second Out" in any class, he/she will lose credit for that class.

School-Wide Discipline Plan

In order to assure a safe, supportive teaching and learning environment, school officials must appropriately address inappropriate/disruptive behavior. ANY behavior that is deemed disruptive to the educational process will not be tolerated. Most disciplinary actions assigned by the school administration have already been outlined in other parts of this handbook. However, it should be understood that school-wide discipline decisions are at the discretion of school administration. Some of the disciplinary actions taken may include, but are not limited to: detention, in-school suspension, out-of-school suspension and expulsion. Work missed due to OSS must be completed in a timely manner upon returning to receive credit. Prior to a student's re-entering classes following out-of-school suspensions of three or more days, a meeting will be held with a school administrator, the student, and the student's parent(s)/guardian(s).

Harassment Intimidation and Bullying

Code: JICFA

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

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal, electronic 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 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. Being 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, blogs and other forms of electronic communications.

Schools 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 regardless of if 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 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 his/her 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 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 or his/her designee shall communicate with the student, student's parent(s), and appropriate teachers or staff members, as determined by the principal, to discuss the results of the investigation. The principal or school counselor(s) may suggest or initiate 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.

Fighting

Fighting is defined as two (2) or more people engaging in verbal or physical confrontation.

- Administration will investigate each occurrence and discipline determined that may include detention up to expulsion based on severity of situation and/or number of occurrences.

*Law enforcement may be contacted for prosecution

Theft

Theft is the taking of property not belonging to oneself.

- Administration will investigate each occurrence and discipline determined that may include detention up to expulsion based on severity of situation and/or number of occurrences.

*Law enforcement may be contacted for prosecution.

Vandalism

Students, staff, citizens, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the person or persons believed to be responsible. Each employee of the District shall report to the principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible. Every effort will be made to keep the source of information anonymous.

Abusive treatment of any school property will not be tolerated. The costs of repair and/or replacement of any property so damaged by students must be borne by students or their parents.

Every effort will be expended to resolve any student vandalism problem "within" the school, with the involvement of the parents/guardians of the perpetrator(s) if applicable.

Further, the Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property upon the administration's determination that prosecution should be pursued.

Weapons

Weapons are considered an extremely serious matter. Weapons are classified into three categories:

- Type 1 - A deadly weapon which would include, but not be limited to, firearms, explosives or incendiary materials, and knives;
- Type 2 - A weapon which would include, but not be limited to, chains, clubs, and stars;
- Type 3 - An instrument typically present throughout the school day but, when intentionally misused, can inflict serious injury. This would include, but not be limited to, belts, combs,
  pencils, pocket knives, files, compasses, scissors, and mace.

Any student who possesses, uses, transfers, carries, or sells a deadly weapon (Type 1) while on the school campus or on any school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. The student shall be expelled from school for not less than one (1) year except that, after reconsideration, the Board of Trustees may modify the expulsion requirement on a case-by-case basis.

A student in possession of a Type 2 or Type 3 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.

Unauthorized Use of Electronic Devices

Except in cases of an emergency, students may not use cell phones, smart watches, and/or other personal electronic devices at Powell High School during the school day (7:30-3:30 M-TH and 7:30-12:50 F) without the express permission of the administration. Cell phones and other personal electronic communication devices are to be kept out of sight and in silent mode while the student is in the building. *Students leaving campus for lunch, dual enrollment courses, work experience, etc., may use their device(s) once they exit the building.*

Park County School District #1 (Powell High School) is not responsible for personal property that is lost, stolen, or damaged while in the possession of students, staff, or administration at any time. Personal cell phones and other electronic devices brought to school are subject to confiscation and search by law enforcement when the administration has reasonable suspicion that the general welfare or safety of students is threatened by information contained on the device.

These regulations align with the expectations set forth in PCSD #1 Policy GBCB/IIBG and PCSD #1 Policy JICJ.

Students violating these regulations will be subject to the following disciplinary actions:

1. **First Offense** - The student will be required to give the device to the staff member who will turn the device into the main office. With administrative approval, the student may pick up the device at the end of the school day.

2. **Second Offense** - The student will be required to give the device to the staff member who will turn the device into the main office. The student will be

assigned 1 lunch or after school detention; once served, the student may pick up the device at the end of the day.

3. **Third Offense** - The student will be required to give the device to the staff member who will turn the device into the main office. Parents will be notified of the situation. The student will be assigned 2 lunch or after school detentions; once served, the student may pick it up at the end of the day.

4. **Fourth Offense** – The student will be required to give the device to the staff member who will turn the device into the main office. Parents will be notified of the situation and must pick up the device or opt to leave the device in the office for 2 school days; the student may pick up the device at the end of 2nd day. The student will be assigned 1 day of ISS.

5. **Fifth and Subsequent Offenses** – The student will be required to give the device to the staff member who will turn the device into the main office. Parents will be notified of the situation and must pick up the device or opt to leave the device in the office for 2 school days; the student may pick up the device at the end of 2nd day. The student will be assigned 2 days of ISS.
    - ❖ Subsequent offenses may result in a plan of action to help the student not accrue further violations

- ★ *If at any point the student refuses to give the electronic device to the staff member asking for it, the student will be given an office referral for insubordination.*
- ★ *A parent may pick up the device from the office at any time, regardless of the offense number. However, the student must turn in their device to the office during the school day until the assigned consequence is served in its entirety.*
    - o *If a parent or student chooses to leave the device at home during this time, the parent must notify the office and let the office know for verification.*

Internet Access and Expectations

The District's goal in providing Internet access is to promote educational opportunities and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access. Students and parents will need to read, agree to, and sign the School District Acceptable Use Agreement.

School-Issued Electronic Devices

Park County School District #1 is committed to preparing students to succeed in the changing societal landscape. It is essential that the District provide students with the 21st Century skills they need to be self-directed learners. We believe that effective teaching and learning includes the *effective* use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making technology available to all Powell High School students as described below.

In order to utilize school-owned electronic devices, students must read and agree to abide by the School District's Network User Agreement and the Powell High School Electronic Device Responsibility Handbook. The Network User Agreement and Powell High School Electronic Device Agreement Form must be signed and returned to the main office and all applicable lab fees must be paid before a device is issued to the student.

Lockers

Students are responsible for lockers assigned to them when they enroll. These lockers are the property of the school and may be inspected by the school officials at any time. No one is to use a locker other than the one assigned. Lockers and the surrounding hall area must be kept clean and neat. If a locker does not function properly, it should be reported to the Custodial Office. Students are issued combinations to their individual lockers. Valuables and money should not be kept in lockers. Lockers must be locked at all times.

Alcohol – Tobacco – Drug Abuse

Code: JICH

The primary responsibility for treatment of self-abuse through the use of chemicals rests with the student and the student's parent(s) or guardian(s). The School District will work with parents/guardians, students, staff, and community resources to implement programs and procedures (Kindergarten through Grade 12) that will facilitate and encourage the prevention, intervention, and treatment of this disease.

It is intended that this statement of philosophy will be interpreted to not require the expenditure of District funds.

It shall be a violation of School District policy and considered to be behavior which is detrimental to the welfare and safety of an individual student or other students for any student to use, possess, distribute, dispense, sell, give, or exchange alcoholic beverages, tobacco (defined to include electronic cigarettes), prescription drugs, dangerous/illegal drugs, substances, or drug paraphernalia as defined herein in any school building, on school grounds, at any school function, or while on any school-sponsored trip. Students are prohibited from being in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous or illegal drugs, or substances as defined herein, or following the immediate prior use thereof. Any person who is in any school building, on school grounds, at a school function, or attending a school-sponsored trip within a short time after having used any such alcoholic beverage, dangerous/illegal drug or substance shall be deemed to be under the influence thereof for purposes of this policy.

Any student suspected of being under the influence of alcohol, tobacco (defined to include electronic cigarettes), dangerous or illegal drugs, or substances or whose immediate prior use of alcohol, tobacco (defined to include electronic cigarettes), dangerous or illegal drugs, or substances is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

To help students who are identified as abusing alcohol, tobacco, dangerous or illegal drugs, or substances, District and community resources will be available to work toward overcoming this use of alcohol, tobacco, dangerous or illegal 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)/guardian(s).

TOBACCO

The following steps shall be taken upon confirmation of, a tobacco (defined to include electronic cigarettes) use/abuse violation of District Administrative Regulation/Operating Procedure:

1. The first offense will result in a required, immediate conference with the student's parent(s)/guardian(s) and the principal. Law enforcement will be notified for prosecution.

   The student will be sent home for the remainder of the day and assigned two (2) days of in-school suspension (ISS) immediately following. The student will be assigned additional days of in-school suspension if he or she has not completed the work assigned during the suspension period.

   The student will successfully complete the District's intervention program. A student who refuses to participate or fails to complete the above program will be recommended to the Superintendent for suspension for up to ten (10) school days.

   The student will lose the privilege of attending or participating in extra-curricular school activities and programs for fifteen (15) calendar days, excluding school vacation days unless formally arranged extra-curricular activities in which the student would normally participate are scheduled by the coach/sponsor. In the event that formally arranged activities in which the student would normally participate occur during vacation days, these scheduled days shall count toward the fifteen (15) days of exclusion. During this time of loss of privilege, the student may continue to practice for the educational value during the period.

2. The second offense during a school year will result in a required, immediate conference with the student's parent(s)/guardian(s) and the principal. Law enforcement will be contacted for prosecution.

   The student will be sent home for the remainder of the day and assigned five (5) days of in-school suspension (ISS) immediately following. The student will be assigned additional days of in-school suspension if he or she has not completed the work assigned during the suspension period.

   The student will successfully complete the District's intervention program. A student who refuses to participate or fails to complete the above program will be recommended to the Superintendent for expulsion from school for up to a calendar year.

   The student will lose the privilege of attending or participating in extra-curricular school activities and programs for thirty (30) calendar days, excluding school vacation days unless formally arranged extra-curricular activities in which the student would normally

participate are scheduled by the coach/sponsor. In the event that formally arranged activities in which the student would normally participate occur during vacation days, these scheduled days shall count toward the thirty (30) days of exclusion. During this time of loss of privilege, the student may continue to practice for the educational value during the period.

3. Any subsequent offense during a school year will result in a recommendation to the Superintendent for expulsion from school for up to one calendar year. Law enforcement will be contacted for prosecution.

ALCOHOL AND DRUGS

The following steps shall be taken upon confirmation of an alcohol, prescription drug, dangerous/illegal drug, or substance use/abuse violation of District Administrative Regulation/Operating Procedure:

1. The first offense will result in a required, immediate conference with the student's parent(s)/guardian(s) and the principal. Law enforcement will be notified for prosecution.

   The student will be sent home for the remainder of the day and assigned ten (10) days of in-school suspension (ISS) immediately following. The student will be assigned additional days of in-school suspension if he or she has not completed the work assigned during the suspension period.

   The student will successfully complete the District's intervention program. A student who refuses to participate or fails to complete the above program will be recommended to the Superintendent for expulsion for up to one calendar year.

   The student will lose the privilege of attending or participating in extra-curricular school activities and programs for thirty (30) calendar days, excluding school vacation days unless formally arranged extra-curricular activities in which the student would normally participate are scheduled by the coach/sponsor. In the event that formally arranged activities in which the student would normally participate occur during vacation days, these scheduled days shall count toward the thirty (30) days of exclusion. During this time of loss of privilege the student may continue to participate for the educational value during the period.

2. Any subsequent offense during a school year will result in a recommendation from the building administrator to the Superintendent for expulsion from school for up to one calendar year. Law enforcement will be notified for prosecution.

In the event any student is/has been engaged in or when there is sufficient information to believe the student intended to engage in drug trafficking/providing, the building administrator will make a recommendation to the Superintendent for expulsion of the student for up to one calendar year. Law enforcement will be contacted for prosecution.

The consequences for violation of this policy must be served in their entirety, even into the succeeding school year, if necessary. Students who violate this policy at school sponsored events and/or on school grounds during the summer break shall be required to serve the consequences at the beginning of the following school year. Students who violate this policy while attending summer school will be removed from the summer session immediately and made to serve the consequences in their entirety at the beginning of the following school year.

DEFINITIONS

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

Tobacco ---------- Any of a genus (Nicotiana) of chiefly American plants of the nightshade family with viscid foliage and tubular flowers. The leaves of such plants are normally used and marketed for smoking, chewing, or as snuff. In addition thereto, any substance, organic or non-organic, which is smoked and does not fall under the definition of a dangerous or illegal drug or "substance" as defined in this policy, shall be treated the same as tobacco for purposes of student discipline set forth in this policy. This policy is defined to include electronic cigarettes as a tobacco violation.

Substance---------- Any substance, whether organic or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing of the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or health condition. The term substance includes, but is not limited to, glue, paint, Dust-Off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "sugar sticks", herbal incense, Salvia Divinorum, or Salvinorum A.

Dangerous/Illegal Drug ----- Any controlled substance as defined by Wyoming statutes.

Prescription Drug---------- Drug for which the user does not have a lawful prescription or that is used for an effect other than that for which it is prescribed.

Drug Paraphernalia---------- Any equipment, material, or product, as defined in W.S. 35-7-1002, used to introduce into the body a controlled substance.

Drug Trafficking/Providing -- Any involvement in the process of delivery or actual delivery of alcohol, prescription drugs, dangerous/illegal drugs, or substance as defined in this AR/OP.
Possession ---------- Any exercise of control or dominion.

Under the Influence ---------- Ingestion of alcoholic beverage, prescription drugs, dangerous/illegal drug, or substances.

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

Food and Beverage

No food or beverages will be allowed in academic pods, hallways, or classrooms without permission from the administration.

Dress and General Appearance

The matter of dress is very individual, but some standards of dress are necessary to promote an appropriate learning environment and provide for safety. Determining what is and is not acceptable is at the discretion of the school staff and, ultimately, the building administration. For all instances of dress code violations, students will be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. Clothing will be provided if other options are not available.

Disciplinary Measures for Dress Code Violations

- 1st Offense – The incident will be documented, and a warning will be issued. Parent contact will be made.
- 2nd Offense – The incident will be documented, and a warning will be issued. Parent contact will be made.
- 3rd Offense – The incident will be documented. The student will be assigned afterschool detention. Parent contact will be made.
- 4th and Any Additional Offenses – The incident will be documented. The student will be considered insubordinate and will be assigned one day of in-school suspension. The principal or designee will meet with the parent to discuss a plan for remedying the situation.

Not Allowed:

- Inappropriately sheer, lace, tight, short, or low-cut clothing that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, upper thigh, and breasts.
- "Sagging" one's pants. Showing one's underwear is not allowed.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
    - are obscene, profane, vulgar, lewd, or legally libelous.
    - threaten the safety or welfare of any person.
    - promote any activity prohibited by the student code of conduct.
    - promote use of drugs, tobacco, alcohol, or weapons.
    - are of a sexual nature (i.e., adult entertainment).
    - promote gang affiliation.
- Headwear (hats, caps, bandanas, and hoods)
- Articles otherwise deemed disruptive or potentially disruptive to the teaching-learning process or that are determined to be dangerous or are potentially unsafe.

Public Display of Affection (P.D.A.)

Public display of affection is not appropriate at school. Only handholding is permitted. Any action between couples that offends or is embarrassing to others is not acceptable. Students will first receive a warning for inappropriate PDA. Additional warnings could lead to parent contact, disciplinary action, and/or suspension.

Academic Dishonesty

Powell High School faculty and staff support a culture of academic integrity. It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement. Plagiarism and cheating impede a student's academic progress and compromise the trust between teacher and student. With the recent introduction of powerful Artificial Intelligence (AI) sites, it has become easier and more tempting to complete work dishonestly; thus, students are encouraged to take ownership in their work and avoid these sites. Please know that there are tools being used by PHS instructors to check for AI generated work to ensure that work is reflective of student learning.

Plagiarism and cheating will, in all cases, result in a failing grade for the specific assignment as outlined in the grading section of this handbook and could lead to failure of the course. All incidents will be reported to the administration and parents. Depending on the nature of the violation, acts of plagiarism and/or cheating could result in detention, suspension, and/or referral for expulsion.

DEFINITIONS

Plagiarism: the act of taking the language, ideas, or creations of another person or entity and presenting them as one's own without proper acknowledgement. A person commits plagiarism regardless of whether the work is stolen, purchased, or shared freely.

Cheating: the act of giving, receiving, or using unauthorized information to gain unfair advantage over other students. Cheating includes, but is not limited to, the following:

- Giving test information or receiving it from other students
- Looking at someone else's paper during a classroom assessment
- Talking with other students during a classroom assessment
- Allowing someone else to see or use one's work at any time without the teacher's permission
- Using, or attempting to use, unauthorized aids during an assessment
- Using or sharing unauthorized information from electronic devices on assessments
- Claiming sole credit for work completed with/by others
- Copying work assigned to be completed independently
- Unauthorized altering of scores or answers to improve one's grade or someone else's grade
- Using Artificial Intelligence (AI) sites or other digital help sites to complete schoolwork

Dances

1. Dances will be open only to students of Powell High School (PHS), the Shoshone Learning Center (SLC), and Park 1 Virtual Academy (P1VA). Dances are not for the general public or school drop-outs. SLC and P1VA students must register for PHS dances with their school coordinators in order to check academic eligibility. The coordinators will provide a list of eligible students to the PHS principal prior to the dance.
2. PHS, SLC, and P1VA students may invite one guest to the Fall Semi-Formal and Prom only. Guests may not attend any other dances sponsored by PHS. Guests to the Fall Semi-Formal and Prom may be invited only with advance permission and issuance of a guest pass (at least one week prior to the activity) from the PHS principal or assistant principal. No Middle School guests or students over the age of 20 are allowed. Home-school and non-P1VA virtual school students are considered guests. They must be invited to attend by a PHS, SLC, or P1VA student and must receive a guess pass from the PHS principal or assistant principal. Individuals who are not currently enrolled in school must have received their high school diploma or High School Equivalency to be eligible to attend PHS dances. Guests must follow school rules and district policies. PHS 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 who leave 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. Doors will be locked one hour after the scheduled start of the dance. No students will be admitted into the dance once the doors are locked.
5. Students and their guests must adhere to the PHS dress code. Good manners, proper conduct, and general consideration for others are always in order and will be required of all participants.
6. Students must be academically eligible to attend a school-sponsored dance. PHS will follow the activity academic eligibility rules, thus, student grades are checked Tuesday mornings of the week of the activity. Any student with two (2) or more failing grades in their classes will not be eligible for activities, including dances, the remainder of the week.

Extension of School Authority

All students are subject to the rules and regulations of School District No. 1 and the lawful authority of School District personnel at any time on the school grounds and during school functions on or off the Powell School Campus. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, and at school functions. Students and fans attending any school function are expected to show good sportsmanship and courtesy. Students may be denied the right to attend Powell High School activities if they fail to observe these regulations.

Fire Drills

Fire drills will be held throughout the year without the previous knowledge of students or teachers. When the fire alarm sounds, every person is to wait for information from the school authority in regard to the fire alarm and then immediately exit the building if deemed safe to do so. When exiting the building, each class is to pass out of the building quietly and orderly in

single file. Students and faculty will return to their rooms as soon as it is determined by the administrator that no real emergency exists. Directions for leaving the building are posted in each room.

Administering Medicines to Students

The staff at PCSD#1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible; however, we do realize the need for administration of such during school hours in certain situations. In order to protect the students, parents, and school, the PCSD#1 School Board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with each student, requesting permission to administer over-the-counter medication (e.g., Advil, Tylenol, Tums, and Cepacol throat lozenges) to the student during school hours, if the need arises. Students will not be given these medications without parental permission.

If a student will be in need of having any prescription medication and/or supplement on a daily basis at school, the parent will need to obtain the form "Request for Administration of Prescription Medication" and have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered. This form will also need to be completed for students using inhalers and/or nebulizers at school.

All prescription medication/supplement or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to your child by either the School Nurse or the school's designee(s) at the designated time.

Both forms noted above are available from the school secretary.

School Trips

Many students will have the privilege of representing Powell High School on school-sponsored activity trips. It is an honor to represent your school. Your acceptance of the honor implies that you accept the responsibility of representing your school in a commendable manner. These trips are under the direct supervision of the sponsor who has complete lawful authority in controlling the actions of his/her group. All rules and regulations of Powell High School will apply during these trips.

Students who attend school functions as representatives of the school group are expected to travel to and return from such functions in authorized school vehicles. At no time will students get into or ride in a vehicle other than authorized school transportation. If prior arrangements are made by parents with the high school principal, a student may be released to the custody of his/her parents or responsible adult.

Conduct detrimental to the image of Powell High School or failure to observe the rules and regulations of Powell High School may result in a student being denied the right to go on school-sponsored trips as well as additional punishment such as detentions or suspension/expulsion. Parents may be asked to pick their student up in cases of alcohol/drug use or gross insubordination.

Lunch Program

The school hot lunch program and a la carte are provided for students wishing to take advantage of lunches served by the school. Anyone enrolled in school may eat in the cafeteria. Students are not permitted to use another student's ticket. **No charges will be allowed**.

Vehicle Parking

The school parking lot, as with all school grounds, is an extension of the school building, thus all student conduct rules and disciplinary actions apply. Students may park in designated student parking areas only; *failure to do so may result in disciplinary action and towing of the vehicle at owner's expense*. Use the areas appropriately by driving carefully, parking in designated spots, and by keeping trash picked up so that the area remains clean. If you choose not to use the parking areas appropriately, the privilege of parking a vehicle on school property can be revoked for a period of time up to the remainder of the school year.

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that items contained in the vehicle threaten the general welfare or safety of students. In order to park on school property, consent must be given to seize items that are prohibited by school or District policy. Refusal to submit to a search and/or inappropriate use of school grounds may result in disciplinary action and referral to law enforcement.

During the school day, students may park along the 7th Street section bordering the school, both along the curb and the gravel area. These areas are considered school premises during school hours; thus, the same expectations of student conduct and consent apply.

Identification Cards

The Wyoming High School Activities Association issues identification cards for all high school students in the state. They are primarily to identify you as a Powell High School student when you attend out-of-town school activities. At W.H.S.A.A.—sponsored events, including regional and state finals, you will be required to show your card to receive student prices for admission. If you lose the card you were issued at registration, you may get it replaced free of charge at the high school office, while supply lasts.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURE

Any student and/or the parents/guardian of any student who believe they have been subject to discrimination or harassment on the basis of race, sex, marital status, sexual orientation, pregnancy, national origin, disability, criminal record, political activity, religion, or creed which in any way adversely affects their access to, participation in, ability to benefit from, admissions, membership, or otherwise results in inequality in any school-sponsored organizations, clubs,

facilities, activities, or programs, is encouraged to utilize the due process procedure set forth below as a mechanism to resolve his/her complaint. These procedures shall also apply to a complaint related to the violation, interpretation or application of Title IX and rules and regulations relating thereto.

COMPLIANCE OFFICER: Park County School District No. 1 designates Ginger Sleep, whose address is 160 N. Evarts, Powell, WY, 307-754-2215, as the District's Compliance Officer for all civil rights issues, inclusive of disability and Section 504 claims. The Compliance Officer shall also act as the Title IX Coordinator. The Compliance Officer shall have responsibility to coordinate efforts to comply with and carry out responsibilities under Section 504, Title IX, Title VII, and all other civil rights and discrimination laws, both state and federal. The Compliance Officer shall have responsibility to investigate any complaint communicated to the Compliance Officer alleging noncompliance or alleging any actions that would be prohibited by Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, all civil rights laws, including both state and federal laws, in any way governing discrimination and/or harassment based upon a protected class, and Title IX complaints.

SECTION 504:

With regard to any complaint involving identification, evaluation, or placement involving Section 504, the student and the student's parents/guardian are entitled to receive notice of student and parental rights regarding Section 504. The hearing procedures relating to identification, evaluation and/or placement under Section 504 can be found in the 504 due process procedures adopted by the District.

RECORDS:

With regard to any claim involving harassment or discrimination, the student and the student's parents/guardian shall also be given the opportunity to examine all relevant records.

NONRETALIATION:

No retaliation (reprisal) of any kind shall be taken against any person participating in this grievance procedure either as a complainant, respondent or witness.

PROCEDURES:

1. It is often possible to resolve complaints informally at the level at which the alleged discrimination occurred. Therefore, before a formal complaint is filed, the following informal procedure should be followed.

2. If a student feels he/she has been discriminated against or harassed or otherwise has a grievance pertaining to any state or federal nondiscrimination laws, the student and/or student's parents/guardian are encouraged to attempt to discuss the matter with the student's teacher in an effort to resolve the problem as expeditiously as possible.
3. If, after discussion with the teacher, the student or student's parents/guardian are not satisfied with the disposition of the matter, he/she shall have the right to present the matter and discuss it with the principal.

4. Similarly, if any other employee of the District feels that he/she has been discriminated against or harassed, the employee is similarly encouraged to present the matter to the principal and discuss it with the principal or, if an administrator other than the principal is his/her supervisor, then with the appropriate administrator. The administrator shall, within ten (10) school days, investigate the matter and provide a written decision regarding the complaint and, if the complaint is determined to be valid, a proposed resolution to the complaint.
5. If the aggrieved student or employee is not satisfied with the disposition of his/her grievance by the principal or if no decision has been rendered within ten (10) school days after presentation of the grievance in writing, he/she may file a formal written complaint with the Compliance Officer for Park County School District No. 1. At that stage the complainant will be required to elect to proceed on an informal basis with the Compliance Officer conducting an impartial investigation and informal hearing or, alternatively, the complainant may request a formal hearing to be conducted before the Compliance Officer. If the Compliance Officer is alleged to not be impartial, the hearing shall be before the Superintendent of Schools; if complainant asserts that neither is impartial, then the Superintendent shall appoint another person to act as the impartial hearing officer.

Informal Process:

If the Complainant elects to utilize an informal hearing process, complainant will be required to execute a written waiver of formal hearing. The informal hearing process will allow the complainant to submit to the hearing officer all documents and information supporting complainant's position and also provide the hearing officer with the names of all witnesses that would support complainant's position. A copy of all information provided to the hearing officer will also be provided to the party alleged to have engaged in the harassment or discrimination. The hearing officer shall, within fifteen (15) school days after receipt of the complaint, interview the complainant, the charged party, and any witnesses that either party believes have relevant information to the complaint or the defense thereof, as well as any other persons the hearing officer deems appropriate to interview. The hearing officer will give both the charging party and the responding party an opportunity to present their positions in the presence of each other and with the assistance of a representative, including legal counsel, as they deem appropriate. The oral presentation of the grievance shall occur not sooner than fifteen (15) school days or later than thirty (30) school days after the original complaint is filed. A formal written decision of the hearing officer will be provided to both parties together with a directive for resolving the matter if the complaint has been substantiated. The proposed resolution may include any disciplinary procedure against the student, up to and including expulsion, and may include any disciplinary procedure against a staff member, up to and including termination.

Formal Hearing Process:

If complainant requests a formal hearing, complainant will notify the District's Compliance Officer who will conduct the hearing, unless alleged to not be impartial, in which case the hearing

officer will be selected as provided for above. The complaint shall specify the basis of the claim providing names, dates and locations, to the extent available. Complainant shall also provide the name of any person, including legal counsel, who will assist or represent complainant. Upon receipt of a complaint and a request for formal hearing, the hearing officer shall notify the party being charged with the harassment or discrimination and provide him/her with a copy of the written complaint filed by the complainant. Within ten (10) school days, a meeting will be held between the complainant and/or his/her representatives and the individual against whom a claim of harassment or discrimination is asserted and/or his/her representatives for the purpose of selecting a hearing date. The hearing shall be held within thirty (30) school days from the date of that meeting. The parties shall also set a date to exchange documents, exhibits, and a list of proposed witnesses. The hearing shall be held and conducted generally in compliance with the Wyoming Administrative Procedures Act. The hearing shall be recorded in such a manner that it can be transcribed, if necessary.

The student, parent/guardian or employee asserting a charge of harassment or discrimination based upon protected classification shall be considered the petitioner and have the burden of proof. The charging party shall first present his/her evidence, after which the responding party shall present his/her evidence in defense thereof, after which the charging party may be permitted to reply. Both parties will have an opportunity to give an opening statement, to present evidence and call witnesses, cross-examine opposing witnesses, and thereafter present a closing statement. Each side may be requested, if represented by legal counsel, to present proposed findings of fact and conclusions of law. The hearing officer shall, within fifteen (15) school days following completion of the hearing, draft proposed findings of fact and conclusions of law rendering a decision on the claim, which findings and conclusions of law shall thereafter be delivered to both the charging party and the responding party. If the claim is substantiated, the conclusions shall include a recommended resolution to the complaint.

The Compliance/Hearing Officer may, at any time he/she deems it appropriate, engage the assistance of an attorney to assist in conducting the hearing.

Appeal:

Either the charging party or the respondent shall have the right to appeal the decision of the hearing officer to the Board of Trustees of Park County School District No. 1. Any person desiring to appeal the decision of the Compliance/Hearing Officer shall file with the Board of Trustees a notice of intent to appeal within ten (10) school days after receipt of the findings of fact and conclusions of law. For the purpose of determining receipt, the parties will be deemed to have received the findings of fact and conclusions of law two (2) days after they are placed in the mail to the address provided by the complainant or the responding party. A copy of the notice of appeal must be delivered to the Board of Trustees, the District's Compliance Officer, and the other party to the complaint. Thereafter, the party desiring an appeal shall file with the Board of Trustees within ten (10) school days, a written memorandum explaining the basis of the appeal and the

reason the appealing party is asking the Board of Trustees to reverse the decision of the hearing officer. A copy of this memorandum shall be served upon the other party to the complaint who shall then have ten (10) school days to file a response. The Board of Trustees of the School District shall, within thirty (30) days after receipt of the final memorandum, meet to review the matter. At its sole discretion the Board of Trustees may request the parties to appear and present a verbal argument or, alternatively, may decide the matter on the basis of the evidence presented to the hearing officer, the findings of fact and conclusions of law rendered by the hearing officer, and the memoranda presented by the parties. At its option the Board may also request the hearing officer to explain any decisions rendered. The Board shall render a written decision on the appeal to all parties within twenty (20) school days after the meeting of the Board of Trustees at which the appeal is considered. The Board may authorize and direct the Chairman or Vice-Chairman to sign off on the written decision decided upon by the Board of Trustees without the requirement of an additional meeting.

Appeal to District Court:

The decision of the hearing officer as reviewed by the Board of Trustees may be appealed to the appropriate District Court within and for the State of Wyoming as provided for the appeal of administrative decisions in the Wyoming Rules of Appellate Procedure.

Limitations:

Any student, parent or employee who believes the student or employee has been discriminated against or harassed based upon their protected classification must initiate the complaint procedure at least at the principal level within sixty (60) calendar days after the student or employee knew or should have known of the act or condition on which the complaint is based. The complaint shall be considered as having been waived if the hearing process has not been initiated. In the case of a continuing discrimination or harassment, the complaint must be filed within sixty (60) calendar days of the last incident of harassment or discrimination.

Agency Contacts:

Persons with complaints involving harassment and/or discrimination may also contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050 or 307-777-6198 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-3582 or 303-844-3417 or the Wyoming Department of Employment at 1510 E. Pershing Blvd., Room 150, Cheyenne, WY 82002, 307-777-7261.

Adopted: 5/11/2010

Revised: 3/10/2015

Eligibility for Athletics/Activities

PHS GENERAL RULES OF ELIGIBILITY

* To be academically eligible for athletics and activities, students must not have more than one 'F' at the end of the semester prior to the beginning of their sport or activity and/or during their sport or activity if the semester ends during their sport or activity. For those already academically eligible, grade checks will begin on the fourth Tuesday (after the completion of the first three weeks of each semester) and then every subsequent Tuesday for the remainder of the semester. Students must not have more than one 'F' at the time of this weekly grade check.

If there is a violation, the student will be ineligible for activities and the athletics/activities department will immediately notify the coach or sponsor. The coach or sponsor will notify the student and his/her parents. The student will remain academically ineligible until he/she is no longer in violation of the policy which will be determined during the following week's grade check. While ineligible, the student is expected to practice but is not allowed to "suit up" or participate in a game or activity event and is not allowed to travel with the team/activity group.

Students in athletics and activities are allowed to appeal their academic ineligibility status to the Activities Director if they feel there is an error or special consideration (i.e., work has been turned in but just not entered into the grade book yet, etc.). This appeal must be in writing by Thursday at 8:00 a.m. A final decision will be made by the Activities Director by Thursday at 3:00 p.m.

The Wyoming High School Activities Association rule 6.2.50 reads:

> "A student shall be permitted to make up work after the close of the semester for the purpose of becoming eligible. Deficiencies, including incompletes, conditions and failures for the previous semester may be made up during a subsequent semester, summer session, night school, correspondence, or tutoring for qualification purposes. The make-up work must match the class where the failure occurred (ex., If an online class is taken, Algebra I for Algebra I, etc.). Credit needs to be approved by the student's school district. The student will not become
> eligible until all deficiencies from the previous semester have been made up to meet Rules 6.2.1– 6.2.3."

The student:

1. Must be under twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.
2. Must have been in residence at the school represented for 88 school days unless the student:
    a. entered upon ninth grade work for the first time.
    b. transferred into a school due to a move on the part of parent/legal guardian.
    c. is assigned to a foster home by court order.
    d. is living with guardian sanctioned by a district court.
    e. transferred from a school which has been discontinued or consolidated.
    f. did not compete in the same activity which is being participated in at varsity level at new school during twelve months prior to enrollment at new school.
3. Must not have changed schools due to influence by any person(s) or promises of preferential treatment.

4. *Must not have been in attendance for more than four fall or four spring semesters, for a total of eight semesters, which will be counted consecutively after the student enters the ninth grade.
5. Must have had a physical examination prior to first practice.
6. Must have practiced for the required number of days dependent upon the sport. (Check with Principal or Coach.)
7. Must not participate with an independent team while a member of high school competing squad in the same sport.
8. Must not have competed on any all-star team without approval of W.H.S.A.A. Board of Directors.
9. Must be an amateur - one who has never used and is not now using knowledge of athletics or athletic skill for gain.
10. Must not have participated in athletics with any college or university group.

*Fine Arts and Vocational participants need only meet this requirement.

Eligibility Requirements for Students Enrolled in Fewer Than Seven Classes

To be eligible to participate in extracurricular activities and athletics, Powell High School students enrolled in fewer than seven classes must have passed a minimum of five classes the preceding semester and must currently be passing five classes at the time of the competition/event. This rule is based on the Wyoming High School Activities Association (WHSAA) rules below:

6.2.0 ACADEMIC REQUIREMENTS

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 earn a minimum of 5.0 credits or the equivalent, per year toward graduation.

6.2.2 A pupil must be enrolled in not less than 20 class hours of work per week.

6.2.3 A pupil must be passing in five solid subjects at the time of the contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which one-half Carnegie units are granted.

Students currently involved in an activity or sport and those who anticipate participation are required to enroll in a minimum of five classes.

In addition to these academic requirements, students must abide by the following attendance requirements as outlined in the Powell High School Student Handbook:

In order to practice on any given day, the student must be in school for at least one-half

of the school day. In order to participate in any performance (i.e., game, concert, etc.) or travel to an event on any given day, the student must be in school the entire day. Exceptions to this rule would be scheduled medical appointments, death or serious illness in their family, or special circumstances beyond the control of the student. All such cases must be approved through the Activities Office or Powell High School Administration.

For students enrolled in fewer than seven classes, this rule will be interpreted to mean that students must attend at least one half (1/2) of their classes on any given day to be eligible to practice and must attend all of their classes to be eligible to participate in a contest/performance or travel.

Activities Participation Agreement

Because of the vigorous nature of athletics, athletes and parents must be willing to assume responsibility for participation and the risks involved. Further, athletes must share in the responsibility for preventive measures such as: wearing appropriate protective equipment, immediate notification of injury or faulty equipment, proper application of sports techniques, and other appropriate safety precautions. Park County School District No. 1 does not carry student accident insurance that covers medical expenses in the event of a student injury. The participant and participant's parents acknowledge that they are responsible for payment of medical expenses incurred in the event of a student injury while participating in student activities.

There is available through Park County School District No. 1 a very affordable student accident insurance policy that may be purchased by parents to help cover medical expenses in the event of student injuries. All the information for the voluntary accident insurance is located on the website or forms are available at the Powell High School office if you are interested in such insurance coverage.

Upon signing up to participate in an activity program, a participant will:

1. Abide by all rules of School District Number One, the Guidelines for Participation, and the Wyoming High School Activities Association.
2. Conduct himself/herself in an appropriate manner at all times. Behavior that is unethical, disruptive, disrespectful, unsporting or which would bring discredit to team, school, or community will not be tolerated.
3. Provide certification of medical and parental permission to participate. (Medical/parental permission must be turned in to the head coach before being allowed to practice.)
4. Allow the release of personal information for team rosters such as: full name, number, height, weight, class, position, letter winner.
5. Be neat and clean in appearance at all times.
6. Attend school every class period on the day of competition and at least half his/her classes on practice days unless previous arrangements have been made with the school administration.
7. Attend all turnouts, practices, and competitions. All absences must be cleared with the head coach in order to be excused. Unexcused absences will result in penalty and/or suspension and, possibly, dismissal from the squad.

8. Take proper care of school supplies and equipment. Unreasonably damaged gear or equipment not returned will be charged to the athlete.
9. Travel to and from away-competition with the team in approved school transportation. (No travel allowed in private cars when in visiting towns.) If this is not possible, the parent needs to fill out a "Permission to Travel with Parent" form in advance and turn it in to the main office to be signed by the Activities Director. This form can be downloaded off of the school website www.pcsd1.org or picked up at the school office.
10. Give maximum effort to improve individual skills and team performance and maintain a cooperative attitude and competitive spirit at all times.

Rules and regulations in this agreement shall apply to any violation on and off school premises at all times during the school year. Violations of these rules will result in a penalty and/or suspension or possible dismissal from the squad. The responsibility of notification, interpretation, and enforcement of these rules will rest with the coaching staff. Additional rules may be established during the season as necessary upon counseling with administration and proper notification of athletes.

Guidelines for Participation

These guidelines shall apply to all students in Powell High School who desire to participate in extra-curricular activities. These guidelines cover the entire school year regardless of what activity the student desires to be involved in.

The purpose of these rules is to:

1. emphasize concern for the health and well-being of students who are or will be participating in extra-curricular activities;
2. provide a chemical-free environment that will encourage healthy development;
3. diminish chemical use by providing an educational assistance program;
4. assist students who desire to resist peer pressure which often directs them toward the use of chemicals;
5. ensure consistency of student discipline among the various activity programs.

I. **PENALTY FOR DRUG AND ALCOHOL POSSESSION OR USE AT NON-SCHOOL RELATED FUNCTIONS (I.E., WEEKEND PARTY, ETC):** It shall be a violation of the rules applicable to all students desiring to participate in extra-curricular activities to possess or use tobacco, alcohol, dangerous/illegal drugs, or inhalants (any substance that is inhaled or sniffed that is not intended for that specific purpose or need), except when being administered at the direction of a student's physician. This prohibition of the use or possession of tobacco, alcohol, or dangerous/illegal drugs applies at all times during the school year.

The administrator responsible for enforcing these guidelines may rely on any source he/she determines or concludes, to the best of his/her ability, is reliable and may include police officers, immediate faculty or administration, parents of the student or students involved, as well as other students.

Tobacco

The penalties for use of tobacco (chewing or smoking) are the same as for drug/alcohol.

Admission

It will be considered an admission if the student contacts a coach or school official immediately to report that he/she has violated the guidelines for participation.

Competitive Week

A competitive week shall be a week during which a contest or event that the student is participating in is scheduled. If the student violates these guidelines between seasons, the penalty will take place during the first competitive week of the next season that the student participates in even if that is the following school year. In the event the penalty takes place at the end of any competitive season and the full suspension cannot be served, the remainder of the suspension shall carry over to the
next athletic season that the student does participate in. A student may not go out for another sport just to serve the penalty unless the student successfully completes the entire season for that sport/activity.

A. Athletics and Speech:

First Offense:

a. The student is suspended for three competitive weeks.
b. The student practices but does not participate nor travel with team.
c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

First Offense - If admission made.

If a student who violates this policy admits the violation to the student's sponsor, building principal, or assistant principal/activities director, the penalty will be as set forth below:

a. The student is suspended for two competitive weeks.
b. The student practices but does not participate nor travel with team.
c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

Second Offense:

a. The student is suspended for six competitive weeks.
b. The student practices but does not participate nor travel with team.
c. Student does not participate until s/he has met an assessment by an area drug/alcohol professional.

Second Offense - If admission made.

a. The student is suspended for four competitive weeks.
b. The student practices but does not participate nor travel with team.
c. Student does not participate until s/he has met an assessment by an area drug/alcohol professional.

Third Offense:

a. The student is out of all activities for the remainder of his/her school career at the school in which s/he is currently enrolled (i.e., middle school or high school).
b. A student and his/her parents may appeal after one calendar year if the student has been through a treatment program. The appeal process should include a meeting with the Parent(s) of the appealing student, athletic director, the coach/sponsor of the program the student wishes to participate in, a teacher of the student's choice, and the school counselor.

B. *All Other Extracurricular Activities:

First Offense:

a. The student is suspended for a three-week period. If there are not at least two (2) scheduled events during that time frame, it will be necessary for the student to be suspended from the next two (2) scheduled events no matter where they fall on the school calendar;

b. The student practices but does not participate nor travel with the activity;

c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

First Offense - If admission made.

If a student who violates this policy admits the violation to the student's sponsor, building principal, or assistant principal/activities director, the penalty will be as set forth below:

a. The student is suspended for a two-week period. If there is no scheduled event during that time frame, it will be necessary for the student to be suspended from the next one (1) scheduled event no matter where it falls on the school calendar.

b. The student practices but does not participate nor travel with the activity.

c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

Second Offense:

a. The student is suspended for a six-week period. If there are not at least four (4) scheduled events during that time frame, it will be necessary for the student to be suspended from the next four (4) scheduled events no matter where they fall on the school calendar.

b. The student practices but does not participate nor travel with the activity.

c. Student does not participate until s/he has met for an assessment by an area drug/alcohol professional.

Second Offense - If admission made.

a. The student is suspended for a four-week period. If there are not at least two (2) scheduled events during that time frame, it will be necessary for the student to be suspended from the next two (2) scheduled events no matter where they fall on the school calendar.

b. The student practices but does not participate nor travel with the activity.

c. Student does not participate until s/he has met for an assessment by an area drug/alcohol professional.

Third Offense:

a. The student is out of all activities for the remainder of his/her school career at the school in which s/he is currently enrolled (i.e., middle school or high school).

b. A student and his/her parents may appeal after one calendar year if the student has been through a treatment program. The appeal process should include a

meeting with the parent (s) of the appealing student, athletic director, the coach/sponsor of the program the student
wishes to participate in, a teacher of the student's choice, and the school counselor.

*Note: This policy does not apply to co-curricular activities – those activities that are directly related to the student's coursework and for which the student will receive a grade; e.g., band and choir concerts.

Multiple Activities: Students in multiple activities will suffer the outlined consequences in each activity (example: Football/Jazz Band student will be suspended under Section A for Football and Section B for Jazz Band.)

These guidelines apply to all students involved in extra-curricular activities at Powell High School and Powell Middle School. They are cumulative during the years that they are enrolled in that school. When entering high school, each student starts with a clean slate.

II. **PENALTY FOR VIOLATIONS AT, OR INVOLVING, SCHOOL FUNCTIONS**:
Students who violate the policy by possessing or consuming/misusing alcohol, tobacco, inhalants, or any other drugs not prescribed by a doctor in any school building, on school grounds, at **any school function, or while on any school-sponsored trip are subject to School District policy (See Administrative Regulations/Operational Procedures – Alcohol, Tobacco, and Drug Abuse) in addition to the Activities Department policy. The penalties from each policy would run concurrently.**

*The eligibility policies apply to students involved in athletics and activities including student managers, statisticians, etc.

Student Fan Agreement

In Wyoming, high school sports are a pride of the community. As a student spectator, you are a direct reflection of our school and community. Under WHSAA guidelines, your role is to provide positive support. Failure to do so doesn't just hurt our reputation—it can result in penalties for our team.

The Gold Standard of Fandom

As a member of the student section, I agree to the following WHSAA-aligned behaviors:

- **Positive Support:** I will cheer **for** our team, not **against** the opponent.
- **Respect the Stripes:** I will not yell at, mock, or gesture toward officials.
- **Zero Tolerance for Hate:** I will not use language that is profane, racist, sexist, or discriminatory.
- **The "Wall" Rule:** I will stay in the designated student section and never enter the playing surface or approach the opponent's bench.
- **No Artificial Noise:** I will follow WHSAA rules regarding noisemakers (no air horns, whistles, clappers, objects used in such a manner, or electronic amplifiers that interfere

with the game).

Prohibited "Antics" & Non-Negotiables

The following behaviors are strictly forbidden. Engaging in any of these acts will result in **immediate removal**:

- **Profane & Sexually Explicit Conduct:** This includes sexual innuendos in chants, or any behavior that is vulgar or suggestive.
- **Obscene Gestures:** This includes "flipping the bird" or any other offensive hand signals directed at players, coaches, officials, or opposing fans.
- **Targeted Verbal Abuse:** Addressing players, coaches or officials by name or number, screaming insults, or using profanity to distract or harass an opponent (including coaches) is a violation of WHSAA sportsmanship.
- **Throwing Objects:** The throwing of any object (confetti, powder, coins, etc.) is an automatic grounds for removal.

Consequences

Attendance at school athletic events is a privilege, not a right. This privilege is granted to students who demonstrate maturity and respect. This privilege can be revoked by the school administration at any time, for any reason deemed necessary to maintain a safe and sportsmanlike environment.

- **Immediate Ejection:** Any student who fails to meet these expectations will be removed from the venue immediately.
- **Seasonal Ban: If a student is removed/ejected from a contest, he/she may be barred from attending all future athletic contests (home and away) for the remainder of the sports season.**
- **Further Action:** Depending on the severity of the behavior, students may face additional school disciplinary action, including suspension and/or expulsion from school.

Clubs, Organizations, Activities

Every student in Powell High School is urged to join and become an active member in at least one extra-curricular activity.

Activities promote an interest in the school and offer very worthwhile opportunities for the development of leadership qualities, cooperation, and citizenship responsibilities. Choose one or more activities that meet your interests and needs and become an active and credible member. Do not, however, try to belong to so many organizations that you cannot do justice to any of them.

Athletics

Participation in athletics is a privilege available to students who are eligible according to the regulations of the Wyoming High School Activities Association. Athletics in Powell High School provide the opportunity for every student interested in sports to participate. Boys may

participate in basketball, cross country, football, golf, indoor track, swimming, soccer, tennis, track, and wrestling. Girls may participate in basketball, cross country, golf, indoor track, swimming, soccer, tennis, track, volleyball, and wrestling. Students participating in athletics in Powell have excelled in all sports during the past number of years. They also have set a standard for good sportsmanship and a seriousness of purpose in school work which is equally outstanding. Keeping up school grades is a "must" for all students participating in athletics.

Art Guild

The Art Guild aims to promote and advance art in the school and community by encouraging the creative ability of Powell art students and by sponsoring art exhibits throughout the area. Any student enrolled in Powell High School who is taking or has taken a course in art is eligible for membership.

Band

Instrumental music instruction in nearly all instruments is given to individuals and small groups at no charge to the students. Band is offered during a regular class period and open to all students who qualify. During the first semester, band members concentrate on marching and performing at home football games. During the second semester, concert band is stressed. The band plays at several local concerts during the year and participates in the District Music Festival. Ample opportunity is provided to participate in solos and small ensembles.

Cheerleaders

Cheerleading is designed to help promote school spirit and encourage involvement of the student body in support of athletics. Powell High School maintains one cheerleading squad which normally consists of students in grades 9, 10, 11, and 12. Each spring a week-long clinic is held for instructional purposes with tryouts following.

Chorus

An active vocal department is maintained at Powell High School. Classes offer training in voice fundamentals and techniques to those students who have talent and interest. Vocal groups participate in concerts, assemblies, and the District Music Festival during the year. The chorus has developed rapidly over the past few years and is one of the outstanding musical groups of the Big Horn Basin.

Dance

Dancers perform choreographed dances at several activities during the winter sports season, including the state dance and cheer competition in March. Participants learn, practice, and perform several dances throughout the season.

Drama

For students interested in dramatics, school plays and other productions give experience and enjoyment. Worthwhile knowledge is gained in the fields of public speaking, acting, directing, stage production, lighting, makeup, and costuming. Powell's auditorium provides facilities that

are equal to any in the Rocky Mountain area. Students should try to take part in at least one dramatic production during their high school years.

FFA

The FFA is a national organization comprised of students who are enrolled in agriculture classes. The organization carries on many worthwhile activities during the year including the parent and member banquet, speech contest, and other activities and social events. The requirement for membership is to be enrolled in agriculture.

Letter Club

The "P" Club of Powell High School is composed of students who have earned a varsity athletic letter. Their objectives include the promotion of good sportsmanship, clean living, and the stimulation of a healthy attitude toward athletic events as well as encouraging younger athletes to dedicate themselves to these principles.

Publications

Each year a staff of students edits and publishes the school newspaper and the annual. For students interested in journalism, these publications offer interesting and practical experience in the field. The student annual is known as the Panther.

Robotics

Students are given a game or problem and then work in teams of 10 for several months to design, build, and test a robot used to compete in a regional tournament. Students learn hands-on lessons in design, engineering, computer programming, and team work.

Speech and Debate

Any student who is enrolled in Powell High School is eligible for membership. Forensics provides opportunities for developing mental and speaking powers through participation in competitive educational events and forensics activities.

Student Council

The purpose of the Student Council is to provide, through government, an opportunity for student participation in student affairs, to promote the welfare of the school, and to acquire experience and efficiency in the practices of democracy.

National Honor Society

Students eligible for National Honor Society must be enrolled in their third (3rd) consecutive semester at Powell High School at the time of balloting and have a minimum of a 3.5 G.P.A. Students do not apply for membership in the National Honor Society; instead, those who meet the minimum criteria will be invited to submit information to be used by a high school faculty selection committee to support their candidacy for membership. The selection committee will use a rubric to evaluate students' performance according to the four criteria: scholarship, character, leadership, and service. Membership will be granted to those students who meet the standards determined by the selection committee. Selection to NHS is a privilege, not a right.

This is not an election, nor is membership automatically conveyed simply because a student has achieved a specific level of academic performance. An appeal process is available for any student who wishes to be reevaluated for membership. Contact the National Honor Society advisor for information.

SkillsUSA

The Wyoming Association of SkillsUSA seeks to unite in a common bond all students enrolled in trade, industrial, technical, technology, and health occupations education and to develop leadership abilities through participation in education, vocational, civic, recreational, and social activities.

Student-Sponsored Clubs/Organizations

Powell High School offers a limited open forum for non-curriculum student groups to meet during non-instructional time. In accordance with the Equal Access Act of 1984, equal access to that forum will not be denied based on the religious, political, philosophical or other content of the speech at such meetings. However, the school administration will not permit meetings that disrupt, or are likely to disrupt, the educational process and/or learning environment.

Student-sponsored clubs must adhere to all PCSD #1 Board Policies and regulations. Students wishing to initiate a club must submit a "New Club Application" to the activities director. After reviewing the application and meeting with the club founder and staff sponsor, the activities director will make a recommendation to the principal for authorization of the club. The principal will determine appropriate meetings times and locations and will decide whether to recommend the approval of the club to the Board of Trustees. The Board must authorize the club before its inception.

Club members wishing to promote the club and/or its mission/principles within the school must adhere to Policies GBI-2 and GBI-3. Distribution of materials will be limited to the advertisement of meeting times and locations. Club members must acquire permission from the principal before advertising meeting times and locations. A maximum of five advertisements will be displayed. Advertisement on school grounds must…

- be confined to 8.5" x 11" paper,
- contain words and numbers only (no images or symbols),
- receive a stamp from the office indicating approval, and
- be hung by the office staff or designee.

Procedure for Collection of Non-Sufficient Funds Checks, Effective April 2008

SUMMARY

The Business Office will collect on all checks which do not clear the bank due to non-sufficient funds, account closed, stop payment, or any other reason. This procedure will apply whether the check was written for an activity account fundraiser or a student's lunch account. To ensure accurate record- keeping procedures, the schools must not accept payment on these items but are to refer them to the Business Office.

PROCEDURE

- When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if they can't be reached, a message will be left if that option is available.
- If payment is not received in 10 days, the item will be referred to Check Solutions-Collection Professionals in Cody for collection. When Check Solutions collects, they remit the full amount of the original check plus $5 of the fees they collect to the School District.
- The balance on a student lunch account will be reduced the following day after the letter has been mailed and the call made. When payment is received, the student lunch account will then be credited. It is suggested in both the letter and the phone call that the parent make arrangements to provide his/her student with meals from home until he/she can take care of the NSF check. The school secretaries will be advised of each step as it occurs.
- If the check was received as payment for merchandise from a club fundraiser, the Business Office will request that the school secretaries hold delivery of the merchandise until the check has been made good. The school's club account will be debited when the charge-back is received from the bank and credited when payment is received. It is important that club sponsors deposit fundraising checks regularly to help avoid these charge-backs due to closed accounts and/or non-sufficient funds. The Business Office and the school secretaries will be advised of each returned item and remitted payment. The school secretaries must inform the club advisors of these transactions.
- A spreadsheet of all checks processed under this procedure will be maintained in the Business Office.

DAILY SCHEDULE (Bold Italics indicate lunch)

PERIOD	Start Time	End Time
0	7:15 AM	7:50 AM
1	7:55 AM	8:45 AM
2	8:49 AM	9:39 AM
3	9:43 AM	10:33 AM
Panther Time	10:37 AM	11:12 AM
4	11:16 AM	12:48 PM
Lunch	***12:06 PM***	***12:48 PM***
5	12:52 PM	1:42 PM
6	1:46 PM	2:36 PM
7	2:40 PM	3:30 PM

FRIDAY SCHEDULE

PERIOD	Start Time	End Time
0	7:15 AM	7:50 AM
1	7:55 AM	8:25 AM
2	8:29 AM	8:59 AM
3	9:03 AM	9:33 AM
Panther Strong	9:37 AM	10:05 AM
5	10:09 AM	10:39 AM
6	10:43 AM	11:13 AM
Lunch	***11:13 AM***	***11:42 AM***
4	11:46 AM	12:16 PM
7	12:20 PM	12:50 PM