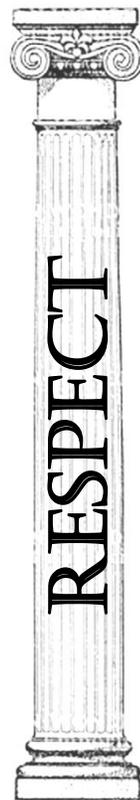


NEWCASTLE MIDDLE SCHOOL

2019 - 2020

STUDENT HANDBOOK



**“Intelligence plus character –
that is the goal of true education.”**

– Martin Luther King Jr.

Newcastle Middle School

Dear Newcastle Middle School Families,

As the new principal of Newcastle Middle School, it is my honor and pleasure to welcome everyone back for another great year at NMS! We are excited to have students back in the classrooms and hallways, filling our building with energy and enthusiasm for learning. Our skilled and dedicated staff is already planning and preparing for another incredible year. It is our mission to help every child that enters our building feel welcome, safe, and cared for. Additionally, we strive to challenge each student to grow academically, behaviorally, and socially throughout their time with us.

To provide clarity and priority for students, staff, and families, our staff will focus on three “Standards of Excellence” for our students to adhere to at Newcastle Middle School:

1. **Learning**
2. **Respect**
3. **Ownership**

We will go into each of these standards at greater detail later in the handbook, but please note that nearly every decision we make with regards to policy and practice at NMS will come back to one of these three expectations.

For those families that have been with us before, you may **notice some important changes in our school (and our handbook) for the 2019-2020 school year**. This includes a few additions to our staff. We are delighted to welcome Mr. Nate Smith, our new 7th and 8th grade math teacher, Mr. Clinton Colgrove, our new 7th and 8th grade science teacher, and Mrs. Elyse Dickey, our new 6th grade resource teacher. Mr. Smith, Mr. Colgrove, and Mrs. Dickey are veteran teachers who have demonstrated a unique ability to connect with students and communicate difficult concepts in an understandable way, and we’re excited to have them join our team!

As for day-to-day operations at the school, we are undertaking new approaches with cellular phones and other personal electronic devices, as well as the dress code and noneducational out-of-town trips. Our focus on learning, respect, and ownership, have led us to tighten some previous practices, yet we believe we can become less strict in other areas. Please look carefully through this handbook, particularly the first few pages, to ensure you are informed of these new expectations.

Above all, we are grateful for the opportunity to work with your child and impact their journey through life. We truly believe the maxim that it “takes a village” to raise a child, and we’re excited to work with families and students as partners in the educational process. If you ever have any questions, concerns, or ideas on how we could improve, please contact me so we can discuss further. We look forward to working with you to help your child be successful this year and for years to come!

Warmest regards,



Tyler Bartlett – Principal
308-430-0324
bartlett@wcsd1.org

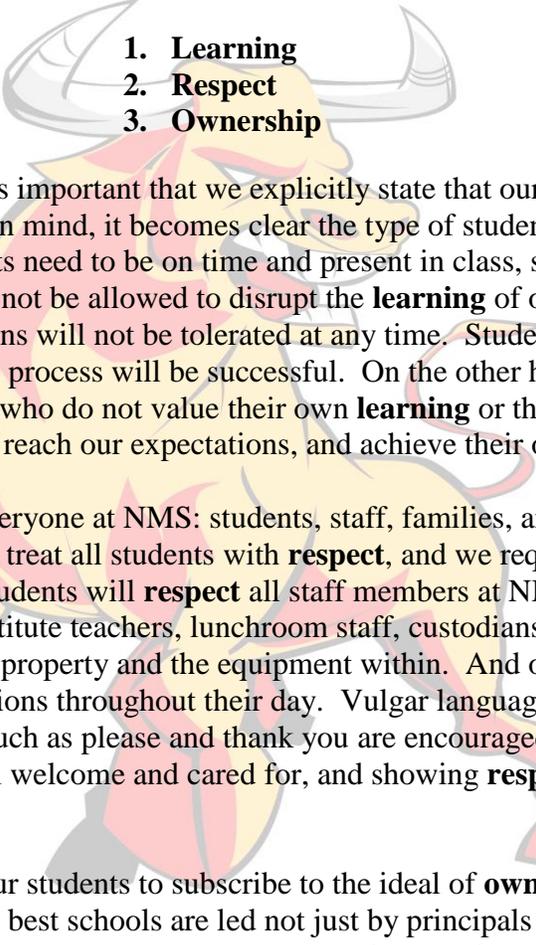
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Calves Standards of Excellence

Newcastle Middle School is committed to providing a safe, positive place where learning and growth are intentionally fostered. It is our mission to maximize the potential of young people by providing a challenging and supportive learning environment for all. We truly believe that all students can learn at high levels and take proactive steps to help each and every student do exactly that.

One integral piece of our effort to help all students grow is setting and maintaining high standards for all students. We call these our “Standards of Excellence” and they are embedded into all we do at Newcastle Middle School. These nonnegotiable standards focus on three key values that are expected and required of all students enrolled at NMS:

- 
1. **Learning**
 2. **Respect**
 3. **Ownership**

While it may seem obvious, it is important that we explicitly state that our primary goal at NMS is student **learning**. With this in mind, it becomes clear the type of student behaviors that are and are not acceptable. Students need to be on time and present in class, since this is where **learning** occurs. Students will not be allowed to disrupt the **learning** of others, so behaviors that cause distractions or interruptions will not be tolerated at any time. Students who enter our doors ready to engage in the **learning** process will be successful. On the other hand, we will proactively work with students who do not value their own **learning** or the **learning** of others to help them better fit our culture, reach our expectations, and achieve their own success.

Respect is an expectation of everyone at NMS: students, staff, families, and anyone else who enters our doors. Our staff will treat all students with **respect**, and we require students to respond in kind. This means students will **respect** all staff members at NMS (classroom teachers, office personnel, substitute teachers, lunchroom staff, custodians, etc.). Students will also be respectful of the school property and the equipment within. And of course, students will use respectful language and actions throughout their day. Vulgar language and gestures are prohibited; courteous phrases such as please and thank you are encouraged. We want NMS to be a place where all who enter feel welcome and cared for, and showing **respect** at all times is a big step in that direction.

Last, but not least, we expect our students to subscribe to the ideal of **ownership** while at Newcastle Middle School. The best schools are led not just by principals or teachers but by students who take an active role in creating an environment they can be proud of. In many ways, this school belongs to the students. We want them to take pride in that fact and act accordingly. Along those same lines, we want students to take **ownership** of their words, their actions, and their mistakes. We know that students will not always make the right choice. Mistakes are in fact a crucial part of the learning process. At NMS, mistakes are expected, respected, inspected, and corrected. The key is that students own up to their mistakes and learn from them going forward. If students spend too much time blaming others or defending their mistakes, they lose the opportunity to learn and improve. Therefore, **ownership** is a critical Standard of Excellence.

Three simple standards our school is built on – **learning, respect, and ownership** – that have a tremendous impact on creating a great school and developing successful young people.

Newcastle Middle School – Schoolwide Rules

Simple, easy to understand and follow rules have been put in place to help our school maintain its focus on **learning, respect, and ownership**. These rules include:

1. **Students will follow all staff directions and instructions immediately.** Failure to comply with staff direction is disrespectful and disruptive to learning and will not be tolerated.
2. **Students will be on time to class.** A focus on learning requires students to be in class on time. Unexcused tardies will be addressed with the following practice: when students accrue 5 unexcused tardies, they will serve detention with the principal. If necessary, this will occur again when the student reaches 10 unexcused tardies. At this point, parents will be notified. If a student reaches 15 unexcused tardies, they will receive one day of in-school suspension (ISS) and parents will again be notified. If warranted, the cycle will continue again if tardies continue to occur (detention at 20 and 25 tardies, ISS at 30). This count will reset at semester.
3. **No computer games on school-issued devices.** The laptops provided by the school are to be used for educational purposes only. Students will not be permitted to play games on them at any time throughout the day unless explicitly stated by a staff member on a special occasion such as an incentive activity. In addition to possible consequences such as ISS or detention, students who refuse to comply with this rule may lose computer privileges for a time, up to and including the remainder of the school year.
4. **Water is the only liquid allowed in the middle school.** Taking ownership of our school means trying to keep it clean. Students may drink juices or flavored beverages before/after school and at lunch, but they must be consumed outside of school or in the commons. Once a student enters the middle school, they are not allowed to have any liquids or beverages besides water. If a student is observed with something other than water in the hallways (including lockers) or classrooms, it will be confiscated immediately and not returned to the student. If students repeatedly violate this rule, lunch detention, afterschool detention, and/or ISS may be utilized to correct the behavior.

No Cellphones or Personal Electronic Communication Devices During School Hours

The primary focus of Newcastle Middle School is learning, and our staff has an obligation to create and sustain a safe, productive learning environment. Electronics such as cellphones, tablets, iPads, iPods, MP3 players, etc.) interfere with student engagement, politeness, focus, and learning. Additionally, research suggests that adolescents having access to cellphones in school may potentially lead to increases in anxiety, stress, and harassment on social media. For these reasons, **cellphones and electronic communication devices (ECDs) are not to be seen or used at any time during school hours.** This means from 8:05am until 3:30pm, student cellphones should be turned off or muted and placed in their locker (or simply left at home). They are not to be used during class, passing periods, lunch, or any other part of the school day until the 3:30 dismissal bell has rung. Student cellphones and ECDs will be confiscated by teachers and given to the office if used in violation of this regulation. Students will be able to pick up their device at the end of the day. After three violations of this rule, parents will be contacted to pick up the device. If a student violates this regulation five times, consequences up to and including detention, ISS, and additional parent meetings may be utilized to address the issue.

Weston County School District #1 and Newcastle Middle School cannot and will not assume responsibility for lost/stolen/confiscated electronics. It is recommended that students simply leave these devices at home if at all possible. In case of emergency, if you need to contact your child, you can reach staff members in the NMS office from 7:45am to 3:45pm each school day by calling 307-746-2746.

Rules regarding personal electronic devices and cellphones on activities and field trips may be decided on an individual basis by the supervising staff member. If at any time a student is permitted to use a cellphone, it is expected that they follow generally acceptable rules of etiquette such as being polite, using appropriate language, and not using their device for harassment, intimidation, bullying, or discrimination. If use of the device creates issues regarding student learning or respect, it will no longer be permitted.

Simplified School Dress Code

In order to clarify expectations regarding school-appropriate dress, let us begin with a simple recommendation: **if you aren't sure if the look is appropriate, please err on the side of caution and change your clothes.**

With that being said, here are some dress code guidelines for Newcastle Middle School:

- **Head must be visible:** hats, hoods, caps, bandanas, etc. are not to be worn in the building during school hours.
- **Body must be covered:** pants at waist; cleavage covered; shorts and skirts must extend to fingertip length when arms and hands are at side; back, sides and midsection covered; no fishnet or see-through tops; bras and underwear should remain under clothes and out of sight; no spaghetti straps, racerbacks, or halter tops. Tank tops are allowed so long as they adhere to all other dress code restrictions and the straps are at least two inches wide (or approximately the width of three fingers).
- **Shoes must always be worn.**
- **Positive/neutral messages only:** no promotion of alcohol, drugs, sex, violence, and racism; inappropriate, derogatory, or discriminatory messages of any kind are prohibited.

Any clothing that causes a disruption or distraction to the learning environment will be deemed inappropriate and addressed by staff. To help students comply with the dress code expectations, the following actions may occur:

1. Student will be addressed directly and asked to remove/correct/cover/replace the item or apparel in question.
2. Student may be issued a temporary alternative item of clothing from the office.
3. Parent/guardian/family member may be contacted to bring in a suitable change of clothes.
4. Student may be assigned detention or ISS for failure to comply.

Nonmandatory Enrichment Field Trip Experiences

Newcastle Middle School may occasionally provide optional enrichment opportunities off-campus, such as the “Women in Science” conference at Black Hills State University and the 8th Grade trip to Outlaw Ranch and Black Elk Peak. These trips are enjoyable learning opportunities provided to students to enhance their middle school experience, but they are not required components of the school curriculum. This means that attending these trips is a privilege, not a right. Students with significant or repeated discipline and behavior issues at school may be excluded from these opportunities at the school’s discretion. Students may be at risk for being left out of these experiences if they have:

- ✓ Excessive office referrals for disrespect or insubordination
- ✓ At least three separate incidents of in-school suspension (ISS)
- ✓ One incident involving out-of-school suspension (OSS)
- ✓ One school-related disciplinary incident involving drugs, tobacco, alcohol or a weapon

If a student is at risk for being excluded from such privileged off-campus opportunities, the principal will notify the students and their parents or guardians and, if necessary, arrange a meeting to discuss the issue further. In order for students to not be left out, possible solutions may include no overnight stays, a parent or guardian accompanying the student as a chaperone for the trip, or other appropriate actions agreed upon by the principal.

School-Issued Laptop Requirements & Expectations

Newcastle Middle School is proud to be a one-to-one school in which each student is provided a high-quality laptop computer for educational purposes throughout their time at NMS. These devices are equipped with up-to-date Windows operating software, as well as Microsoft 365 which enables students to access their schoolwork from any other device connected to the internet, no matter where the student might be. Weston County School District #1 employs four full-time employees to assist with technology needs and maintain and repair the school-issued laptops to ensure students are properly equipped for their educational endeavors.

Like most privileges in life, this laptop initiative comes with responsibilities and expectations.

Beginning with the 2019-2020 schoolyear, students will be required to pay an annual \$20 maintenance and usage fee prior to receiving their laptop for the schoolyear. This payment helps reduce the financial burden that comes with purchasing, operating, and maintaining the devices, and encourages students to responsibly care for their machine. At the conclusion of their 8th grade year at NMS, students who have taken proper care of their laptops, have not inflicted any damage due to purposeful action or gross negligence, and have not lost any key components of the device will be eligible for complete reimbursement of these fees. However, students who transfer out of the district, crack their screens, draw on their laptops, lose the stylus or keys, or inflict any other damage upon the device beyond naturally occurring wear and tear will not have their fees returned as it will be used to cover the cost of repairs and replacements so future middle school students may have continued access to this technology.

If the laptop is intentionally damaged or damaged as the result of horseplay, please report those incidents immediately. If the school determines the incident is the result of an accident, all repairs will be completed at no additional cost. All other incidents, including habitual accidents, may result in the student/parent paying for the additional cost of the repair or replacement of the laptop or loss of the student's laptop privileges. Failure to report any incident within two school days may also result in the student/parent being responsible for the cost of all repairs or the loss of laptop privileges.

To help ensure that all students take proper care of their device, and to increase the likelihood of their maintenance and usage fees being returned to them, we recommend following these guidelines:

- Take **ownership** of the device. Though it is the property of WCSD #1, treat it as if it is your own. Take pride in your use of and care for the device.
- Use the laptop device for educational purposes only. Do not visit questionable sites that do not relate directly to learning and schoolwork.
- Do not attempt to repair the laptop; report any need for repairs to NMS staff immediately.
- Refrain from personalizing the laptop using pens, markers, stickers, etc.
- Properly transport the device through the school by closing the screen and securely carrying while walking to and from class.
- Shut down the device at the end of every school day and when the laptop is not in use in order to ensure software updates and runs properly.
- Do not store in your locker. Shut down, plug in, and place on the designated tray in the computer carts provided by the school.
- Keep food, liquids, and other substances that could result in damage away from the laptop
- Keep your laptop dry
- Keep your laptop away from extremely hot or cold environments
- Do not place heavy materials such as textbooks on your laptop.
- Please only use the power adapter and battery provided with the laptop. No other adapter or battery should be used.

NMS Daily Bell Schedules

On a typical week, students attend class Monday through Friday. On every day except Wednesday, classes begin at 8:10am and end at 3:30pm, with additional time for academic support, activities, and clubs provided before and after school. On Wednesdays noted on the school calendar, classes begin at 9:40am and end at 3:30pm. Please see the school calendar for special dates where we may have no school/early dismissals. For your convenience, the typical bell schedules at NMS are provided here:

Regular Day	
1 st Period	8:10 – 8:58
2 nd Period	9:02 – 9:50
3 rd Period	9:54 – 10:42
4 th Period	10:46 – 11:34
POWER HOUR	11:38 – 12:10
LUNCH	12:14 – 12:54
5 th Period	12:58 – 1:46
6 th Period	1:50 – 2:38
7 th Period	2:42 – 3:30

48 Minute Class Periods -- 32 Minute POWER HOUR

Wednesday Schedule	
1 st Period	9:40 – 10:17
2 nd Period	10:21 – 10:58
LUNCH 8-7-6	11:02 – 11:36
POWER HOUR	11:40 – 12:05
3 rd Period	12:09 – 12:46
4 th Period	12:50 – 1:27
5 th Period	1:31 – 2:08
6 th Period	2:12 – 2:49
7 th Period	2:53 – 3:30

37 Minute Class Periods – 25 Minute POWER HOUR

Weston County School District # 1 85% - 100% Student Proficiency Goal

Board Governance Goal:

WCSD # 1 will have 85%-100% of students at each grade level/content area proficient or higher on the State Proficiency Exam and Local Common Assessments.

Evaluation of Goal:

Schools will use the State Proficiency Exam, Teacher Judgment, and at least one Local Common Assessment to determine their 85%-100% proficiency level.

Adopted: 10/8/08

Revised: 8/12/09, 3/10/10, 12/8/10, 4/3/12, 6/20/12

BOARD PHILOSOPHY

The Weston County School District #1 (WCSD #1) Board of Trustees recognizes its responsibility to give support and assistance to school employees with respect to student discipline policies and procedures of the School District. Further, the Board recognizes that an effective discipline policy is intended to foster student growth while assuring each student an atmosphere that is safe, conducive to the learning process, and as free as possible from unnecessary disruptions.

The Board also recognizes that the District is the school community and that schools are a reflection of society. The rules of the District reflect the standards of the school community. Today's society is plagued by crime and violence, which in turn has become a major social problem in the Nation's educational system. A comprehensive discipline policy is necessary to confront these problems and preserve schools as safe havens in which students can learn and teachers can teach.

The Board of Trustees recognizes the individual rights of students, but the possession of rights of students, also brings responsibility. This responsibility is to the school, school personnel, and other students. If a student does not accept this responsibility, school authorities will take appropriate measures to ensure that his/her conduct does not hinder the maintenance of an orderly educational program. Parents are encouraged to take appropriate cooperative measures to ensure proper behavior of their children.

Chronic or severe misbehavior is an infringement on the right of the well-behaved child to learn and negatively affects the classroom-learning environment.

Any misconduct on the part of pupils, which directly relates to and affects the management and efficiency of the schools, is within the scope of power of school officials and the Board.

The Board recognizes that individual schools may adopt additional rules for orderly conduct; however, such rules must be consistent with Board policy and District Administrative Regulations.

The Discipline and Conduct Policy of Weston County School District #1 is binding upon all school and student personnel at all School District operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the School District and at all activities conducted, sponsored, or participated in by school personnel or students of Weston County School District #1.

PREFACE

- A. All students and parents will sign and return to their school principal the form entitled, “Acknowledgement of Receipt and Review of the District Student Discipline and Conduct Handbook.”
- B. Orientation and In-service - Principals will conduct orientation and in-service meetings each year with all building personnel specifically on the subject of the District Student Discipline and Student Handbook.
- C. Student Orientation - Teachers and/or administrators will review the District Student Discipline and Conduct Handbook in detail with their students as soon as possible each school year. Students enrolling after this time will review the Handbook as part of the enrollment process.

POLICIES AND ADMINISTRATIVE REGULATIONS STANDARDS OR CONDUCT POLICIES UNAUTHORIZED ABSENCES, CLOSED CAMPUS, TRUANCIES

Attendance Improvement Initiative JED-R

Policy JED-R is to work in conjunction with and in addition to Policy JED. In the case there is a conflict between the two, Policy JED should prevail.

The main focus of the new attendance efforts is to:

- Improve parent/school partnership
- Improve student achievement
- Maximize instruction time

It is the districts wish that all children learn and become productive members of society.

Absence: Absence is defined as “any time a child is not in school”. This includes partial days (if a student misses more than two hours of school, it will be counted as 1/2 day of absence), and full days.

To ensure good attendance by all students, Weston County School District #1 schools will:

- Provide the school attendance policies to the parents/guardians of all students on a yearly basis or during any registrations.
- If a student is absent on any given day and the office has not been contacted by the parent/guardian, the school office will call the home to verify the absence.

The following steps will be taken when the number of absences of any student reaches a point causing concern for his/her academic well-being:

Step 1: When a teacher expresses a concern regarding attendance is expressed to the Principal about any student, the school (principal, counselor, or designee) will make a “personal contact” with the student’s parent/guardian. A letter may be sent home and a meeting may be scheduled.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.

Step 2: In the event that the student’s attendance continues to be an academic concern, the school will contact the parents/guardians to set up a meeting. A letter will be sent including the student’s attendance record and the meeting date with a principal appointed Attendance Committee. This committee shall consist of principal, student, parent/guardian, counselor, and at least one teacher

(preferably of the student's choice). Minutes will be recorded, and the following may be discussed at this meeting:

- Reasons for the excessive absences
- Review of historical attendance issues for the student
- Development of a contract (Attendance Improvement Plan) with parents and student
- Discussion of make-up work, remediation, summer school, etc.
- Requests for doctor's verification with dates for student absences
- Outline further steps to be taken if the problem continues.

Step 3: In the event that the student's attendance continues to be an academic concern, if the previous meetings and interventions have not resolved the attendance issue, a letter may be sent home and another meeting scheduled with the Attendance Committee. The principal may ask other agencies to attend this meeting if appropriate. The meeting may include the following:

- Review of the attendance/academic problem
- Description of previously agreed upon solutions from prior meetings, and an outline of possible newly agreed upon actions or interventions
- Explanation of excessive absences/consequences
-

Step 4: In the event that the student's attendance continues to be an academic concern and prior meetings, contracts, and interventions have not been successful, after receiving all attendance documentation, the Attendance Committee may make a referral to the WCSD#1 Board of Trustees to file a formal complaint of educational neglect with the appropriate authorities under the Children in Need of Supervision Act and /or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.

** A student's attendance record from the previous year may be reviewed and considered in the following year for habitual attendance issues.

Intent of Attendance Improvement Initiative (JED-R):

Each school will use progressive intervention for any student attendance issue regardless of whether the absences are excused or unexcused.

Each school will form an Attendance Committee at Step Two who will focus on assisting the family with the attendance issue. Every effort should be made to promote a partnership of responsibility in the matter for student success.

The Attendance Improvement Plan will gradually result in more intensive interventions if desired results are not being realized. Ultimately, the Attendance Committee will refer the issue to the WCSD #1 Board of Trustees for action that may trigger forced intervention from outside agencies, loss of credit, or board sanctions.

W.S. 21-4-101 (i) defines unexcused absence, as defined in the policies of the local school board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child.

W.S. 21-4-101 (ii) "Habitual truant" means any child with five (5) or more unexcused absences in any one (1) school year.

The following steps would be possible solutions to help address a student who has unexcused absences before they are deemed “Habitually Truant”

- A. At the first board meeting in August, the board will make a motion and approve all “Attendance Officers” for the 2018-2019 school year to comply with W.S. 21-4-101, duties of attendance officers.
- B. Definitions of Attendance Codes will also be recognized and forwarded to the County Attorney’s office to ensure clarity of codes used by school district.
 1. E= Excused Absence. Parent has notified school that child will not be in attendance.
 2. S= School Excused. Student is on a school activity which is why they are not in class.
 3. M= Medically Excused. Student is excused for medical reasons, documentation from parent and medical agency have been provided.
 4. U= Unexcused Absence. Parent has not provided any information about the why the student is not in school, even after school has notified parent that the child is not in attendance; or parent notifies school that student’s absence is unexcused.

Building administrative procedures for reporting for reporting unexcused absences to the local school board.

Reporting procedures will follow W.S. 21-4-104, Duties of Attendance officers.

- (i) Counsel with students, parents, guardians or custodians and teachers; to investigate the causes of the unexcused absences;
- (ii) Give written notice to the parent, guardian, or custodian of any child having an unexcused absence that the attendance of such child at school is required by law. If after such notice has been given, the child has a second unexcused absence, which the attendance officer reasonably believes was due to willful neglect or failure of the parent, guardian, or custodian of the child, then they shall make and file a complaint against such parent, guardian, or custodian of the child with Weston County Attorney for the violation of W.S. 21-4-102.

- A. Written notice sent to parent explaining unexcused absence policy after first occurrence of an unexcused absence. (Superintendent notified)
- B. Second occurrence of unexcused absence, letter sent to parent and superintendent, notifying both of attendance officer’s request to have student attendance issue placed on school board agenda.

Note: Every attempt will continue to be made to make contact with parent, guardian or custodian to resolve attendance matter before it is heard by the local school board. This is our present practice and will remain in place.

Note: Definitions of absence codes are codes used in PowerSchool, not PowerTeacher. PowerTeacher codes will not be used in any reporting the superintendent and school board.

ATTENDANCE REQUIREMENT FOR ACTIVITIES

Students must be in school the whole day of an activity (*the day before a weekend activity*), in order to participate. Under extraordinary circumstances, students may participate in an activity if the parents/guardians receive permission from the principal or designee.

RELEASE OF PUPILS

No child shall leave a school before regular dismissal time without permission of the principal or person in charge.

A principal or teacher shall not permit a pupil to leave the school in the custody of a person other than the child's parent unless that person has the written authorization of one of the parents or the person is a law enforcement officer who takes the student into custody or places the student under arrest. The authorization should be verified.

If a request for early dismissal is made by telephone, that request is to be confirmed to the satisfaction of the principal or the person in charge.

CLOSED CAMPUS

Students shall not leave the school during the regular session. Students riding school buses must stay on school grounds from time of arrival until departure in the afternoon.

HARASSMENT

Harassment is violence and is defined at the middle school as any mean word, look, sign, or act that hurts another person's body, feelings, or things. Harassment is unwanted and repeated and may include racial, sexual (verbal, physical, non-verbal), disability, ethnic, gender, ancestry, national origin, or religious harassment.

Students at NMS will receive instruction and discussion each year on the issue of harassment and how they can deal with it. School authorities will strive to help each student with this problem in a confidential manner. Generally, the following procedure will be used if a student makes a complaint to school authorities: The principal or designee will inform the student that there is a harassment complaint against them and that they must stop or change all actions that pertain to the complaint. Failure to correct the problem or to "get even" with the accuser will result in disciplinary action.

If a student harasses another student, the principal or teacher will document the incident and may discipline the student by: 1. Give the student a verbal or written warning; 2. Meet with parents; 3. Suspend the student and/or refer the matter to an outside agency; 4. Recommend the student for expulsion.

ASSAULT, BATTERY, AND SELF-DEFENSE

Students are prohibited from assaulting, battering or harassing any school personnel or any other student.

PHYSICAL RESTRAINT

In cases involving assault, battery, harassment, or the use of force or the threat of physical harm against school personnel or against students in which school personnel are involved, reasonable force may be used by school personnel in the defense of or protection of other school personnel or a student to prevent possible injury. This includes the use of reasonable physical force to restrain a disruptive student. School personnel are specifically authorized to use that degree of force necessary to prevent harm, defined as reasonable and moderate, not excessive. Reasonable, moderate, and necessary force is used when no reasonable, effective alternative to the use of that degree of force exists to prevent the perceived harm.

ELECTRONIC COMMUNICATION DEVICE REGULATIONS

1. Students must follow school rules with regards to all electronic communication devices (ECDs) such as cellphones, computers, pagers, portable game units, or other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites and apps such as Facebook, Twitter, and Snapchat.

2. School rules apply when students are at school or attending a school-sponsored or related activity off-campus. They apply when students are:

- Attending class
- Socializing in hallways and elsewhere on school grounds
- Using school media centers, restrooms, locker rooms, gyms, and other school facilities
- Going to and from school
- Eating lunch on or off campus
- Attending school-related activities off campus, such as field trips, dances, and sports competitions.

3. The following will result in student discipline at any of the above activities.

- Refusal to turn off an ECD when told to by a teacher, administrator, coach, counselor, or other school official
- Damaging an ECD owned by the school
- Causing disruption
- Using an ECD to cheat, including getting and giving answers to tests and copying from the internet
- Using an ECD to bully, threaten, harass, or attack another student or school personnel whether or not communicated directly to that person
- Sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act

4. Additionally, the school may punish students who misuse ECDs away from school on their own time if both of the following are true:

- The student's use of the ECD causes significant disruption at school or serious harm to the school, other students, or school personnel
- The student knew, or should have known, that the harm would happen

5. When a student misuses an ECD, the school may do the following, as long as the severity of the school's action matches the seriousness of the student's misuse of the ECD:

- Search the ECD within the context of the alleged misuse
- Warn the student, verbally or in writing
- Take away the ECD for the rest of the school day or longer depending on the severity of the offense
- Deny the student the privilege of participating in extracurricular and athletic activities
- Contact the student's parents, school security, or the police
- Suspend or expel the student from school in accord with student discipline procedures

SKATEBOARDS, SCOOTERS, MOTORIZED SCOOTERS, and BICYCLES

Skateboards, scooters and motorized scooters are not allowed on campus. Please do not bring these items to school during the school day or on Saturdays and Sundays during special school events.

First Offense: Verbal warning and review of usage policy

Second Offense: Confiscate item to be returned after school.

Third Offense: Confiscate item until the parent can pick it up at the office and conference with student and principal.

- Students may ride bikes to school.
- We provide bike racks but the school is not responsible for theft or damage.
- We strongly recommend locking your parked bike.
- Riders must walk bikes in congested areas, such as in the bus loop and on sidewalks and must comply with directions from the Staff.
- We strongly recommend all students wear helmets.

SPECIAL ACTIVITIES DRESS CODE

Designated dress may be required for students participating in special activities. The sponsor(s) of the activity shall determine an appropriate dress requirement, with prior approval of the administration.

JICH

ALCOHOL – TOBACCO PRODUCTS – DRUGS

The primary responsibility for the prevention and treatment of alcohol, tobacco and drug use and abuse by students rests with the student and the student's parents or guardians. The District will work with students, parents and guardians to prevent student use of alcohol, tobacco and drugs and to encourage the student, parents and guardians to seek help, intervention and treatment through resources available in the community.

The District prohibits all student use and possession of alcohol, tobacco products and drugs upon school grounds, in school buildings and school vehicles, and while on school sponsored trips.

The District recognizes that adult students eighteen years or older may legally possess and use tobacco products. Such adult students may possess tobacco products in their private vehicles upon school grounds, but may not possess tobacco products elsewhere upon school grounds or in any school building, may not use tobacco products while in their private vehicles while upon school grounds, and may not distribute tobacco products to others while on school grounds.

The District also recognizes that students may legally possess and use drugs obtained directly from or pursuant to a valid prescription or order of a licensed physician or dentist specifically for the student. Student possession and use of such drugs in accordance with the directions of the physician or dentist on school grounds, in school buildings or vehicles, or while on school sponsored trips is not a violation of this policy.

I. Possession or use of tobacco products in violation of this policy shall result in the following:

A. For student's first offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal and will result in three days of in school suspension (ISS). Student will be required to make up daily work. If student is a minor, law enforcement will be notified.
2. Student will be required to complete the District's intervention program. If student fails to participate in or to complete the program the building principal shall recommend that the

district superintendent suspend student for up to three school days, which shall be in addition to any other suspensions. The superintendent may suspend student for any period the superintendent deems appropriate up to a maximum of ten days.

3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

B. For student's second offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for five school days. Student will be required to make up daily work. If student is a minor, law enforcement will be notified.
2. Student will be required to complete the District's intervention program. If student fails to participate in or to complete the program the building principal shall recommend that the district superintendent suspend student for up to six school days, which shall be in addition to any other suspensions. The superintendent may suspend student for any period the superintendent deems appropriate up to a maximum of ten days.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

C. For student's third offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for ten school days. Student will be required to make up daily work. If student is a minor, law enforcement will be notified.
2. Student will be required to complete the District's intervention program. If student fails to participate in or to complete the program the building principal shall recommend that the district superintendent suspend student for up to ten school days, which shall be in addition to any other suspensions. The superintendent may suspend student for any period the superintendent deems appropriate up to a maximum of ten days.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

D. For student's fourth or subsequent offense in any school year:

1. Student shall immediately be removed from school and suspended for ten school days. Student will be required to make up daily work. If student is a minor, law enforcement will be notified.
2. The district superintendent shall begin proceedings to suspend or to expel student for whatever period the superintendent believes is appropriate up to a maximum of one year. Pending the decision of the board upon the superintendent's petition to suspend or to expel, student shall be placed into in-school suspension.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

II. Possession or use of alcohol in violation of this policy shall result in the following:

A. For student's first offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for five school days. Student will be required to make up daily work. Law enforcement will be notified.
2. Student will be required to complete the District's intervention program. If student fails to participate in or to complete the program the building principal shall recommend that the district superintendent suspend student for up to five school days, which shall be in addition to any other suspensions. The superintendent may suspend student for any period the superintendent deems appropriate up to a maximum of ten days.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

B. For student's second offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for ten school days. Student will be required to make up daily work. Law enforcement will be notified.
2. Student will be required to complete the District's intervention program. If student fails to participate in or to complete the program the building principal shall recommend that the district superintendent suspend student for up to ten school days, which shall be in addition to any other suspensions. The superintendent may suspend student for any period the superintendent deems appropriate up to a maximum of ten days.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

C. For student's third or subsequent offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for ten school days. Student will be required to make up daily work. Law enforcement will be notified.
2. The district superintendent shall begin proceedings to suspend or to expel student for whatever period the superintendent believes is appropriate up to a maximum of one year. Pending the decision of the board upon the superintendent's petition to suspend or to expel, student shall be placed into in-school suspension.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

III. Possession or use of drugs/drug paraphernalia in violation of this policy shall result in the following:

A. For student's first or subsequent offense in any school year:

1. An immediate conference between student's parent(s)/guardian(s) and the building principal. Student will be removed from school and suspended for ten school days. Student will be required to make up daily work. Law enforcement will be notified.

2. The district superintendent shall begin proceedings to expel student for whatever period the superintendent believes is appropriate up to a maximum of one year. Pending the decision of the board upon the superintendent's petition to expel, student shall be placed into in-school suspension.
3. Student's participation in extracurricular activities shall be limited as provided in the activity handbook for student's school.

FIGHTING

Immediate disciplinary action that may include suspension or expulsion will be taken against individuals who participate in a fight or encourage it in any way. Students are expected to solve their problems in ways other than physical aggression.

1st-3rd Offense: Administrative decision which may include 1-3 days of ISS. 4th Offense: 3-5 days of ISS or OSS.

A student who has made an effort to avoid a fight by bringing the situation to the attention of school personnel will be given more consideration regarding any punishment that might be received. Failure to cease fighting when requested verbally by school personnel will result in automatic suspension. Students who obstruct or interfere with school personnel trying to stop a fight will be subject to the consequences of the fighting policy.

STUDENT PUBLICATIONS

Student newspapers, other publications that are school sponsored, and other printed materials shall not be disseminated, distributed, or transferred without approval of the principal or his/her designee.

WEAPONS

It is the intent of this policy to prevent dangerous items from being brought into the school building. Dangerous items include things capable of causing harm to students, faculty, and staff, or the school facility. Possession and/or use of any dangerous or deadly weapon in any school controlled building, or grounds, in any school vehicle, or at any school-sponsored activity is prohibited. A student shall not possess, handle, transmit, or conceal any object that could be used as a weapon, or cause harm to another person. This weapon definition is not limited to the obvious, but includes any item that can be construed as a weapon, such as guns of any type, water and toy guns that resemble the real thing, Ninja stars, screw drivers, ball bats, slingshots, bludgeons, knives, or any pocketknife where the blade is in an open position.

CONSEQUENCES

The possession or use of any firearm or explosive device shall require that proceedings for the suspension with the possibility of expulsion of the student involved shall be initiated immediately as follows:

1. Notify parents.
2. Notify police (prosecution at police option).
3. Notify Superintendent of Schools.
4. Immediately initiate proceedings for suspension and/or expulsion of the student involved pursuant to provision of the Wyoming Education Code 21-4-305, 306.

Wednesday 9:40am Start

Each Wednesday, except the dates specifically published on the school calendar, will be a 9:40am start for students who are in Academic Good Standing. Classes will begin at 9:40am on Wednesdays for middle and high school students. If a student is assigned Academic Recovery **or** it is necessary for a family to send their middle school student on the bus because of transportation issues, then a student will ride the bus at the scheduled time.

**School Hours: 8:10 – 3:30-- Monday, Tuesday, Thursday, Friday
9:40 – 3:30---Wednesdays.**

Students are welcome in the school from 7:40 until 4:00. To be here earlier or stay later a student must have the permission of a staff member.

BUS RULES AND REGULATIONS:

Rules for Riding a Weston County #1 Bus:

1. Students will observe the same conduct as in the classroom.
2. Students will not use vulgar or profane language.
3. Students will not eat or drink on the bus unless given permission by the driver.
4. Students will keep the bus clean.
5. Students will cooperate with the driver of the bus.
6. Students will not use tobacco products.
7. Students will not be destructive.
8. Students will stay in their seats when the bus is in motion.
9. Students will keep their head, hands, and feet inside the bus.
10. Bus drivers are authorized to assign seats.
11. Students will not engage in activities that may result in injury of fellow passengers.
12. The Transportation Director is authorized to terminate riding privileges for any student who violates the above rules.

Consequences for Misconduct

Misconduct Notice No. 1

1. Student/Parent/Guardian will be notified in writing of the misconduct.

Misconduct Notice No. 2

1. Student/Parent/Guardian will be notified in writing of the misconduct.
2. Parent /Guardian must meet with the building principal. Upon completion of a satisfactory conference, the child may regain bus-riding privileges by having the principal send a bus-riding pass with the child to the bus driver.

Misconduct Notice No. 3

1. Student/Parent/Guardian will be notified in writing of the misconduct.
2. Student will be suspended from riding the bus for five days.

Please Note: Students who display reckless misconduct which results in the injury of a fellow passenger; damage to the bus; or to other motorists can be removed from the bus at that time. The length of the suspension will be determined by the Transportation Director and the Building Principal.

DETENTION OF STUDENTS

TEACHERS AUTHORITY

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students before, during or after school hours. Before assigning students to detention, the teacher will inform the student of the conduct that allegedly constitutes the violations, and the student will be given an opportunity to explain his/her version of the incident. Students will be given the opportunity to notify parents prior to serving a detention. A student failing to serve detention will be disciplined in a manner and method as determined by the school and consistent with established District policies.

HABITUALLY DISRUPTIVE STUDENTS

DEFINITION

A habitually disruptive student is one causing disruption of the educational and/or activity process more than ten times during one school year on school controlled property, at District-sanctioned activities, or on District-sponsored transportation. “Disruptive behavior” is that behavior initiated by a student, which is willful and overt and interferes with the normal progression of academics and/or activities. The principal will make the final decision as to whether an incident is classified as “disruptive behavior”.

BEHAVIOR MANAGEMENT CONTRACT

If a student is engaged in habitually disruptive behavior, a “Behavior Management Contract” shall be developed by the principal or his/her designee with the assistance of the appropriate teaching and specialist personnel, and shall include the opportunity for input by the student and his/her parent. The principal may develop such a plan prior to the sixth disruptive incident report.

DISCIPLINE

Any student who violates his/her behavior management contract and continues to engage in disruptive behavior shall be subject to suspension and may be recommended for expulsion. Habitually disruptive students may be subject to involuntary transfer to a different education setting.

LAW ENFORCEMENT OFFICIALS AND SCHOOL ADMINISTRATION

It shall be the policy of the Weston County School District #1 that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment.

INVESTIGATIONS

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The principal shall determine when the necessity exists to contact law enforcement officers when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

The principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student’s parents prior to questioning by law enforcement officers.

TAKING A STUDENT INTO CUSTODY

When an emergency situation exists, the school principal may summon law enforcement officials to the school to take a student into custody. Every reasonable effort will be made to contact the student's parents, guardian, or representative immediately and such effort shall be documented.

MEDICATION/PRESCRIPTION DRUGS

Any student taking drugs or medications prescribed by a person licensed to practice medicine in the State of Wyoming or any over-the-counter drug except inhalers used to treat asthma, shall leave said substance in the care of school personnel designated by the principal and shall only take said substances in the presence of said designated person. Failure to follow this rule will result in appropriate disciplinary action. If the drug is left in charge of school personnel, the medication must be clearly labeled with the student's name, correct dosage, time of day medication is to be given, and the length of time it is to be administered. *The school has a limited supply of Tylenol, Ibuprofen Benadryl, and other over the counter medications available to students to be used in the NMS Office if they have a signed parental consent form on file allowing the use of specific medications.*

SICK DAY GUIDELINES FROM YOUR SCHOOL NURSE

Every parent wonders...When should I keep my child home from school? Keep your child home from school if they have one or more of the following:

- Fever of 100 or greater (keep home until fever is less than this for 24 hours without pain/fever reducer)
- Vomiting (they should be free of vomiting for at least 24 hours)
- Diarrhea (they should be free of diarrhea for at least 24 hours)
- Rash or open and draining sores.
- Red, painful eye with drainage (until cleared by physician)
- Has symptoms that prevent him or her from participating in school, such as
 - Excessive tiredness
 - Headache, body aches, earache
 - Productive coughing, sneezing
 - Sore throat

Please remember returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

If you have any questions regarding this information, please contact the school nurse. Hand washing is the best way to prevent the spread of germs, so remind your child to wash his/her hands before and after eating, after using the restroom, after sneezing, coughing or blowing his/her nose, after playing with animals, and after coming in contact with someone who has an illness. We all need to work together on staying healthy during the school year.

RIGHT OF SEARCH

STUDENT'S PERSON

The principal and/or administrator charged by the Board of Trustees with the responsibility of supervising students during regular school hours and during school related activities are authorized in the course of carrying out their duty of maintaining school discipline to conduct a search of a student's person including the student's locker or any other area on school premises or school property if the principal and/or administrator has a reasonable belief that a student has stolen property, or an illegal substance or

weapon on his/her person, in his/her school locker or some other school property, or has reason to believe the student has violated any law, board policy, or building regulation.

LOCKERS

Lockers remain the property of the school and are provided to students without charge. The school is authorized to open lockers and to examine the contents, including personal belongings of students, when school officials have reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, board policy, or school regulation. Students are personally responsible for all contents in their lockers.

Students are not to share their lockers with any other student. Students are personally responsible for all contents in their assigned lockers.

Locker combinations must not be given to another student for security purposes. Principals may impose disciplinary consequences for violation of locker policies.

SUSPENSION, EXPULSION AND DUE PROCESS

Whenever a student is sent to the office of the principal or other building administrator in charge of discipline, the following due process will occur: the student will be advised of the nature of the misconduct and of the proposed consequence to be administered. After due consideration by the disciplinarian, including consideration of any appropriate information from the student, the disciplinarian will advise the student of the consequence being imposed. If the imposition of the consequence involves the use of a performance contract or other appropriate forms or written documents, those documents will be completed and a copy furnished to the student.

In the case of a proposed suspension of a student for misconduct, a conference (informal hearing) will be held at which the student will be informed of the misconduct together with the evidence against the student; then the student will be given the opportunity to present any information in the student's defense or as mitigating evidence. Upon completion of the conference (informal hearing) between the disciplinarian and the student, the disciplinarian will announce the consequences to the student e.g., that: (1) he or she has been suspended and (2) state the number of school days of suspension. Suspension may include not only exclusion from regular class attendance but also restrictions regarding participation in school activities or other attendance on school property and prohibition regarding riding on school buses. In any emergency situation, a suspension may be done without the informal hearing in the beginning in which case the holding of the informal hearing may be delayed for up to 72 hours. Parents will be notified within 24 hours of the imposition of any suspension.

Whenever the infraction is so serious that the Superintendent of Schools, Weston County School District #1, determines that expulsion is appropriate, the Superintendent shall formally Petition the Board of Trustees recommending expulsion for up to one year. Written Notice of Hearing on the Petition will be served upon the student and his/her parents. A formal trial-type hearing will be held before the Board of Trustees on any Petition for Expulsion unless the student and his/her parents/guardian waive the hearing in writing. Formal expulsion hearings will be conducted in accordance with State law, Board policies, and Rules of Practice and Procedure for Formal Hearings before the Board of Trustees, Weston County School District #1. When a student is expelled in Weston County School District #1, that student is barred from attending schools during the period of expulsion plus being barred from all activities and the provision of District transportation. Expulsion in one school district in Wyoming can be used as the basis for excluding a student from attendance at the schools in any other school district in the State of Wyoming.

Records of suspensions and expulsions shall be kept as regular, confidential student records under Federal and State Law and School District policies.

SUSPENSION AND EXPULSION OF STUDENTS WITH A DISABILITY

SHORT TERM SUSPENSION: A School District may suspend a child with a disability from school for a period of no more than ten (10) consecutive school days if the District determines that:

1. The child's behaviors pose a danger to self or others; or
2. The child is engaged in conduct that would warrant suspension for a child without a disability.

EXPULSION: Expulsion is considered a change in placement for a child with a disability. The School District may expel a child with a disability from a program for a period not to exceed one school year if:

1. The School District determines that the child has engaged in conduct which would warrant suspension of such duration if the child were not disabled;
2. The IEP Team determines that the child's conduct is not related to the child's handicapping physical or mental disability.

INTERNET ACCEPTABLE USE AND SAFETY POLICY ELECTRONIC COMMUNICATION SYSTEM

SYSTEM AND PURPOSE

The Weston County School District #1's Electronic Communications System (DECS) includes but is not limited to a computer network with access to internet and electronic mail (e-mail), on-line commercial educational programs, cable television, telephone key systems, cellular telephones, and Distance Learning (WEN).

The purpose of providing employees and students' access to the DECS is to support the educational programs of the district, with the goal of preparing students for success in life and work in the 21st century. Employees and students are thus provided electronic access to a wide range of information and the ability to communicate with people from throughout the world.

The Weston County School District #1 Board of Trustees believes the use of the DECS offers vast, diverse and unique resources to students, teachers and other users. The District's goal in providing this service to staff, students, and other users is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication.

The DECS will be used to assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and business. It is expected that District employees will upgrade their skills through greater exchange of information with the peers.

PRIVILEGES

The use of the DECS is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each student or staff will become familiar with the rules for using the DECS by reading school policies and rules or by discussion with classroom teachers, the building principal, or the DECS administrator. The system administrator and the school administration will deem what is inappropriate use when the written policy or rules are not clear or do not address the issue. The district may deny, revoke, or suspend specific user access. All material created, transmitted, stored, maintained and/or accessed on any portion of the DECS will be considered property of the district to be used as deemed appropriate by the district and is subject to review at any time as deemed necessary by the administration.

Inappropriate material created, transmitted and/or accessed on any personal electronic devices while on school property during school hours, or during school sponsored events by student or staff will be held to the same criteria as other personal property under investigation.

Routine maintenance and monitoring of the DECS may lead to discovery that the user has or is violating school district policies, rules or the law.

Individual searches will be conducted if there is reasonable suspicion that a user has violated the law or school user rules or policies.

ACCEPTABLE USE

Education purposes include the use of the DECS for classroom activities, professional or career development, and limited high-quality self-discovery activities. Administration or faculty will establish time limits for student use of the DECS.

UNACCEPTABLE USE

Includes but not limited to:

- Users may not use the DECS for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Acquisitions for the school district will follow the business office procedures.
- Users may not use the DECS for political lobbying. Staff and students may use the DECS for communicating with their elected representatives and to express their opinion on political issues.
- Users may not use the DECS for any harassment, intimidation, bullying, retaliation, or discrimination.
- Transmission over the DECS of any material or communication in violation of any Federal, State or Local law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Other illegal acts include, but are not limited to, arranging for the purchase of alcohol or drugs, engaging in criminal gang activity, or threatening the safety of a person.
- Users will not attempt to gain unauthorized access to the DECS or any other system, or go beyond their authorized access. This includes attempting to log in through another users account or access another user's electronic material. These actions are inappropriate and potentially illegal, even if only for the purpose of "browsing."

NETIQUETTE

DECS users are expected to abide by generally accepted rules of etiquette. These include, but are not limited to the following:

- Be polite. Your communication should not be abusive to others.
- Use appropriate language. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Do not reveal your personal address or telephone number. Do not reveal the address or telephone numbers of others.
- Electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- Do not use the DECS in any way that would disrupt services for other users.

NON-LIABILITY

Weston County School District #1 (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing. WCSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained by WCSD is at the user's own risk. WCSD is not responsible for the quality of information obtained.

SECURITY

Security on the DECS is a high priority, especially when the system involves many users. If an employee or student can identify a security problem, they are responsible for notifying a teacher, the building principal or the DECS administrator. Any user identified as a security risk or having a history of problems with electronic communications systems may be denied access to DECS.

In accordance to the Children's Internet Protection Act (further referred to as CIPA) WCSD will maintain a filtering system to restrict accessing of inappropriate material. This will be accomplished by hardware, monitoring software and monitoring by teachers and other supervising adults however, it is not practically possible for WCSD to monitor and enforce a wide range of social values in student use of the DECS. WCSD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children.

Because the Internet is a fluid environment, the information which will be available to students is constantly changing, therefore it is impossible to predict with certainty what information students might locate. WCSD will do what is required to comply with CIPA with regard to blocking "inappropriate material" and, additionally, consult with teachers and the community to consider adding/removing Internet blocking criteria as it is required. Further, as the definition of "inappropriate" varies with stages of student development, School Administrators will have additional input with regard to "inappropriate" as it applies to their individual buildings.

VANDALISM

Vandalism will result in cancellation of all or part of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or any agencies or other networks connected to the DECS. This includes, but is not limited to, the uploading or creation of computer viruses.

DISCIPLINARY ACTION

In the case of disciplinary action, the normal chain of authority will be followed. Discipline will be considered on a case-by-case basis depending on the severity of the offense and all violations of the law will be reported to the proper authorities.

SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Weston County School District Number One are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), is directed to contact Tobey Cass, the District's civil rights compliance officer, at 116 Casper Avenue, Newcastle, Wyoming 82701, or Section 504 is directed to contact the building principals c/o Weston County School District # 1 Administration Office at 116 Casper Avenue, Newcastle, Wyoming 82701, (307) 746-4451, Section 504/ADA Coordinators, who have been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Adoption Date: 2/9/2011
Revised: 6/26/2013, 7/17/2013

