

Rawlins High School ***Student Handbook***

2023-2024
Home of the
Outlaws



RHS Website: rhs.crb1.net

Carbon County School District One Board Members:

Mr. Matt Feldman	Vice Chairman
Ms. Pam Thayer	Treasurer
Ms. Tanya Evans	Trustee
Mr. Mike Mann	Board Chairman
Mr. Randy Flamig	Trustee
Ms. Cheryl Engstrom	Clerk
Mr. Rick Greene	Trustee

District Administration:

Mr. Michael Hamel	Superintendent
Ms. Tanya Wall	Director of Human Resources
Mr. Chuck Kern	Curriculum and Instruction
Dr. Stacey Kern	Director of Special Education
Ms. Margaret Quintrall	Business Manager
Mr. Joshua Jerome	Director of Technology

Administration and Office Staff:

Ms. Marnie Garner	Principal
Ms. Stacey Peres	Asst. Principal
Mr. Denver Allard	Activities Director
Ms. Shelly Seldomridge	Registrar
Mr. Brett Crist	Activities Secretary
Ms. Afton Koontz	Attendance Secretary
Ms. Krystle Johnston	Counselor
Ms. Diane MacPherson	Social Worker
Ms. Brittany Weimer	Nurse
Deputy Robertson	SRO
Ms. Moore	CCHEC Director

Math Department:

Mr. Smith	Math
Ms. Jones	Math
Ms. Withers	Math
Mr. Adams	Math

Fine Arts Department:

Mr. Bloxham	Choir
Mr. Salzman	Band
Mr. Davidson	Art

Language Arts Department/Spanish/ELL:

Ms. Eggleston	Language Arts
Mr. Johnson	Language Arts
Ms. Bridger	Language Arts
Ms. Johnson	Language Arts
Mr. Ritschard	Foreign Language
Ms. Beltran	ELL

Physical/Health Education Department:

Mr. Hastings	Weightlifting
Ms. Vorn	Phys. Ed./Health
Mr. Sandstedt	Phys. Education

Science Department:

Ms. Donough	Science/Health Voc.
Mr. Grant	Science
Ms. Jorgensen	Science
Mr. Lucero	Science

Social Studies Department:

Mr. Krysl	Social Studies
Mr. Ellico	Social Studies
Ms. Fryar	Social Studies

Vocational Education:

Ms. Jennings	Business
Ms. Karstens	FACS
Dr. Pelham	Computer Science
Mr. Snodgrass	Woodworking
Ms. James	CNA/Health
Vocations	
Mr. Flaharty	Welding
Mr. JT Johnston	Automotives

Special Services Department:

Ms. McClaren	Sp. Coordinator
Ms. Villanueva	Sp. Education
Mr. Hudson	Sp. Education
Mr. West	Sp. Education
Mr. Johnston	Sp. Counselor
Mr. Rodriguez	Transition Specialist
Ms. Grace	Psychologist

Custodial Staff:

Mr. Nicholls	Mr. Worrell
Ms. Dansel	
Mr. Williams	
Mr. Arguela	
Mr. Winter	

Para-Educators:

Ms. Acton	Ms. McCuddy/Library
Ms. Wrigley/Office	Ms. Walker/ISS
Ms. Risdal	Ms. Olivas/ELL
Ms. Klepac	
Ms. O'Melia	
Ms. Rigot	

Academic Coaches:

Ms. Morgan	Graduation Coach
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***Student Council Officers:**

President: Jessalyn Mikesell
Vice President: Veena Oad
Secretary/Treasurer: Charlie Fonseca

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Carbon County School District #1

Mission Statement:

Educating today's students for tomorrow's opportunities.

Vision Statement:

Inspiring excellence-every child every day.

Core Values:

Passion for Learning, Responsibility, and Excellence

District Goals:

- Improve student growth and achievement
- Operate as a healthy, safe, and effective learning community





Rawlins High School

Mission Statement:

Our mission is to empower students to achieve academic and lifelong personal success.

Vision Statement:

RHS will be a collaborative, purposeful learning environment for all.

RHS Goals for Academics:

- Collaboration and accountability for all staff and students
- Focus on Learning

RHS Collective Commitments:

- Work together collaboratively each day to focus on learning for all students
- Be prompt and be present for learning everyday
- Inquiry and advocacy to build consensus (ask, listen, take action)
- Respond to data to improve student learning in all areas
- Use technology as tool for learning

RHS Goals for Activities/Athletics:

- Support and reinforce the instructional purposes of the district.
- Enable all students to reach their greatest potential by providing unique educational enrichment opportunities.
- Provide opportunities to learn individually, and to work with team concepts and goals that will give each student the confidence to be a life-long contributor.
- Provide a disciplined, safe, and nurturing environment for students.
- Be concerned with the interests of students by providing an opportunity to acquire skills and knowledge in an enjoyable atmosphere which will create a desire for continual educational growth.
- Strive for excellence without condoning “winning at any cost”.
- Be aware that activities programs are representations of our schools, our communities, and us as people.
- Promote unity between schools and communities.
- Provide opportunities to assist in the development of fellowship and goodwill.

- Promote the development of the “whole person”.
- Encourage learning the qualities of good citizenship.
- Provide a variety of experiences to aid in the development of favorable habits and attitudes in students, which will prepare them for adult life in a democratic society.
- Provide opportunities for participants to develop leadership skills.

Graduation Requirements

Carbon County School District One adheres to requirements set forth in both statute and Wyoming Department of Education rules associated with statutes relating to requirements for high school graduation. The following are graduation requirements for Carbon County School District One schools as of the 2023-2024 school year:

Rawlins High School and Little Snake River Valley High School:

Fifty (50) Carnegie Unit credit hours earned in grades 9-12

1. English - 4 years (8 credits)
2. Math - 3 years (6 credits)
3. Science - 3 years (6 credits)
4. Social Studies - 3 years (6 credits) - must include American and World History, American Government, and Economic Systems and Institutions AND the student must successfully pass an exam of the Principles of the Constitutions of the United States and the State of Wyoming as required by W.S. 21-9-102.
5. Health - ½ year - (1 credit)
6. Physical Education - ½ year - (1 credit)
7. Pass a three course sequence (3 credits) in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, etc...) and take a state approved CTE exam. (See descriptions of Pathways
8. Electives - 19 credits

OR

Fifty (50) Carnegie Unit credit hours earned in grades 9-12

1. English - 4 years (8 credits)
2. Math - 4 years (8 credits)
3. Science - 4 years (8 credits)
4. Social Studies - 3 years (6 credits) - must include American and World History, American Government, and Economic Systems and Institutions AND the student must successfully pass an exam of the Principles of the Constitutions of the United States and the State of Wyoming as required by W.S. 21-9-102.
5. Health - ½ year - (1 credit)
6. Physical Education - ½ year - (1 credit)
7. Four (4) credits (2 years) combined in EITHER career vocational, foreign language, or fine and performing arts (2 courses MUST be sequential).
8. Electives - 14 credits

*Note: The two options align with the two major paths students can take to be viewed as college or career ready in accordance with the Wyoming Accountability in Education Act Post and Secondary Readiness Indicator.

***Students and parents will be advised on all levels of the Hathaway Success Curriculum to make informed decisions regarding a path to graduation.**

CLASSES WHERE STANDARDS CAN BE MET:

Language Arts	Math	Science
English 9	Algebra I and II	Physical Science
English 10	Geometry	Biology
English 11	Pre-Calculus	Physics
English 12	Calculus	Chemistry
College Prep Writing	Consumer Math	Earth and Space Science
	Calculus	Anatomy
		Biomedical Science
		Physics
Social Studies	Health/PE	Foreign Language
American History	Health Education	Spanish I, II, III
World History	Physical Education I	
American Government	Team Sports	
Economics	Lifetime Sports	
	Weight Training	
	Sports Medicine I and II	
Fine Arts	Business/Careers	Family and Consumer Science
Band	Intro to Business	Introduction to Foods
Choir	Accounting I, II, III	Professional Foods I and II
Art I, II, III, and Portfolio	Graphic Design I and II	Hospitality & Tourism
Theater Arts/Advanced Theater Arts	Career Skills	
Music Appreciation	Career Explorations	
Guitar I and II	Senior Success	
CCHEC Vocational	Computer Science/Engineering	
Welding I, II, III, IV, Fabrication	Computer Science Essentials	
Woodworking I, II, III, Advanced	Computer Science Principles	
Construction Certification I and II	Aero-Drones & Robotics	
CNA I and II	Engineering Essentials	
Automotives	Intro to Engineering Design	
	Cybersecurity	

Dual and Concurrent Enrollment

Dual and concurrent enrollment courses are enrichment opportunities. It is understood each college course taken is equal to 1 RHS Credit in the course content area. If a student drops a 1 or 2 credit course before the drop/add period is over and drops below the seat time requirement, s/he must enroll in an Outlaw Tutoring course for no credit.

Students may be removed from dual/concurrent courses for poor behavior or lack of progress at the discretion of the instructor, CCHEC director, and RHS Administration. ANY course that is dropped after a three week period will be factored as a credit attempted, and will be factored as 0/1 GPA points with the grade of W (for withdrawn). Students who do not make adequate grade performance of C or better may not enroll in college courses under the tuition coverage agreement for at least one full semester.

ARCHITECTURE & CONSTRUCTION

Pathway courses offered in partnership with Carbon County Higher Education Center.

DESIGN/PRE- CONSTRUCTION

- Wood Working Basics
- Wood Working II
- Wood Working III
- Advance Wood Working

CONSTRUCTION

- Wood Working Basics
- Construction Certification I/
WWCC CNTR 1700 (3 college credits)
- Construction Certification II/
WWCC CNTR 1905 (4 college credits)

Possible Certifications:

OSHA 10– Construction Industry

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
- American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass a 3 course sequence (3 credits) in Design/Pre-Construction or Construction and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024****

Suggested General Education Classes:

- Consumer Math
- Intro to Careers or Senior Success

BUSINESS MANAGEMENT & ADMINISTRATION

ADMINISTRATION SUPPORT

- Intro to Careers
or Intro to Business
- Senior Success
- Career Exploration/Job Shadowing

BUSINESS INFORMATION MANAGEMENT

- Intro to Business or
Intro to Careers
- Business Graphic Design
- Business Graphic Design II

Possible Certifications:

Guest Service Gold or Adobe Certified Professional

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass 3 course sequences (3 credits) in an identified career technical
pathway (FACS, Woods, Auto, Welding, Business, etc.) and must take the
state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

FINANCE

ACCOUNTING:

- Accounting I-A
- Accounting I-B
- Accounting II-A
- Accounting II-B
- Accounting III-A
- Accounting III-B
- Accounting IV-A
- Accounting IV-B

Possible Certifications:

Quickbooks or Guest Service Gold

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass 3 course sequences (3 credits) in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, etc.) and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Intro to Business
- Intro to Careers or Senior Success
- Career Exploration/Job Shadowing

Health Sciences

Pathway courses offered in partnership with Carbon County Higher Education Center.

SUPPORT SERVICES:

- Health Education
- Health Vocations I (CNA)/WWCC #NRST 1510 (4 college credits)
- Health Vocations II (CNA)/ WWCC NRST 1511

Possible Certifications:

- American Heart Association Basic Life Support (BLS)
- Certified Nursing Assistant (CNA)

Graduation Class Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
- American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass a 3 course sequence (3 credits) in Health Sciences and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Anatomy & Physiology
- Biomedical Science/ WWCC HLTK1200 (2 college credits)
- Chemistry
- Physics
- Sports Medicine
- Career Exploration/Job Shadowing
- Intro to Careers or Senior Success

HOSPITALITY & TOURISM

HOSPITALITY

- Intro to Business
- Intro to Hospitality
- Advance Hospitality

SERVICE MANAGEMENT

- Intro to Foods
- Professional Foods I
- Professional Foods II

Possible Certifications:

Guest Service Gold or ProStart

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass 3 course sequences (3 credits) in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, etc.) and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Nutrition
- Intro to Careers or Senior Success
- Intro to Business (Service Management)
- Career Exploration/Job Shadowing

INFORMATION TECHNOLOGY

PROGRAMMING & SOFTWARE DEVELOPMENT:

- Computer Science Essentials
- Computer Science Principals
- Cyber Security

Possible Certifications:

Project Lead the Way-Computer Science or Guest Service Gold

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
- American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass 3 course sequences (3 credits) in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, etc.) and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Business Graphic Design
- Intro to Careers or Senior Success
- Career Exploration/Job Shadowing

MANUFACTURING

Pathway courses offered in partnership with Carbon County Higher Education Center.

MANUFACTURING PRODUCTION PROCESS DEVELOPMENT:

- Welding I/ WWCC WELD 1725 (1 college credit)
- Welding II/ WWCC WELD 1755 (3 college credits)
- Welding III/ WWCC WELD 1760 (3 college credits)
- Welding IV/ WWCC WELD 1840 (3 college credits)
- Welding Fabrication

Possible Certifications:

OSHA 10-Manufacturing

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass a 3 course sequence (3 credits) in Welding and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Consumer Math
- Intro to Careers or Senior Success
- Career Exploration/Job Shadowing

STEM

ENGINEERING & TECHNOLOGY:

- Engineering Essentials
- Computer Science Principals
- Introduction to Engineering Design

Possible Certifications:

Project Lead the Way– Engineering or Guest Service Gold

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
- American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass 3 course sequences (3 credits) in an identified career technical pathway (FACS, Woods, Auto, Welding, Business, etc.) and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Intro to Computer Science
- Media Technology
- Intro to Careers or Senior Success
- Career Exploration/Job Shadowing

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Pathway courses offered in partnership with Carbon County Higher Education Center.

Facility & Mobile Equipment Maintenance

- Auto Maintenance Basics
- Breaks & Steering/Suspension
- Electrical Systems

Facility & Mobile Equipment Maintenance-Engine

- Auto Maintenance Basics
- Drivetrains & Transmissions
- Engine Repair

Possible Certifications:

- Automotive Service Excellence (ASE)- Engine Repair
- Automotive Service Excellence (ASE)-Brakes

Graduation Requirements:

- ~English 4 years (8 credits)
- ~Math 3 years (6 credits)
- ~Science 3 years (6 credits)
- ~Social Studies: 3 years (6 credits)
American & World History, American Government and Economics
- ~Health: ½ year (1 credit)
- ~Physical Education: ½ year (1 credit)
- ~Electives: 19 credits
- ~ pass a 3 course sequence (3 credits) in Automotives and must take the state approved exam associated with that area

****Requirements apply beginning with the class of 2024.****

Suggested General Education Classes:

- Consumer Math
- Intro to Careers or Senior Success
- Career Exploration/Job Shadowing

Hathaway Scholarship

The State of Wyoming provides Hathaway Merit and Need-Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges. There are four tiers to this scholarship. See your school Guidance Counselor for more information. **All classes must be Hathaway-approved in order to count toward this scholarship. If you have any questions about your Hathaway progress, please meet with the school counselor.**

HATHAWAY SCHOLARSHIP REQUIREMENTS			
	HONORS \$1,680 per semester	PERFORMANCE \$1,260 per semester	OPPORTUNITY \$840 per semester
MAX AWARD AMOUNT			
	8 full-time semesters		
WHERE YOU CAN USE IT			
	May be used at a WY community college or UW		
LANGUAGE ARTS (years)			
	4 (9-12 grade only)		
MATH (years)			
	4 Algebra I, Algebra II, Geometry and one "additional math" course taken in grades 9-12		
SOCIAL STUDIES (years)			
	3 (9-12 grade only)		
SCIENCE (years)			
	4 (9-12 grade only) One year may include an "additional science" course		
Fine and Performing Arts or Career and Technical Education or Foreign Language			
	4 Years*** 2 years must be a sequenced pathway		
ACT SCORE			
	25	21	19
HIGHSCHOOL GPA			
	3.5	3.0	2.5

4 full-time semesters. Students with a certificate can extend for an additional 4 full-time semesters at a community college.*

Must start at a WY community college

Current HS graduation requirements

Current HS graduation requirements; at least 2 of these courses: Algebra I, Algebra II, Geometry

Current HS graduation requirements

Current HS graduation requirements

2019 and 2020 graduate can use either the 2018 Hathaway Success Curriculum (HSC) or the current. 2021 graduates will be required to use the current HSC.

*Students with an associates degree can extend for an additional 4 full-time semesters at UW

**All AP, IB and dual/concurrent courses (+1000 level and above) will be weighted.

***2 years must be a sequenced pathway, the other two years can be in the same or a different subject area.

HATHAWAYSCHOLARSHIP.ORG

2023-2024 School Calendar

Rawlins Elementary, Rawlins Middle, Rawlins High School and Victory High School

AUGUST '23

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14th-15th New Teacher Orientation
16th-17th Professional Dev.
18th Teacher Workday
21st 1st Day of School

JANUARY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st New Year's Day
2nd-7th Winter Break
8th Professional Dev.
9th Back to School
15th MLK Day

SEPTEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4th Labor Day
18th Professional Dev.

FEBRUARY

S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16th Professional Dev.
19th President's Day
23rd End of 2nd Trimester

OCTOBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9th-12th Parent/Teacher Conf.
13th Professional Dev.
16th Fall Break
20th End of 1st Quarter

MARCH

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4th-7th Parent/Teacher Conf.
8th End of 3rd Quarter
8th P/T exchange day from 1st sem./snow day make-up #1
25th-29th Spring Break

NOVEMBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10th End of 1st Trimester
22nd-24th Thanksgiving Break

APRIL

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19th P/T exchange day from 2nd sem./snow day make-up #2

DECEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22nd End of 2nd Quarter/1st Semester
22nd 1/2 Day Students & Staff
23rd-31st Winter Break

MAY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27th Memorial Day
30th 1/2 Last Day of School/End of 4th Quarter/End of 3rd trimester/End of 2nd Semester
31st Teacher Workday

Key:

	New Teacher Orientation
	Professional Development/Staff Development
	First and Last Day of School/Semester
	Schools Closed/Holiday
	P/T Conf. Exchange – No School
	End of Quarter (Trimester for RMS)

Student Contact Days	175
Teacher Contract	185

School Day Schedules:

RHS 2023-2024

Bell Schedule

Monday-Thursday

	50 min periods
Warning Bell	8:25
Period 1	8:30-9:20
Period 2	9:25-10:15
I & E	10:20-10:50
Period 3	10:55-11:45
Period 4	11:50-12:40
Lunch	12:40-1:15
Warning Bell	1:15
Period 5	1:20-2:10
Period 6	2:15-3:05
Period 7	3:10-4:00

** I & E is a period for intervention and enrichment for all Rawlins High School Students. This period of time is dedicated for reteaching, work completion, study skills, specialized instruction, and enrichment opportunities. This approach will include all students and will be a mandatory period of attendance and participation.

RHS 2023-2024

Bell Schedule

Friday

35 min periods

Warning Bell

8:25

Period 1

8:30- 9:05

Period 2

9:10- 9:45

Period 3

9:50-10:25

Period 4

10:30-11:05

Period 5

11:10-11:45

Lunch

11:45-12:25

Warning Bell

12:25

Period 6

12:30-1:05

Period 7

1:10-1:45

2023-2024

RHS State Testing/Event Schedule

WYTOPP Interim Testing Windows:

- **Winter: January 9, 2024-February 1, 2024**
- **Summative (Required by all Districts)**
 - **Writing (Grade 9)-March 4-March 15, 2024**
 - **ELA, Mathematics, and Science-April 16-May 10, 2024**

WY-ALT:

March 5, 2024-April 12, 2024

ACCESS (ELL students):

January 23, 2024 - March 1, 2024

ACT FALL (Senior Retake):

October 17, 2023

ACT STATE TEST - Juniors ONLY:

Initial Date April 9, 2024
Make-Up Date April 23, 2024

ACT National Test Dates/RHS-

Sept. 9, 2023 (Reg. by Aug. 4th)
Oct. 28, 2023 (Reg. by Sept. 22nd)
Dec. 9th, 2023 (Reg. by Nov. 3rd)
April 13, 2024 (Reg. by March 8th)

NAEP (Seniors Only)-Mandatory

January 29-March 8, 2024

ASVAB (TBD)

PSAT (Sign-ups Only, 10th/11th Grade Only):

October 2-October 31, 2023

WAO Planning Days-

September 25, 2023

Career Fair: November 8, 2023

Homecoming: October 6, 2023 (Dance on Oct 7, 2023)

Tentative Dates:

Winter Formal Dec 2, 2023 Prom: April 27, 2024 Senior Send Off: May 15, 2024

*****End of Year Ceremonies*****

Fine Arts Night

May 20, 2024

Awards Night

May 21, 2024

Graduation

May 24, 2024

General Information

Late Start Schedule

School will start @10:00 A.M. and the schedule will be modified accordingly. School Messenger will be used to notify parents and students of late start.

Inclement Weather & Emergency Closures

In the event school is canceled because of inclement weather or other reasons, we will utilize School Messenger and a call will be placed to the number listed in our system. Please help us by keeping this information updated at the RHS office. The District will also notify BIGFOOT 99.3 FM and Facebook Pages to announce a late start or closure.

Bulletins and Announcements

All notices of club meetings, activities and athletic events, social events, general information for the day, and specific instructions are announced daily at the beginning of first period by intercom and are posted on Infinite Campus. If students or student organizations wish to include announcements in the bulletin, they must email the front office the day prior to the announcement. Administration reserves the right to decline any announcement.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. Please visit the following link for menu and entree prices [CCSD 1 Menu and Pricing](#). We will follow our current menus as closely as possible. Additional ala carte items have been, and will continue to be available for purchase. Good nutrition and healthy lifestyle habits play a vital role in a students' ability to learn and grow. We are happy to be able to offer this opportunity to your children. Please encourage your student to participate in the breakfast and lunch services.

In addition, please take the time to fill out the free/reduced lunch application. Even if your family does not qualify, applications help our state process our needs to provide food services for our students. An online Free/Reduced lunch application can be accessed at <http://crb1.net/meals>. Second, should you have an outstanding balance with your child's lunch account, please use this time to try and get that paid down.

Lunch is open Campus. Off campus lunch privileges may be revoked by the administration for failing grades, discipline referrals, and/or poor attendance/tardies.

Lost and Found

Students who find lost articles are asked to take them to the office where the articles will be put in the lost and found box and can be claimed by the owner. Students may report any losses to the office.

Student Valuables

Rawlins High School will not be held responsible for the loss, theft, or destruction of a student's personal property. Students are cautioned not to bring large amounts of money or items of value to school. Do not leave excessive amounts of money or valuables in your backpack or lockers. Students are encouraged to **lock up** all personal items during PE and other times when they may have to leave them behind.

Visitors

In order to maintain a safe and orderly environment for students and staff, all visitors must check in/out through the main office and must wear an approved visitor identification throughout the visit during school hours. School aged visitors will not be permitted to accompany RHS students to class or during school hours on campus.

Crisis Action Plan

Please see the current crisis action plan generated by CCSD #1 in cooperation with the Rawlins Police Department, Rawlins Fire Department, Carbon County Sheriff's Office, and other related emergency agencies. The purpose of this plan is to ensure staff and students respond to "crisis events" in a prescribed manner to ensure the safety of our students.

Medication

It is the policy of Carbon County School District #1 that school employees will not administer any medication, prescription or non-prescription, to students without written permission and without the procedures set forth in District Policies JLCD-E, JLCD-E1, and JLCD-E2. It is requested that if an RHS student is prescribed medication that may interfere with any part of their normal day at the high school, notification should be given to the office to ensure that we are best prepared to provide appropriate care and safety to each and every student. Over-the-counter medication that is not being taken as directed or for a purpose other than intended will result in disciplinary action.

Immunization

The Immunization Law of the State of Wyoming (W.S. 21-4-309) requires that all students attending school be properly immunized. The Law provides a conditional enrollment period of 30 calendar days; if the requirements are not met by that time, students will be denied further attendance at school.

The following are minimum requirements for school attendance:

- **DTaP/DTP/Td** (Age-appropriate series complete) 4-5+one additional Td (Tetanus diphtheria) Td boosters are recommended every ten years.
- **Polio** (Age-appropriate series complete) 4-5. Final dose must be given on or after the age of 4.
- **MMR** (measles mumps-rubella) 2 doses are required.
- **Hepatitis B**-new adolescent dose- 2 doses up to age 15; 15 and older-3 doses are required

Lockers

School lockers are the property of Carbon County School District #1 and at no time does Rawlins High School relinquish its exclusive control of lockers provided for the convenience of students. The Administration reserves the right to search any locker if there is “reasonable suspicion” that the search will turn up evidence that the student or students have violated or are violating the law or the rules of the school. Any student may be assigned a locker **by request only** through the RHS Office.

Student Automobiles

Students who drive a motor vehicle to school must park in proper parking areas, which are in front of the school or in front of the RHS Stadium only. NO PARKING is allowed in the designated visitor’s parking spots. Any violation of student parking will result in a warning on the first offense. Subsequent violations may result in disciplinary action, including loss of off-campus driving privileges. Automobile safety is essential. Reckless or careless driving in and around school will be reported to the police. Any infraction of this policy will result in loss of driving privileges at school and other disciplinary actions as determined by the administration.

Students who possess a valid driver’s license may drive to and from the CCHC campus if a release of liability is signed by the student and parent/guardian and is submitted to the office.

Administration reserves the right to search a student’s vehicle if there is “reasonable suspicion” that the search will turn up evidence that a student or students have violated and/or are violating the law or the rules of the school.

Accident/Injury/Incident Reporting

Every accident/injury/incident in the school building, on school grounds, at practice sessions, or at any activity or athletic event sponsored by the school must be reported to the RHS Office immediately. An accident report must be filed and parents must be notified.

Trespassing

RHS students should not be on other schools’ property during their school day and ½ hour before or after their school hours. Students who have to be on another school’s property must check in at that schools’ office before entering the school or being on school grounds. Students who knowingly violate this may be cited by the police department for trespassing and/or discipline from the school. Furthermore, students not enrolled at RHS may not be on campus during, or ½ hour before and after school hours unless participating or as a spectator for extracurricular events. Any visitors must check in at the main office during school hours.

Homeless Students

Please refer to Homeless Student Board Policy JLG.

Citizenship, Grading, & Discipline

Citizenship

At Rawlins High School, we strive to provide resources that help both students and staff face the constantly changing realities experienced throughout life. Starting in the 2023-2024 school year, CCSD #1 is adopting the Character Strong curriculum. We aim to increase a sense of belonging for all students and staff, improve skills that support student well-being, and deepen student engagement in academics, school, and community. Developing skills and mindsets centered around forming positive habits, understanding our emotions, improving teamwork, and increasing empathy, there will consequently be an increase in academic success along with a readiness to succeed in life after high school.

Grading Practices

- Students are expected to complete assignments/assessments in a timely manner. If students are absent, they will have ample opportunity within the unit to complete the learning that they missed. The student and teacher should make every attempt to ensure the student has completed the required CFA's and CSA's for every unit.
- Students will be given the opportunity to retake, redo, or revise assignments to demonstrate their learning and understanding after interventions and additional support has been provided.
- All final grades will be based on grading policies determined by each department and approved by administration.
- Grades for core courses will be recorded for formative and summative assessments. Formative Assessments will be weighted 25% of the final semester grade and Summative Assessments will be weighted 75% of the final semester grade. Elective courses are the opposite weights due to the daily performance requirements for participatory courses (i.e. Fine Arts, PE/Health, FACS, and Vocational). Changes made to this policy are at the discretion of the RHS administration.
- Departments will collaborate and record data to determine best next steps for intervention or enrichment. Feedback will be timely to the student and include formal and letter grade components.
- Students cannot earn "Extra Credit."
- Teachers will give a score of "I" or "Missing" to indicate incomplete, missing, or plagiarized assignments/assessments.
- Teachers may assign mandatory work that does not have a separate grade value.
- Consequences for plagiarism/cheating are explained in the discipline portion of this handbook.
- Exceptions to the above grading rules may be made by administration, only if deemed necessary. Administration will only consider extensions beyond these parameters for family emergency, illness/injury, or other circumstances deemed out of the student's control creating excessive difficulty to complete coursework within the predetermined time frame.

I & E Program

All staff are expected to be available and working with students during the I & E period. This program is a school wide initiative to help students connect with teachers in regards to academic progress. It is a time for teachers to address concerns with students contributing to struggles with academic learning, below average performance, and missing work. It is also an incentive program for students who need to be challenged, enriched, and extended beyond the general education curriculum. The intent is to provide support necessary to help all students succeed in school. Students are identified

and assigned to intervention classes based on classroom and state assessment data. Teachers will determine if students need intervention, time for extra support or re-teaching, or if students qualify for enrichment opportunities.

Credit Recovery

Students may become eligible for credit recovery through either an ILP (Individual Learning Plan) at Rawlins High School (45% or higher grade) OR an online platform setting at Victory High School if they have taken the course at Rawlins High School, and have failed that course with lower than a 45%. Seniors will be given first priority if there is a limit on students.

Online courses are not intended to replace classroom instruction, and are ONLY provided for a student as a credit recovery opportunity in the event they become deficient in credits to progress towards graduation requirements at the discretion of administration based on the circumstances.

Attendance

Our education program here at RHS is diverse and challenging. It provides our graduates with the necessary skills and knowledge to continue in whatever future education, vocation, or career pathway they choose. We also recognize the close relationship between attendance and achievement. The school cannot teach students who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students and staff, as well. Everyone loses when someone is not present. High school attendance is a privilege and responsibility of the student and parent/guardian.

Students need to attend all scheduled classes and keep absences to an absolute minimum. Seniors will be allowed college visit days that are school excused, but the senior must provide evidence of the actual college visitation.

Rawlins High School will send letters of attendance home at 5, 10, and 15 unexcused/parent-excused absences for the semester. Any student with ten or more unexcused absences per semester year may be referred to the Board of Trustees for determination that the child is a habitual truant. School excused absences (such as club/sports trips) and medically excused absences (documentation required) will not count against a student's attendance record for truancy. The Board, in turn, notifies the County Attorney, who then is to initiate proceedings in the interest of the student under the *Juvenile Court Act*. Students with excessive absences may lose credit (See Policy IKE) for courses in which they do not attend 75% of the semester or more. These students will have the opportunity to participate in credit recovery. In addition, Wyoming law allows for the criminal prosecution of any parent, guardian, or custodian of any child who willfully fails, neglects, or refuses to send their child to school.

- **Medically excused absences can only be documented by a note from the doctor, dentist, or orthodontist that was visited.** A parent call or note will change the absence to Parent Excused. Parent excused absences are counted for the attendance letters.
- **Office personnel will place calls to parents/guardians when a student is marked absent. If there is no answer, a message will be left. Parents/guardians are expected to excuse students prior to the day of the absence when possible. A student leaving school during the day must check out at the office and check in at the office upon return to school.**
- **Absences must be excused within 24 hours of the absence by a phone call or written notice to be considered excused.** If a student anticipates being absent, he/she should talk to his/her

teachers to properly plan for missed classroom instruction/assignments. It is the student's responsibility to request make-up work for days he/she is absent.

Absences Will Be Recorded in Infinite Campus Accordingly:

1. **P** – Parent Excused
2. **S** – School Excused
3. **E** – Office Excused
4. **M** – Medically Excused
5. **X** – Unexcused
6. **H** – Homebound
7. **L** – Legal
8. **O** – Out of school suspension
9. **T** – Tardy
10. **G** – Guidance Office Excused (Counseling or Testing)

Visitation Leave – A visit to a college or advanced training facility will be allowed for students with **prior** approval of the principal. These absences will be recorded as (S) school excused. **A letter validating the visit will be required upon the student's return to school.**

Office Excused Absences

The administration can excuse student absences for bereavement, trauma, or occasional incidents involving life threatening illnesses like, but not limited to, asthma, diabetes, hypoglycemia, & forms of epilepsy. If symptoms of the illnesses manifest more regularly, the administration will start the process of creating a 504 plan for the student.

Unexcused Absences

Any absence that is not approved or excused by the school will be considered truancy. Unexcused absences will result in disciplinary action by the administration to address truancy.

Make-up Work

It is the student's responsibility to arrange to make up class work missed during an absence and he/she will be allowed a reasonable length of time to make up the work missed during the absence. The typical response will be 2 days to make up each day of absence. Teachers will be directly guiding students to turn in all work.

Tardiness

Reporting to a class period **5** or less minutes late is considered being tardy. If a student reaches 10 tardies, the discipline process will include assigned detentions, in-school suspension, and loss of off campus privileges. Notification will go out bi-weekly to inform parents about tardy totals.

RHS Tardy Policy Consequence Rubric

Tardy Policy per Semester (cumulative administrative consequence sequence)

10 cumulative tardies	2 days lunch detention
15 cumulative tardies	3 days lunch detention
20 cumulative tardies	1 week of lunch detention and loss of off campus privileges, Parent Meeting

25 cumulative tardies **Parent/Administrator Intervention Meeting Required, 1 day of ISS**
(Insubordination)

30 cumulative tardies **Loss of off campus lunch privileges for the semester, 1 day of ISS**
(Insubordination)

***Students reaching 30 tardies will be provided consequences for multiple insubordination infractions.**

Excused Tardies

Excused tardies are allowed under the following circumstances which will be verified by a note, phone call or email:

- Another teacher, principal, or office staff member has delayed the student.
- The bus is late.

Dress Code: “Dress for Success”

Dress for Success at RHS! Rawlins High School is committed to academic success. The way we dress demonstrates our commitment to excellence. Clothing should reflect the intent and mission of the school. Uniforms or “Dress Codes” are commonplace in the business world and other fields of employment. Our school is committed to preparing students for the work force and a global community. It is our desire to create a safe and secure environment conducive to learning. Dress is one area that often distracts from that goal. The RHS dress code is meant to be a fluid document. As changes occur that become distractions to the learning environment or safety of our students, they will be addressed. Decisions about the appropriateness of clothing are at the administration’s discretion.

The Dress Code policy has been established for consistency in helping students, parents, and staff understand the dress code expectations for Rawlins High School.

Students in violation of this policy will be given the opportunity to fix their appearance; this may include the wearing of school pride shirts, or the opportunity to change into other clothing. A student’s parent/guardian may also be called by the student to request they bring appropriate clothing to school for the student. Reversing or covering up the clothing is **NOT** an option. Failure to comply, or reverting back to the clothing in violation, or continued dress code violations will result in further disciplinary action for insubordination.

General Guidelines: Student clothing should be positive in nature and promote excellence. Clothing will cover the body and represent the dignity of each individual. Clothing and accessories must be free of drug, alcohol, sexual references, gang related lifestyles, or any other messaging that may serve as a distraction, offend, or threaten others.

Pants/Tops: Clothing worn should be appropriately sized. Clothing will cover the body and not expose undergarments or skin inappropriately. Clothing will be in good condition without excessive holes that expose skin inappropriately or undergarments. Pants must be free of chains and other hanging accessories. Pajama pants are discouraged.

Dresses/Shirts/Skirts/Shorts: Length and cut of dresses/skirts/shorts should be appropriate for the school setting. Hemlines should reach the midpoint of the thigh. Shirts may not reveal cleavage. All clothing will cover all undergarments.

Shoes: Shoes must be worn at all times while at school. No bare or stocking feet. Bedroom slippers may not be worn while at school.

Headwear: Hats or headgear (including hoods from hoodies) will be removed before and remain off during the school day while in the building. Bandanas worn on the head of any color or design deemed to represent gang affiliation are not allowed. Hats should not be carried from class to class.

Accessories: All jewelry or accessories will be free from any distracting symbols or logos as indicated in the “Tops” section of the Dress for Success standards. Studded bracelets and spiked chokers are not acceptable. Chains that connect to wallets or other items should be removed before entering the building. If jewelry is deemed inappropriate for safety reasons in PE classes, students will be asked to remove the jewelry for that class period.

Handbags / Backpacks / Lockers: Methods of carrying school supplies to and from classes should be in alignment with the Dress Code. They will be free from any logo or reference to violence, drugs or alcohol, sexual references, or any other distraction from the educational process. It is requested that these items follow the same guidelines as is specified above. Administration reserves the right to search a student's bag and/or locker if there is “reasonable suspicion” that the search will turn up evidence that the student or students have violated or are violating the law or the rules of the school.

Outerwear: Outerwear is considered hats, gloves, earmuffs, etc. Outerwear should not be worn during school and left in a student's school locker, unless warranted in specialized courses or by circumstances permitted by administration.

Tattoos: Tattoos that are gang related, depict violence, drugs or alcohol, or are vulgar or sexual in nature will be covered prior to entering school and remain covered while in the building.

We believe the way we dress will in fact affect our learning and performance. The Dress for Success standards are not to limit a student's expression, but to provide a secure and non-threatening environment for all of our students. We appreciate your support in meeting our expectations.

Administration reserves the right to allow school wide exceptions for student spirit days, fundraising, and other circumstances deemed acceptable.

Personal Electronic Devices (i.e. cell phones, smart watches, earbuds, laptops/IPADS)

Rawlins High School believes that personal technology devices can be useful tools for students, however the use of personal technology devices in a school setting must be regulated to ensure our focus is on student learning. To support student engagement and reduce distractions/disruptions in the classroom, the following applies to the above devices:

1. *Cell phones may be used on school grounds before school, during passing periods/lunch, and after school.*
2. *Cell phones are expected to be out of sight and silenced in the classroom unless otherwise stated by a teacher.*
3. *Unless explicitly allowed by a staff member, headphones and earbuds may only be used before school, lunch, or after school.*
4. *Cell phones must be placed in lockers, backpacks, or another location away from students and their desks during assessments.*
5. *If students need to place an emergency phone call during the day, they should request to step into the hallway or go to the main office to use an office phone.*
6. *Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. In addition, the following behaviors related to the use of cell phones, earbuds/headphones, or laptops will result in consequences listed in the behavior matrix below: cheating, bullying, harassment, recording or photographing of other students and staff unknowingly or without consent, recording a physical altercation on school grounds, and violating other school or lawful rules..*
7. *The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.*

If students refuse to comply with teacher redirection of their devices during instructional time, the following may occur:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the school day, students must discuss and review the device policy with school administration.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's device policy, and parents will need to pick up the device from the front office when they are able to.
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive lunch detention and every further violation will result in a parent phone call and detention/ISS.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students/staff may result in suspension.

Public Display of Affection

Any inappropriate display of affection is unacceptable while attending school or school functions. Examples include, but are not limited to, kissing or intimate/prolonged contact.

Profanity &/or Abusive Language

Profanity and/or abusive language is not an acceptable manner of expressing oneself. Use of profanity and/or abusive language will result in disciplinary action. This includes inappropriate social media postings and other electronic communication.

Insubordination

Failure/refusal to respond appropriately to any reasonable request by a staff member will result in disciplinary action.

Gross Insubordination

Any action that is made in direct defiance to a request by staff members will result in a Level III discipline referral as determined by the administration.

Fighting and/or Inciting a Fight

Fighting/inciting a fight, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or school employee. Students are encouraged to seek the assistance of teachers, counselors, and administrators to resolve conflicts. If there is the opportunity to leave or avoid the conflict, the student should do so to avoid further disciplinary action.

Spectator to Fighting

Watching a fight only encourages the conflict to escalate. Students who witness a fight should contact a staff member immediately. When instructed to disperse, failure to do so will result in a discipline referral for insubordination. If a student chooses to record a fight by any means, the device may be confiscated by administration until the investigation is concluded and disciplinary action may be taken.

Harassment Policy

Rawlins High School is committed to the practice of discouraging any and all forms of harassment, including but not limited to, racial and sexual harassment which are demeaning to students or school employees. Disciplinary action will be taken against employees or students found in violation of this policy. Complaints concerning violations of this policy may be reported in writing by following the district policy JL-E which can be found at

<http://www.crb1.k12.wy.us/files/filesystem/Section%20J%2011-23-09.pdf>

Misconduct During the Last Part of a Semester

Students who violate rules during the last weeks of school will be subject to disciplinary action carried into the next school year, or be subject to alternative discipline, including the loss of participation in graduation and other end of year ceremonies. Students who violate rules at the end of the first semester may have their disciplinary action carried into the second semester.

Detention

Detention is one of the first methods used to improve unacceptable behavior. When a person is given detention, it's his/her responsibility to make sure that he/she serves the detention or makes other arrangements. Teachers have the authority to assign detention to students who fail to complete/submit assignments or disrupt the learning environment. Parent notification by the staff member assigning

detention will provide notice and opportunity to make transportation arrangements for the student, if needed.

Leaving School

Students who must leave school for any reason during the school day **must sign out at the office before leaving**. Students leaving school **must be cleared in advance by a note or phone call from parents**. Upon returning to school that same day, **students are expected to sign in at the office**. **If a student does not sign out in the office, the consequence will be truancy**. A sign out sheet will be available at the attendance counter for this purpose.

Bus Behavior

Riding a bus is a privilege. Students are expected to behave in an acceptable and appropriate manner on the bus. Failure to do so will result in a student's suspension from riding the bus to and from school, as well as other consequences as outlined in school district policy, JICC & JICC-R.

Discipline

With every choice made comes a consequence. Making choices that provide better consequences is encouraged in every situation. When choices are made that require a disciplinary consequence, students are expected to comply. Rawlins High School has four categories of discipline—Detentions, School Service, In School Suspension (ISS), and Out-of-School Suspension (OSS).

Detention - A student assigned to detention will report to the assigned person and/or place to serve detention (teacher classroom, office, or In-School Suspension room) Detentions will be assigned as a consequence for minor behavior infractions such as tardies, truancy, low level disruptive/disrespectful classroom behavior, and other like behaviors. Detentions may be served 30 minutes before school, during lunch, and/or after school depending upon what is determined appropriate by the school staff/administration based upon the infraction.

School Service – A student assigned to school service will report to the office at the completion of the day to be assigned work with a custodian. Students will NOT be asked, allowed, or permitted to use chemicals or perform duties such as cleaning toilets. Transportation from detention/school service is the responsibility of the student or parent. The school will not be providing transportation.

In detention or school service, a student is not allowed to listen to music, sleep, use their cell phones, or have food or drink. If a student violates any condition of detention, they will be dismissed and the student will serve further consequences for insubordination assigned by school administration.

In-School Suspension (ISS) – When ISS is assigned, the student will be assigned to the In-School Suspension room. The same rules apply as they do while serving detention. Students will be required to complete all school work assigned while in ISS as a condition of fulfilling the consequence. If the student has all work completed, they will be given a reading assignment. Students are expected to be on task 100% of the time in the ISS room. If a student chooses not to follow all rules in the suspension room, the suspension will be extended or completed out of school. Students serving time in ISS may also be assigned school service activities. Work will include such things as cleaning windows, picking

up garbage, cleaning rooms and gym area, or any other activity assigned by the ISS coordinator and/or administration.

Out of School Suspension (OSS) – When OSS is assigned, the student will be directed to leave the building until the completion of the assigned OSS time. While serving OSS, the student is not allowed to participate in or attend the school day or school events on or away from campus. Students serving OSS are not allowed on any School District property until completion of the assigned time. If a student is suspended out of school, he/she must have a parent/guardian meeting with administration before returning to school. Teachers will be asked to provide missing assignments to be picked up by a parent or guardian at the completion of the school day in the office or communicate via email to the students directly.

***Students who have been assigned ISS or OSS that continues from Friday to Monday will not be permitted to participate in or be a spectator in any school activity over the weekend. Students in ISS the day of competition will not be allowed to compete until the following day.**

Discipline Code

STUDENT BEHAVIOR

A well-functioning community is built upon a sense of Respect. **Respect for one's self, Respect for others around them, and Respect for the community as a whole (the three elements of the RHS community)**. Rawlins High School is a community that is established and maintained on the foundation of respect. The discipline policies of RHS are established to protect all three levels of that community. A student's choice/behavior will determine their consequences. Rawlins High School will not tolerate choices/behaviors that will threaten or harm students, faculty and staff, the building or the RHS community and the learning process and/or that are in violation of our guiding principles.

Discipline Policy

Inappropriate behavior by a student at Rawlins High School will be evaluated as to the seriousness of the offense. A three-tier system of offenses and possible consequences will be used in determining appropriate discipline. The categories and possible consequences are explained in the section immediately following this summary. Administration reserves the absolute right to deviate from the three-tiered system of offenses and possible consequences, depending on the nature and seriousness of the offense and/or the student's prior discipline record.

Identified levels of unacceptable behaviors for a student attending Rawlins High School.

Attendance Infractions: Violations of the routines in school or the classroom.

Minor Infractions/Level I and II: Violations of the rules and order of the school.

Major Infractions/Level III: Violations of the safe and productive learning environment of the school.

***Degrees of the consequence increase for each level of infraction and repeat offenses. Refer to the consequence chart for further details.**

Possible Consequences

Please refer to the consequence chart for severity of consequences. Athletic/Activity participants may face additional consequences as a result of their behavior. Please check with the coach/sponsor for this

information and/or the Activity/Athletics Handbook. Administration reserves the right to deviate from the consequence chart depending on the nature and seriousness of the offense.

Administrative Discretion

Anything not covered in the policies of the Wyoming Education Code of 1969 as amended, the School Board policies, or specifically dealt with in this handbook will be handled in a fair, reasonable, and consistent manner by administration. Combined breaking of rules, such as truancy, willful disobedience, and swearing, etc. could receive combined penalties as determined by the administration. Severity of discipline for a given incident may be modified at the discretion of administration.

Student Due Process

Due process of law is founded on the constitutional rights of individuals. In order to ensure that due process is observed, the following procedures have been developed with regard to the administration of discipline in Carbon County School District One:

- The basis of good discipline and the exercise of disciplinary authority are based on the concepts of consistency and fairness.
- Every effort shall be made by administrators and faculty members to resolve problems of students through effective utilization of School District resources in cooperation with the students and their parents/guardians.
- Every student shall be given an opportunity to contest facts and circumstances which may lead to disciplinary action of that student, or to contest the appropriateness of that action imposed by any disciplinary authority at whatever level.
- Ordinary Discipline: Any student, parent or guardian of that student who believes that the ordinary disciplinary action taken against that student is unfair or unjust shall have the right of appeal to all echelons in the school District, including the Board of Trustees. This method of appeal begins with a conference with the teacher; then, to the assistant principal or principal of the school involved; then, to the central office; and, if satisfaction is not gained, then to the Board of Trustees.
- Suspension and Expulsion: In all instances of suspension and expulsion, the District shall follow the procedural rules and regulations that have been adopted by the Board of Trustees in accordance with the Wyoming Education Code of 1969 as amended and hearing procedures which have been filed with the county.

Definitions

- **“Weapon”** means any item in the following categories as defined in W.S. 6-1-104(a)(iv), including, but not limited to:
 - a). a firearm and/or device meant to discharge (i.e. BB gun, pellet gun, Orby gun)
 - b). explosive or incendiary material;
 - c). Motorized vehicles, an animal or other device, instrument, material or, which in the manner it is used, is intended to be used or is threatened to be used, is reasonably capable of producing death, property, or bodily harm or injury, or intimidation of other persons.
- **“Possession”** means having banned substances or materials in a student’s personal possession or in a student’s vehicle, desk, locker, book bag, purse, backpack or other type of bag or container.
- **“Use”** means threatening or accessing banned substances or materials that may cause death, bodily harm or injury, intoxication, or harmful effects on self or others.

- **“Transfer”** means to deliver or convey from one person to another whether for value or purely gratuitously.
- **“Carry”** means to transport, convey, have upon or about one’s person, clothing, book bag, purse, backpack or other type of bag or container.
- **“Sell”** means to traffic, barter, deliver, or dispense for value or in exchange for goods or services.
- **“School Property”** means:
 1. Within the boundaries of the physical property used by the school district primarily for the education of students in grades kindergarten through twelfth;
 2. Within any school bus or any vehicle used at school or at any school- related event;
 3. Any school related activity or event, even if not on school district property;
Any other time or place while on school district property or at any school related event.



Accident/Injury/Incident Reporting

Every accident/injury/incident in the school building, on school grounds, at practice sessions, or at any activity or athletic event sponsored by the school must be reported to the RHS Office immediately. Staff dealing with the incident need to fill out a report to document what happened and how it was addressed. Incidents which occur without the knowledge of RHS staff need to be reported by the student/parent to the office for school assistance and proper documentation.

Secondary Grades 6-12 CCSD #1

Level I, II, III Incidents Classifications



Level I Are considered to be those that are disruptive to others and/or to the classroom or school environment; these behaviors are primarily handled by classroom teachers with redirection and reteaching in the classroom.	Level II (Submit Incident Report) The student has a conference with the classroom teacher, an incident report is put into Infinite Campus, parents are contacted, disciplinary action to follow. This level is a collaboration between staff and administration. *Refer to Consequence Chart	Level III (Submit Incident Report) Conference with administration, disciplinary action to follow, parents will be contacted, and law enforcement may be contacted. *Refer to Consequence Chart
<ul style="list-style-type: none"> ● Academic Dishonesty ● Inappropriate Language/Profanity <ul style="list-style-type: none"> ○ Non Confrontational or directed at a specific person ● Disruptive Behaviors <ul style="list-style-type: none"> ○ Arguing ○ Not following redirects ○ Backtalk, Dishonesty, Eye Rolls, Name Calling ○ Refusal to Work ○ Horseplay ○ Off Task ○ Teasing ● Disorderly Conduct <ul style="list-style-type: none"> ○ Misuse of supplies or self ○ Eating/Drinking when not allowed ● Displays of Affection-PDA ● Dress Code Violations <ul style="list-style-type: none"> ○ More details in handbook ● Inappropriate Use of Classroom <ul style="list-style-type: none"> ○ Lack of preparation or materials ○ Sleeping ○ Tardy ● Physical Contact <ul style="list-style-type: none"> ○ Horse play ● Minor Technology Violation <ul style="list-style-type: none"> ○ Misuse of school electronics ○ Personal Tech Violation ○ Securely (off task activity) 	<ul style="list-style-type: none"> ● Repeated Level I Behaviors ● Abusive or Inappropriate Language/Profanity or Aggression Directed at Staff/Students <ul style="list-style-type: none"> ○ Verbal abuse ○ Vulgar language, talk, conversation ● Bullying/ Harassment/ Intimidation ● Cyber Bullying/Harassment ● Continued Academic Dishonesty ● Defiance/Disrespect ● Insubordination/Non-Compliance <ul style="list-style-type: none"> ○ Leaving class w/o permission ○ Refusal to follow reasonable request by an adult ● Continued Technology Violation ● Truancy <p>*This list is not all inclusive</p>	<ul style="list-style-type: none"> ● Repeated Level II Behaviors ● Alcohol/Drugs (OSS-3-10 days, possible recommendation for expulsion) ● Physical Aggression <ul style="list-style-type: none"> ○ Assault/Battery (OSS, possible recommendation for expulsion) ○ Fighting (OSS- 1-5 Days, 10 days OSS, possible recommendation for expulsion) ○ Physical Contact (ISS/OSS) ● Intentional Property Damage/Vandalism/Theft (ISS 1-3 Days) ● Major Technology Violation (ISS/OSS) ● Overt Defiance (ISS/OSS) <ul style="list-style-type: none"> ○ Continued Defiance/Disrespect ○ Continued Disorderly conduct ○ Continued Insubordination/Non Compliance ● Sexual Harassment ● Sexual Acts or Intercourse ● School Safety Threat (OSS, possible recommendation for expulsion) ● Threat or Assault of Staff Member (OSS, possible recommendation for expulsion) ● Tobacco/Vaping (ISS/OSS- 1-3 Days) ● Habitual Truancy (possible loss of credit/retention) ● Weapons (OSS, possible recommendation for expulsion) <ul style="list-style-type: none"> ○ Firearms ○ Knives, etc.
Consequences	Consequences	Consequences
<ul style="list-style-type: none"> ● Redirection for behavior/ Reteaching ● Conversations with teacher ● Parent Contact (electronic/phone call) ● Parent/Student/Teacher Conference 	<ul style="list-style-type: none"> ● Conversations with teacher ● Detention ● ISS/OSS ● Parent Contact (electronic/phone call) ● Parent/Student/Teacher Conference ● Solution Conference 	<ul style="list-style-type: none"> ● ISS ● OSS ● Parent Contact ● Law Enforcement Notification ● Re-Entry Plan ● Rec. for Expulsion (following investigation)

**The above chart is not all inclusive. As violations occur, it will be at the Administration's discretion to handle appropriately. Combined and/or subsequent referrals will result in combined or next level consequences. Severity of discipline consequences for a given incident may be modified at the Administration's discretion.

RHS Behavior/Consequence Matrix

Attendance

Behavior	Staff Responsibility	First Infraction	Second Infraction	Third Infraction	Fourth and Subsequent Infractions
Tardies	Attendance Secretary and Administration	10 accumulated tardies= 2 lunch detentions Parent Notification	15 accumulated tardies= 3 lunch detentions Parent Notification	20 accumulated tardies= 1 week of lunch detention, removal of off campus lunch privileges for the week Parent Conference	25+ accumulated tardies=1 day ISS, loss of open campus lunch for the duration of the semester, parent meeting, attendance contract Parent Conference
Truancy/Unexcused Absence	Attendance Secretary and Administration	Single periods= 1 lunch detention per class Whole day= 1 day of ISS Admin/Student Solution Meeting, Parent Notification	Single periods= 1 lunch detention per class Whole day= 1 day of ISS Admin/Student Solution Contract, Parent Notification	Single periods= 1 lunch detention per class Whole day= 1 day of ISS Parent Solution Meeting	5+ Unexcused Absences (whole day or equal to 7 courses/1 school day)= Letter to School Board, County Attorney, 8+ possible loss of course credit w/appeal process Admin/Student/Parent Meeting and Contract

Level I and II

Behavior	Staff Responsibility	First Infraction	Second Infraction	Third Infraction	Fourth and Subsequent Infractions
Dress Code	Staff Notification to Administration	Change or Cover Up	Change or Cover Up Parent Notification	2 Lunch Detentions Parent Meeting	Move to Insubordination Consequence
Detention-Unserved	ISS Para or Attendance Secretary (Notification) to Administration	Verbal Warning	Admin/ Student Contract Parent Notification	½ day of ISS Parent Contract	1 day of ISS Parent Meeting
Academic Dishonesty/ Plagiarism	Teacher (Notification) to Administration	Fail assignment, detention/ solution w/teacher Parent Notification	Fail assignment, 1 day of ISS Parent Meeting w/Admin	Fail assignment, 3 days of ISS Possibly Fail Class Parent Contract w/ Admin	Fail assignment, 1-5 days OSS, loss of course credit Parent Meeting w/Admin
Cell Phone Misuse	Teacher and Administration	Verbal Warning/ Classroom	Phone taken to the office, student picks up at the end of the day Parent Notification (Teacher)	Phone taken to the office, parent must pick up at the end of the day Parent Meeting/ Contract	Phone taken to the office, parent must pick up at the end of the day Student loses cell phone privilege at school, further infractions moves to insubordination Parent Meeting/Contract

Internet Misuse	Administration	Verbal Warning Parent Notification	1 month suspension/ controlled use of computer rights Parent Meeting	9 weeks of suspension of computer rights Parent Contract	1 semester suspension of computer rights Parent Meeting
Disruptive Behavior/ Classroom Disruption Defiance/ Insubordination/ Refusal to Work Classroom Rule Violation/Syllabus	Teacher and Administration	Verbal Warning (3rd Redirect- Hallway) Student and Teacher Conference Teacher to Parent Notification, IC Log Entry	Teacher Referral to ISS for Lunch Detention (3rd Redirect- Hallway) Student/ Admin and Teacher Meeting Teacher to Parent Notification, IC Log Entry	Teacher Referral to Admin (3rd Redirect- Hallway) Student/ Admin Contract, 1-2 days of ISS Teacher/ Parent/ Student Conference, IC Log Entry	Teacher Referral to Admin (3rd Redirect- Hallway) Student/Admin Contract, 1 day OSS Subsequent- Removal from Classroom to Distance Learning Admin/Parent Conference, IC Log Entry
Profanity- directed at another student (derogatory)	Teacher and Administration	Teacher Referral to Admin Student/ Admin, 1 day of ISS Parent Contact, IC Log Entry	Teacher Referral to Admin Student/ Admin, 2-3 days ISS Parent Meeting, IC Log Entry	Teacher Referral to Admin Student/ Admin Contract, 1 day of OSS Parent Meeting and Contract, IC Log Entry	Teacher Referral to Admin Student/Admin Contract, 3-5 days OSS Subsequent- 5-10 days OSS Parent Meeting, IC Log Entry

Profanity-directed toward a staff member	Teacher and Administration	Teacher Referral to Admin Student/Admin Conference, 1-3 day of ISS or OSS Parent Meeting and Contract, IC Log Entry	Teacher Referral to Admin Student/Admin Conference, 3-5 days of OSS Parent Meeting, and IC Log Entry	Teacher Referral to Admin Student/Admin Contract, 3-5 days of OSS Parent Meeting, and Contract IC Log Entry	Teacher Referral to Admin Student/Admin Contract, 5-10 days OSS Parent Meeting, and Contract IC Log Entry
Leaving Class w/out Permission	Teacher and Administration	Teacher Notification to the Office (immediate) Admin/Student Discussion (i.e. counseling, truancy will move infraction to specific category)	Teacher Notification to the Office (immediate) Admin and Student Conference Parents Notified	Teacher Notification to the Office (immediate) Admin and Parent Contract	Teacher Notification to the Office (immediate) Admin and Parent Contract

Staff is expected to follow the RHS Behavior Matrix adopted in the 2022-2023 school year.

<p align="center">Level III Administration</p>

Behavior	First Infraction	Second Infraction	Third Infraction	Fourth and Subsequent Infractions
Possession of weapons of any type	1-10 days OSS and possible recommendation for expulsion or alternative education plan, police notified, parents notified			
Physical aggression toward or assault on faculty or staff	5-10 days OSS and possible recommendation for expulsion or alternative education plan, police notified, parents notified			
Dealing/Selling alcohol/drugs at school	10 days OSS, and possible recommendation for expulsion, police notified, parents notified			
School security threat (bomb, false alarm, arson)	10 days OSS, and possible recommendation for expulsion, police notified, parents notified			
Possession/distribution consumption/under the influence of alcohol/drugs at school	3-10 days OSS, and possible recommendation for expulsion, police notified. parents notified			
Verbal aggression toward or assault of faculty or staff	5-10 days OSS, and possible recommendation for expulsion, police notified. parents notified			
Assault &/or Battery on another person	10 days OSS, and possible expulsion recommendation, police notified. parents notified			
Fighting &/or Inciting/recording a fight with another student	1-5 days ISS or OSS (pending investigation), police notified, parents notified		10 days OSS, police notified, parents notified, possible expulsion recommendation	
Theft, Burglary, or Vandalism	1- 3 days ISS, police notified, parents notified, restitution, contract w/admin			
Sexual Harassment	1-3 days ISS or OSS, Title IX report		3-10 days OSS, Title IX report	

Bullying pattern of harassment or intimidation	Bullying report, parents notified, student conference w/admin, and/or 1-3 days ISS or OSS, Title IX report	3-10 days OSS, parents notified, possible recommendation for expulsion. Title IX report
Possession and/or use of tobacco at school or on school grounds and/or Electronic Cigarettes (Vaping) containing nicotine	1 - 3 days ISS, police notified, parents notified, contract w/admin. Multiple incidences of the same behavior can result in OSS.	
Gross defiance, disrespect, and/or insubordination	1 - 5 days ISS/OSS, parents notified, contract w/administration for further infractions/consequences	

***This chart is not all inclusive. As violations occur, it will be at the administration's discretion to handle appropriately pending investigations. Combined and/or subsequent infractions will result in combined or next level consequences. Severity of discipline for a given incident may be modified at the administration's discretion.

CATASTROPHIC INSURANCE

Any RHS Student involved in any extracurricular activity is required by the Wyoming High School Activities Association (WHSAA) to pay once a year Catastrophic Insurance fee of **\$7.00**. This must be paid at registration. If your student qualifies for the Free/Reduced program, the catastrophic fee will be waived. Please see the AD or AD Secretary for more information.

Clubs/Activities

Rawlins High School sponsors several clubs with a wide variety of purposes and activities. Any behavioral infractions that may fall under clubs and activities' handbook may have additional/separate consequences as well. Opportunities to expand classroom experiences, learn new skills, and just have fun with peers and staff who have similar interests are available to those who join clubs.

All activity practices will end prior to 9:00 p.m.

It is highly recommended that assignments must be completed in advance when students will be absent because of school activities or arrangements made with the instructor.

Foreign Cultures Club

Foreign Cultures Club is organized to promote the knowledge of foreign languages and to stimulate interest in the history, customs, and culture of other people. You do not need to be enrolled in a foreign language course to be a member.

Future Business Leaders of America (FBLA)

FBLA was formed for the purpose of expanding upon the business experiences and opportunities of business students and to promote a greater interest in the field. Any student who has taken or is currently enrolled in a business class is eligible for membership in FBLA.

Science Olympiad

Science Olympiad focuses on science and math interests, and students work together to develop project based work and compete in state competitions.

Key Club

Key Club is a community service organization that provides service or benefits to the school, community, and country. This club is open to all students.

National Honor Society (NHS)

National Honor Society is a prestigious nationwide organization, which recognizes academic excellence and civic leadership qualities of character and service. Sophomores, Juniors, and Seniors may be eligible for selection if all requisite criteria are met: minimum cumulative 3.5 GPA, involvement in extracurricular school activities and participation in community service projects. Being selected as a member of NHS is one of the greatest honors that can be bestowed on any high school student.

R-Club

R-Club membership consists of varsity letter winners in all boys and girls sports at RHS. The goals of the organization are to provide activities to build positive public relations, to promote good sportsmanship, to promote athletics at RHS, to provide and promote a sense of PRIDE in the total athletic program, and to conduct fundraising projects to benefit the total sports program at RHS.

Rembrandt Art Club

Rembrandt Art Club is an organization designed to develop an appreciation of art in its various forms; to instill a love for beauty in everyday life, to create a desire for beauty in the home, school and community; to broaden the culture of the individual and the group, to have exhibits of the various members' artwork, and to decorate for various holidays.

Student Council

The Student Council is the governing organization of the student body. Governing functions of the Student Council extend into all areas of student activity including such things as assemblies and Outlaw Week. Each class has representation on the Council, as does each club. Students may be on Student Council as a Member At Large by applying to the council and being voted upon in the fall by the whole student council. The Student Council, as well as the class officers consist of President, Vice-President, Secretary, and Treasurer. The elected Student Body Officers may not be a president of any club. Any student who has the required credits to be a member of the class and preferably have 1 year experience in student government from middle school or high school may run for a student body office. This student must be academically eligible, having passed five classes the previous semester of the election. All candidates for a Student Body office must have a 3.0 cumulative GPA at the end of the 1st semester. (Juniors – 5 semesters, Sophomores – 3, etc.) The two weeks before and during the election, the student must be passing 6 out of 7 classes. Any student suspended from school for improper conduct, guilty of violating the Drug/Alcohol/Tobacco/Electronic Cigarette Regulation or committing an act of “Breach of Peace” or similar citation from the law enforcement is not eligible to remain in office. Elected class officers are required to attend all Student Council meetings, unless excused prior to the STUCO meeting

or any meeting called by a sponsor. All candidates for class office must have a 3.0 at the end of the 1st semester before election and are currently academically eligible by passing 6 out of 7 classes. If an officer is removed, another officer may be moved up with the Class Sponsor's recommendation. If this student does not want the office, the office will be filled by the direction of the Class Sponsor and the remaining officers. If an officer becomes academically ineligible at the end of the semester or does not fulfill their responsibility, he or she will be removed from office. The removal of an officer must be agreed upon by the remaining officers and the Class Sponsor and the Administration/Activity Director. The student and parents/guardian will be notified of the decision. The Student Body president is awarded the Jamie Rochelle Memorial Scholarship at the end of the year.

Best Buddies

Best Buddies promotes student advocacy, individuality, and inclusion through one on one friendships, scholarship, leadership, and community service. Best Buddies is an international organization adopted by Rawlins High School to improve the climate of our learning environment by serving as role models to support the needs of all of our students, for our school, and our community.

Athletics

Rawlins High School is a member of the Wyoming High School Activities Association and the Absaraka Conference. We compete in the following sports:

Boys

Cross Country/Indoor Track/Outdoor Track
Fall Tennis
Football
Swimming
Basketball
Fall Golf
Wrestling
Spring Golf
Spring Tennis
Soccer

Girls

Cross Country/Indoor Track/Outdoor Track
Fall Tennis
Volleyball
Swimming
Basketball
Fall Golf
Wrestling
Spring Golf
Spring Tennis
Soccer

Intramurals

The intramural program is designed to provide all students an opportunity to participate in sport activities, to demonstrate good sportsmanship, and to experience competition in a school program.

Other Activities

Speech/Debate: Rawlins High School sponsors a Speech Team, which competes inter-scholastically. All participants will be expected to follow the same eligibility and training rules as the sports participants.

Cheerleading: Rawlins High School has two cheer squads, JV and Varsity. All participants will be expected to follow the same eligibility and training rules as the sports participants. Students must have a completed physical form turned into the activities office in order to participate in Cheerleading.

Drama/Theater: Rawlins High School sponsors two plays and one musical each year. Students attend State Drama and some clubs attend in-state and/or out-of-state conferences. There are other activities, which are extensions of classroom activities, in which students are often involved outside the normal school day.

Band: The Rawlins High School Outlaw Stampede Marching Band provides a great deal of inspiration. During the fall, the band marches in the Outlaw Day parade, competes in State Marching Band Competition, plays at pep assemblies and varsity football games, and some members attend the District Music Clinic. During the winter, the band again leads the spirit of the school at pep assemblies, plays at varsity basketball games, and performs a concert series. Students also have the opportunity to try out and be selected for All-State Band. In the spring, another concert is presented and the band attends the District Music Festival, where their performance is judged. Solos and ensembles also enter the District Music Festival. Jazz Band is a separate band open to interested individuals. This group performs in concerts, at the District Music Festival, and at other festivals. Rental fees for school instruments are \$50 per year and may be paid in \$25 increments at the beginning of each semester. All students must be academically eligible to attend W.H.S.A.A. sponsored functions. Students must have a completed physical form turned into the activities office in order to participate in the Marching Band.

Choir: Rawlins High School has five choirs. The choirs present several concerts throughout the year. Each of these concerts has special significance to Rawlins High School. Individual members of the choirs have the opportunity to attend the District Music Clinic and may try out for All-State Choir. The choirs attend the District Music Festival and interested individuals can enter solos. Jazzco serves as a great ambassador for RHS, often singing in other schools, for clubs and organizations, and for special events. Many students from RHS attend competitions around the state that are sponsored by the school. Students from welding attend welding competitions; business students may compete in a state competition, and a team of art students also participates in state and national competitions. Often during the year, students may have other opportunities to attend special events. All students must be academically eligible to attend W.H.S.A.A. sponsored functions.

*** Students must be academically eligible to participate in all Extracurricular Activities or travel for co-curricular events.**

Dances

Various clubs or organizations throughout the year sponsor dances. These are held as social events, which often serve as fund raising projects. The following regulations apply to dances. It is required that sponsors provide parent chaperones.

- With the exception of the Homecoming and Prom, only students who attend Rawlins High School are allowed to attend dances.
- All school rules apply at dances.
- Guests must comply with the same rules and regulations as students, and not exceed 20 years of age.
- Individuals who are serving OSS from school will not be allowed to attend dances.
- Any student who leaves a dance or is asked to leave by the supervisor, will not be allowed to return to the dance.
- Dances will be divided into three groups
 - Formal - Prom
 - Semi - Formal such as Homecoming
 - Casual - School dress code will apply.
- All student behavior expectations are applicable to dances. Students are required to face each other while dancing.

School Attendance: Day of Competition or Performance

Students are required to attend scheduled classes **THE ENTIRE SCHOOL DAY** of an athletic event, performance, or activity event, including travel days. The only exception to the attendance rule is a medical excuse by a physician, orthodontist, or prior administrative permission. The administration will handle parental excuses on an individual basis.

Daily Attendance

Students are required to be in school for at least six (6) periods of the day.

Students who have “Release Time” will attend ALL classes in order to participate in practices.

Exceptions to the “Daily Attendance” rule is a medical excuse by a physician, orthodontist, etc. The administration will handle parental excuses on an individual basis.

Home/Victory High School/Private School

Home school and Victory High School students are allowed to participate in athletics, clubs, plays, and activities, but are not allowed to attend dances unless they are a guest of an RHS student for the dances that guests are allowed.

These students must meet all requirements of RHS students and must be recommended by their current administrator, as well as the RHS principal in order to be allowed to participate. Students who wish to participate must complete an application that will be reviewed by the RHS administration prior to being allowed to participate. These applications may be obtained from the RHS main office. After a student has been allowed to participate, the administrator of these students must submit a weekly eligibility on Monday at 9:00 a.m.. If no contact has been made, the student will be considered ineligible for that week.

* Home Schools/Private Schools students may be charged a fee to travel on activity trips. This fee will be established by the district.

*Distance Education of Carbon County (Virtual School) students are considered RHS students and will be afforded all the rights and privileges of other RHS students, including participation in all activities.

*Students in the Virtual School must adhere to W.H.S.A.A eligibility requirements. Students must receive credit in five (5) courses the previous semester to participate. Students must also meet weekly RHS eligibility requirements.

* Students not enrolled full-time in an accredited school (home-schooled students) are not eligible to earn academic honors or awards.

Inappropriate Behavior / Illicit or Over the Counter Drug / Alcohol/Tobacco/Electronic Cigarette Use Regulation

It is considered a **privilege** to participate in activities at Rawlins High School. Students in activities must assume certain obligations and responsibilities beyond those set for students in general. Students in activities are prohibited from the **use or possession** of steroids, drugs, alcohol, tobacco and /or tobacco products. Possession or any violation will lead to suspension from participation in interscholastic events and extracurricular. Implementation of policy and procedures will begin at the start of fall seasons, and will be in effect until the last day of school. Students are encouraged to self-disclose any violations with his/her coach or sponsor. Students will begin each new school year with a clean record when a student has completed a violation and is back in good standing. A violation of the Drug/Alcohol/Tobacco use regulation does not state that a student must be given a ticket by law

enforcement to be in violation of this policy. The Administration/Activity Director will investigate any incident, if an individual is willing to make a statement in writing of a student's violation. Students participating in multiple activities at the time of suspension, the suspension will apply to all the activities. Suspensions shall begin the first working day the Activity Director is notified.

Please see activities handbook for all other activity/athletic policies

Valedictorian/Salutatorian

Valedictorian will be determined by cumulative GPA. If there is a tie, the student's highest single ACT Composite Score will be used to break the tie. If a tie remains, multiple Valedictorians will be honored.

Salutatorian will be determined by cumulative GPA. If there is a tie, the student's highest single ACT Composite Score will be used to break the tie. If a tie remains, multiple Salutatorians will be honored.

Awards

Individuals participating in interscholastic athletics may earn chenille letters, and freshmen or JV awards. Special awards are presented to athletes earning six varsity letters, eight varsity letters, and ten varsity letters. Chenille letters are also given in Band, Choir, Drama, Art, Speech, and Student Council. Scholastic achievement awards are also given to participants in extracurricular activities who maintain a 3.5 grade point average while participating.

An awards recognition ceremony is held at the end of each year. At this time, most clubs recognize their outstanding members. Department recognition in the fields of art, music, drama, and science are also presented. Pins are given to the highest-ranking boys and girls in each class, based on cumulative grade point averages. Tri-T Honorary also awards pins to the five students in each class who rank at the top of their respective classes for the current year only. Students who demonstrate consistent success academically can earn an academic letter.

Five special senior award winners are chosen by nomination and vote of the entire faculty, and are based on citizenship, scholarship, leadership, and involvement in activities. These awards are the Outstanding Senior/Clark Hull Memorial Scholarship, the A.A.U.W. Estella Seaverson Award, the William J. Williams Award, the George Eliopoulos Memorial Award, the Francis A. Connor Memorial Award, Four special senior awards are chosen by nominations and votes of the entire coaching staff. These awards are: Carl Jon Nelson Outstanding Senior Boy Athletic Award, R-Club Outstanding Senior Girl Athletic Award, Sportsmanship Award and the Del Dixon award. Community service clubs, as well as school organizations, sponsor many of these awards. In addition, some community organizations present their own awards to students based on scholarship, leadership and citizenship. The Jamie Rochelle Memorial Scholarship is awarded to the student body President each year.

Academic Letter

Students at Rawlins High School who demonstrate consistent high levels of academic achievement may earn an academic letter. This award is chenille "R" in Old English script. Only points earned at RHS can be recognized for this letter. A student achieving his/her first academic letter at RHS will receive a chenille letter, which is a variation from letters already mentioned. Only one academic chenille letter is given to an individual. A student will receive a metal bar insert for each year which he/she qualifies for

an academic letter. A student will also receive a certificate for each year that he/she qualifies for an academic letter. The criterion for receiving an academic letter is based upon the accumulation of points.

- 120 points for first letter (first bar)
- 240 points for second letter (second bar)
- 360 points for third letter (third bar)
- 480 points for fourth letter (fourth bar)

Points are received for the following achievements:

- Honor Roll -20 pts. (Per semester)
- Straight "A's" for a semester -30 pts.
- Team member of class related contests: i.e. State Math Contest, Business Skills Tournament, Skills USA, Plymouth Troubleshooting Contest, and Welding Contests, placing in the top 5 places---10 pts.
- Placing in the top 10% class ranking at the end of the school year-20 pts.
- Participation in competition where class related projects are judged, projects are exhibited (placing in the top five) or other educational benefit is received by attendance as choir or band performance: i.e. UW Science Symposium, State Art, All State Choir and Band, District Honor Band and Choir, All State Drama, State FBLA, State Journalism, All Northwest Choir---10 pts.
- RHS/WCA (separate certificate, but same award) Scholastic Achievement Awards---5 pts.(Per sport or activity)
- WHSAA Distinguished or Outstanding Scholastics Award---5 pts.
- Top 10% scholastically of senior class after seven semesters---30 pts.
- Kiwanis Outstanding Student Award---10 pts.
- Membership in National Honor Society---20 pts
- Academic All-Conference---10pts.
- APEO & Lions Club Top Rank---10 pts.
- UW (or similar) Summer Academic Institute, and Boys/Girls State Participants--10 pts
- Other activities and awards as determined by administration or designee---not to exceed 10 pts.
(Southwest District Outstanding Girl/Boy Athlete, Wyo. Chapter Football Hall of Fame)

Points toward an academic letter can not be achieved through participation in the following activities, except by receiving a RHS Scholastic Achievement Award, because an individual can qualify for letter awards in these activities: Sports, Cheerleading, Drama, Speech, Vocal Music, and Instrumental Music.

Service Letter

Each student attending Rawlins High School can qualify for and earn a Service Letter. In order to obtain the letter, students must be involved in both school and community service projects, involved in an extracurricular club or team, and show school spirit by attending sporting and fine arts events. Many universities and employers are looking for service as an element of their potential candidates. RHS is dedicated to providing opportunities for students to excel in this area and all students are encouraged to do the work and earn their service letter.

Support Services

Support services offered by Rawlins High School are, but not limited to counseling, library, and health services.

Counseling Services

The guidance counselor is your resource in developing and monitoring your educational and career path. The counselor will work with you individually to help you select appropriate courses which insure that graduation requirements are met, keep you informed about your academic progress, and ensure that every possible post-secondary educational, vocational, and career opportunity is made available to you. See your counselor about college admissions, scholarships, financial aid, the military, and standardized

testing (such as ACT's, etc.). Your counselor is available to assist with any problems that may hinder your success at Rawlins High School. Make a point to visit your counselor frequently.

Testing Information

The following tests are given each year at Rawlins High School. These tests provide information which assists students in preparing for their future: i.e. measurement of achieved skills, identification of aptitudes, assessment of student's interests and career potential, and admission or placement in college, tech school, or the military. Additional information about each test may be obtained from the school counselor.

- **ACT – American College Tests**—ACT test scores are important for admissions and proper placement in college. ACT's are the preferred admissions tests for most colleges and universities in the U.S. ACT's are given at RHS in October, December, and April. College bound students should take this test during the spring of their junior year and in October or December of their senior year. **ACT's MUST be taken in the junior year per state mandated request by the Wyoming Department of Education and in order to be considered for many scholarships including the U. W. Trustees and Wyoming Scholars Scholarships.**
- **SAT – Scholastic Aptitude Test**—SAT testing results are primarily used for admissions and placement at colleges on the East Coast and West Coast and the US military Academies. SAT's are given at Rawlins High School in November and May upon request.
- **ASVAB** – The Armed Services Vocational Aptitude Battery of tests provides career and vocational information, which can be used for enlistment into any branch of the military and/or to further refine individual four-year plans. This test is administered to students in grades 11 and 12 in the fall upon request..
- **PSAT** – Preliminary Scholastic Aptitude Test—PSAT Tests are given as a qualifying exam for several scholarships, including the National Merit Scholarship. The PSAT is administered to juniors in October upon request.
- **COMPASS** – The compass test is a test used mainly by Junior Colleges for admission.
- **AP (Advanced Placement) Exams** – AP Exams are given in May to students who complete AP courses and/or choose to attempt college credit and/or advanced college placement.
- **WY-TOPP- This is academic testing mandated by the Wyoming Department of Education.** Students in 9th and 10th grades will be tested in areas of ELA, Mathematics, and Science.

Library-Media Center Policies

The Library-Media Center will open for staff and students on a limited capacity basis to follow new health and safety protocols in place for the 2020-2021 school year. Use will need to be arranged in advance with the Media Specialist.

Media Center Student Use

The Library-Media Center is a learning resource area for quiet study. Students have the privilege of using these facilities and materials and, by doing so, students assume these responsibilities:

- To be quiet and not disturb others
- To take care of materials
- To not eat, drink beverages, or use tobacco
- To abide by all Library-Media Center policies
- To conform to the computer lab agreement
- To use acceptable online behavior

All materials are to be checked out before one leaves the Library-Media Center. Students may renew materials before the same period by bringing them to the circulation desk for renewal. Students are responsible for having all materials returned to the library on time. A fine will be charged for overdue materials. No fine will be charged that exceeds the cost of the overdue material. Students are responsible

for returning all library materials undamaged. Lost or damaged materials, which are still usable, will be assessed for the cost of repairs.

Health Services

Students who become ill or injured during the school day should report to the office so it can be determined if the nurse or parents should be called. Students will not be sent home until the office has made parent/guardian contact.

Administering of Prescription Medication-Board Policy JLCD

1. For any prescription medicine to be administered at parent request by school employees, the following must be accomplished:
 - a. There must be, on file, a written statement of the physician's directions specifying frequency, amount and method of administration, signed by the prescribing physician (JLCD-E1). Included in the statement shall be a description of anticipated reactions of the child to the medicine.
2. The medication shall be maintained in the original pharmaceutical container labeled with:
 - a. Name of child
 - b. Name of medication
 - c. Directions for use
 - d. Name and phone number of physician
 - e. Name, address and phone number of pharmacy
 - f. Date of prescription
3. There shall be a record maintained including the child's name, the date and time each time medication is administered and the signature of the person administering the medication.
 - a. For each medication there shall be a signature of the parent requesting and authorizing school personnel to administer the medication in accordance with the prescription. Such a request must be obtained at least once during each school year.
 - b. The medication shall be kept in a designated, locked and limited access space.
 - c. Access to and dispensing of the medication shall be under the supervision of the school principal or designee.
 - d. The principal or designee will sign JLCD-E1 before administering medication. No one shall administer medication without signing the form.

Administering Non-Prescription Medication

1. For any non-prescription medicine to be administered at parent request by school employees, the following must be accomplished:
 - a. There must be, on file, a signed parent request form (JLCD-E2).
 - b. The principal or designee will sign JLCD-E2 before administering medication. No one will administer medication without signing the form.

- c. There shall be a record maintained including the child's name, the date and time each time medication is administered and the signature of the person administering the medication.
- d. Over the counter medication sent from home must be in the manufacturers' original container. The school shall not purchase or furnish any medications under any circumstances pursuant to Wyoming State Statute 33-24-142.

Self Administration of Medication

1. The Carbon County School District One Board of Trustees shall permit a student to possess and self administer asthma medication or epinephrine for severe allergic reactions within any school of the District if a written statement is submitted to the Principal containing:

- a. Parental verification that the student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication or epinephrine;
- b. Health care provider identification of the prescribed or authorized asthma medication or epinephrine and verification of the appropriateness of the student's possession and self-administration of asthma medication or epinephrine.

The written statement shall be prescribed by the Wyoming Department of Education with the assistance of the Department of Health, and shall require the signatures of the parent or guardian of the student and the student's physician and physician's representative.

Asthma medication means prescription or non-prescription inhaled asthma medication.

Special Education/504 Services

Carbon County School District One provides appropriate special education and related services for children with any disability, as mandated by the Rules and Regulations governing the Individuals with Disabilities Education Act (IDEA) amendments of 1997. For those students with qualifying disabilities under Section 504 of the *Rehabilitation Act of 1973*, Carbon County School District one provides either accommodations or related services in the general educational environment in order to allow the student to have equally effective participation in the school's programs. Information is available in the principal's office for those parents who suspect their child has a disability or for those who have concerns regarding their child's academic performance.

Internet Acceptable Use Policy and Agreement

Students and staff must sign an acknowledgment of the conditions of the policy and regulation. Students under the age of 18 must have a signed permission form from a parent or guardian.

Student/Staff User

I understand and will follow the provisions and conditions of the District's **Internet Acceptable Use Policy and Regulations**. I understand that if I violate any of the regulations, it may result in disciplinary action, my user account may be revoked, suspended, canceled, or closed, and/or appropriate legal action may be taken. I further understand that some violations may constitute a criminal offense.

I will report any violation of the District's **Internet Acceptable Use Policy and Regulations** or misuse of the Internet system to a staff member or administrator of Carbon County School District One. I understand misuse can come in many forms, including messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, vandalism, and other issues or conduct described in the Regulations. Tampering with the components of the computers or the Internet network is also considered misuse.

Student/Staff Username (please print)

Date

Home Address

Age (student only)

Date of Birth (student only)

Parent or Guardian Permission to Use the Internet. Students under the age of 18 must also have the signatures of a parent or guardian who has read the **District's Internet Acceptable Use Policy and Regulations**.

As the parent or guardian of this student. I have read the **District's Internet Acceptable Use Policy and Regulations** and understand the Internet is designed for educational purposes. I understand it is impossible for Carbon County School District One to restrict access to all controversial materials, and I will not hold Carbon County School District One responsible for materials acquired or accessed on the Internet. I also agree to immediately report any violation of the **Internet Acceptable Use Policy or Regulations** or misuse of the information system to the District Administration. Misuse can come in many forms, including messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, vandalism, and other issues or conduct described in the Regulations. Tampering with the components of the computers or the Internet network is also considered misuse.

I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting.

I hereby give my permission for the District to issue an account for my child and understand this account may be revoked, suspended, canceled or closed, and subject my child to discipline if my child fails to abide by the provisions and conditions of the District's **Internet Acceptable Use Policy and Regulations**. I further understand some violations may constitute a criminal offense.

Parent/Guardian Name (please print)

Date

Parent/Guardian Signature

Date

CARBON COUNTY SCHOOL DISTRICT ONE

POLICY – JICFA

BULLYING POLICY

General Policy Statement

Carbon County School District One is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, "sexting" and other bullying behavior. The District prohibits any and all acts of threatening, hazing, harassment, intimidation, menacing, cyber bullying, "sexting" or bullying because it violates the basic rights of students, and staff members to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

Further, Carbon County School District One prohibits reprisal or retaliation against a student, witness, or person who reports information about or cooperates in an investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyber bullying, "sexting" or bullying.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, and contractors or other persons subject to the supervision and control of the District.

For the purposes of this policy "school" 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 the school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

The superintendent, and each principal, or their designee is authorized to direct the development and implementation of specific procedures addressing the elements of this policy, consistent with W. S. §21-4-311, et. seq.

For information concerning threat, harassment, intimidation, hazing, cyber bullying, "sexting," and other menacing and/or bullying behavior on the basis of race, color, national origin, sex, disability, age, gender identity, transgender status or any other basis protected by federal, state, or local law; see Policy AC and AC-R.

DEFINITIONS

Bullying, Harassment, Intimidation, or Threats - means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

- Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
- Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

In the case of bullying, the following three criteria must also be met:

- Must be an intentional action meant to harm,
- Must be repeated over time, and
- Must have a power imbalance where a student or group of students have a hard time defending themselves.

Examples of bullying, harassment, or intimidation: Harassment, intimidation or bullying may be either physical or non-physical acts. It may, or may not, involve criminal behavior. If criminal acts, or suspected criminal acts, have occurred, school staff must contact the appropriate law enforcement authorities as required in law and policy.

Physical Acts may include, but are not limited to the following:

- Assault with a weapon
- Biting
- Grievous bodily harm
- Hair pulling/Shoving
- Seriously threatening to kill or cause harm
- Hitting/Punching/Scratching
- Serious theft
- Systematically excluding
- Name calling
- Isolating
- Cruel remarks
- Sending threatening/intimidating messages
- Spreading false/mean rumors
- Mean gender-based pictures
- Gender-based put-downs
- Electronic message
- Cyber-bullying

Cyber-bullying - means sending or posting messages or images using electronic media, including but not limited to email, cell phone, voice, text, still photograph or video messages, instant messaging, defamatory personal websites/posts, social networking sites, and online personal polling sites or journals, or other technology to support bullying, harassment, intimidation, hazing or other menacing and/or bullying behavior.

Note: Sexualized bullying may in addition or in the alternative, be considered to be sexual harassment. See Policy ACA and Title IX of 20 U.S.C.A §168 regarding Sexual Harassment, wherein sexual harassment is defined and the procedures for handling it are set forth.

Bullying is distinguishable from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

District - includes the following:

- Carbon County School District One facilities
- Carbon County School District One premises
- Non-District property if the student is at any District-sponsored, District-approved or District-related activity or function such as the following:
 - field trips
 - athletic events where students are under the auspices of the District.

Electronic Communication - means a communication transmitted by means of an electronic device including but not limited to the following:

- telephone
- cellular phone
- computer
- watch

False allegations or malicious accusation - means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth; or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take disciplinary action against any individual making a false allegation or malicious accusation of harassment, bullying or discrimination.

Hazing - includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation; or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment.

Menacing Behavior - includes, but is not limited to, any assault or threat intended to place a student, school employee, or third party in fear of imminent physical injury.

Retaliation or Reprisal - means any verbal or physical act or statement against any person who reports, files a complaint, or participates in an investigation under this policy. Retaliation is prohibited and is considered a serious violation of board policy; independent of whether a complaint is substantiated.

School - includes:

- a classroom or other location on school premises,
- a school bus or other school-related vehicle,
- a school bus stop,
- an activity or event sponsored by a school (whether or not it is held on school premises)
- another program or function where the school is responsible for the student.

Sexting - means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer, or any other electronic means during school hour or activities, on or off campus, while on school District property, during any recess, lunch or leave periods on or off school District property, by use of school District property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individual, the governance, climate or efficient operation of the school or educational process or experience.

Third Parties - include, but are not limited to:

- coaches
- school volunteers
- parents
- school visitors
- service contractors or others engaged in District business or activities who are not directly subject to District control at inter-District and intra-District athletic competitions or other school events.

COMMUNICATION

Students will be provided with age-appropriate information on the recognition and prevention of threat, harassment, intimidation, hazing, cyber-bullying, "sexting" and other menacing and/or bullying behavior and their responsibilities under this policy.

Further communication of this policy will be in a publication of the comprehensive rules, procedures and standards of conduct for schools and in each school's student's handbook. The District's policies are available to view online at www.crb1.net. Copies of the student handbooks are available at the Carbon County School District One Central Office, 615 Rodeo, Rawlins, WY 82301.

The District shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the District.

Carbon County School District One, Rawlins, Wyoming

Adopted October 22, 2009

Revised August 25, 2022

JICFA-R Bullying/Harassment Reporting

Reporting Bullying or Retaliatory Behaviors

Any student, employee, parent, or third party who has knowledge of conduct in violation of Policy JCIFA, Bullying/Harassment; or any student who feels they have been a victim or hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing, or retaliation or reprisal (hereafter "bullying" or "retaliatory behavior") in violation of Policy JICFA Bullying/Harassment shall immediately report their concerns to:

- The building principal or designee;
- A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or it is sufficiently serious to warrant administrative intervention;
- A counselor who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor, or it is sufficiently serious to warrant administrative intervention;
- A coach or activity sponsor who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the coach, or the allegations are sufficiently serious to warrant administrative intervention;
- The superintendent of school or designee.

Teachers, counselors, and other certified, educational support personnel, and administrative staff who observe students engaging in bullying behavior are responsible for taking action to timely and appropriately address the behavior, and/or timely report the incident to the administrator or his or her designee.

Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the students are the recipient of bullying, they are encouraged to follow the procedure outlined in this policy.

Anonymous Reports

Reports may be made anonymously through a variety of means including Safe2Tell, a statewide tip line which allows all citizens and students to report school safety concerns. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the allegation has been investigated and corroborating evidence indicates a violation.

Confidentiality

If a recipient of bullying or retaliation does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued; he or she may make such a request to the building principal or designee who shall evaluate that request in light of the duty to provide a safe environment for all students, staff, and other third parties engaging in District activities. Note that the District's ability to remedy and respond to a reported incident may be limited if the recipient does not want the District to proceed with an investigation and or resolution.

Interim Measures

The building principal or designee may take immediate interim measures, at his or her discretion, to protect the alleged target of bullying or retaliation, the alleged aggressor, other students, and employees pending completion of an investigation of a complaint/report. These interim measures may include safety plans, altering academic or bus schedules for either the alleged target or alleged aggressor, changing locker locations, changing cafeteria or recess schedules, or providing academic or other support. The specific interim measures will vary depending on the facts of each case.

Complaint Process

While many concerns may be resolved through an informal process, the severity and/or nature of a specific incident may require initiation of a formal complaint.

Informal Complaint Process - Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation which do not result in physical harm or meet other criteria for formal reporting. Such complaints will be appropriately investigated and addressed by teachers, counselors, or other adults consistent with due process requirements. Substantiated reports will be documented in the District's student information system and/or student disciplinary file. Repeat offenses shall be referred to the principal or designee.

Schools may attempt to assist students and or parents in resolving concerns and issues prior to the use of the formal complaint process, investigation, and disciplinary procedures. These interventions may include consultation, counseling, education, mediation, and or other opportunities for problem-solving between the parties.

Formal Complaint Process - Formal complaints should be made in writing and submitted to the appropriate administrator or designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling to put the complaint in writing.

Formal complaints are warranted any time a report and investigation is requested by any parent, student, or staff member; when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e.; more than once), is perpetrated by a group or groups of students or others, is highly offensive in nature and/or leaves the alleged victim feeling defenseless or vulnerable. The building administrator has the discretion to determine additional circumstances that warrant a formal complaint.

A copy of all formal complaints, investigations, and findings should be forwarded to the Civil Rights Compliance Officer within seven (7) school days of completing the documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and designees. File information shall be also available to administrative personnel or designees for gathering and reporting of statistical and other data which does not individually identify the individuals therein.

Investigation

In all schools, the principal or designee shall be responsible for timely investigating the complaint made under Policy JICFA, Bullying/Harassment. Formal complaints shall be investigated promptly and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.

The complaint, investigation, witness, and other information shall be documented along with the findings. Substantiated reports will be documented in the District's student information system and/or student discipline file.

Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating Principal or designee prior to a final determination of whether the allegations were substantiated.

For formal complaints; the complainant, reported parties, aggressor, and their respective parents or guardians shall be notified of whether the allegations are substantiated or unsubstantiated; and if appropriate, what remedial actions have or will be taken.

Consequences for Substantiated Reports

Students whose behavior is found to be in violation of Policy JICFA - Bullying/Harassment will be subject to discipline up to and including expulsion. The range of corrective measures and discipline for a student who has violated this policy will vary depending on the facts of the case. All corrective measures and discipline taken shall remain at the full discretion of the District and shall be administered in accordance with District policy, the District's student handbook, and all applicable laws. Any corrective or disciplinary action(s) should be consistent with past discipline imposed by the District in similar situations.

Disciplinary consequences and remedial actions shall be determined taking into consideration the age of the students, context of events, all relevant circumstances, the parties' prior behavior, the nature and severity of the bullying behavior and its potential harm, and the emotional and/or physical harm resulting from the reported party's actions.

Protection of Victims from Additional Bullying or Retaliation/Reprisal

If the investigation substantiates the claim of bullying or retaliation, the District shall take remedial action to ensure a safe learning environment for the victim and others; to be determined on a case-by-case basis. The principal or designee shall be responsible for working with the student, parents, and others to timely develop and implement strategies for protecting the victim and/or reporting party.

Remedial measures are those intended to stop and correct prohibited conduct from reoccurring and protect, support, and intervene on behalf of the victim and others. The District shall direct remedial measures to the victim as well as the aggressor.

Remedial measures may include, but are not limited to: monitoring, follow-up checks with the student and/or parent, safety plans, reassignment of one or more students, counseling, corrective instruction or other relevant learning experience, parent conferences, and restitution and restoration.

Anyone who reports, files a complaint, or participates in an investigation conducted pursuant to this policy should immediately report any reprisal or retaliation.

Consequences and Remedial Actions for False Accusations

False accusations of bullying shall be immediately reported by the affected party, their parent, or by someone with knowledge of the false accusation to the principal or designee.

False accusation reports shall be investigated consistent with due process procedures noted under "investigation" above.

The District shall take disciplinary action against any individual making a false charge of bullying or retaliation. Students found to have made false accusation reports may be disciplined up to and including suspension or expulsion administered in accordance with District policy, the District's student handbook, and all applicable laws.

Student Bullying Policy Education for Students, Certified and Educational Support Personnel, Coaches, Activity Sponsors, Parents, Volunteers and the Community

- *Students* - Prior to October 1 of each year, Policy JICFA and JICFA-R Bullying/Harassment, shall be discussed at each school during student orientation or at an alternative time to be determined by the principal or designee. Each building principal or designee shall be responsible for assuring the delivery of this standardized orientation information. In the event of a report of bullying or retaliatory behavior, substantiated or unsubstantiated, a student accused of bullying or retaliatory behavior shall be re-educated concerning Policy JICFA and JICFA-R, Bullying/Harassment. Each building principal or designee shall be responsible for assuring the delivery and documentation of delivery of this re-education. A copy of the Student Bullying Policy shall be included in the Carbon County School District One Student Handbook. Online versions of the Student Handbook shall include a link to Policy JICFA and JICFA-R, Bullying/Harassment.
- *Certified, Educational Support Personnel, Coaches and Activity Sponsors* - Prior to October 1 of each year, for those personnel who have substantial contact with students, Policy JICFA and JICFA-R, Bullying/Harassment,

shall be presented at employee orientations or at an alternative time to be determined by the building principal or designee. Each building principal or designee shall be responsible for assuring the delivery of this orientation information and documentation of delivery. Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and educational support personnel who have substantial contact with students.

- *Students, Parents, Volunteers, and Community Members* - Policy JICFA and JICFA-R, Bullying/Harassment shall be posted on the Carbon County School District One's website. The Civil Rights Compliance Officer shall be responsible for assuring the website posting and updating Policy JICFA and JICFA-R, Bullying/Harassment.

The District may establish bullying prevention programs or other initiatives and may involve school staff, students, administrators, volunteers, parents, law enforcement and community members.

CARBON COUNTY SCHOOL DISTRICT ONE RAWLINS, WYOMING

Adopted July 13, 2022

Last Revised August 25, 2022

Krystle Johnston

Diane MacPherson, MSW

Guidance Counselor

Phone 328-9280 Ext. 2317

E-MAIL: KJOHNSTON@CRB1.NET

Social Worker

Phone 328-9280 Ext. 2321

E-MAIL: DMACPERSON@CRB1.NET

Disclosure Statement

Krystle Johnston is the guidance counselor at Rawlins High School. Diane MacPherson is the social worker. These staff positions are designed to assist students with academic, career/college, social-emotional issues, as well as crisis management.

Rawlins High School counselors/social workers clearly define and maintain professional, legal, and ethical boundaries with clients/students and those they supervise. They will adhere to the Code of Ethics of the American Counseling Association (ACA) and the American School Counselor Association (ASCA), and abide by all District, State and Federal law / regulations governing sound practice.

Student Rights

1. You have the right to be treated with dignity and respect, as an individual who has personal needs, feelings, preferences and requirements.
2. You have the right to diversity sensitive treatment in all aspects of your role as a student at RHS.
3. You have the right to be fully informed of all services available to you including purposes, goals, and techniques used.
4. You have the right to be fully informed of your rights as a student and of all rules and regulations governing your conduct as a student.
5. You have the right to refuse services for social-emotional issues offered by the school counselor.
6. You have the right to appropriately voice opinions, recommendations and grievances in relation to policies and services offered without fear of restraint, interference, coercion, discrimination or reprisal.
7. You have a right to confidentiality with the exception of reasonable belief that you or someone is in danger of being harmed. However, a record of interactions (not content) will be available at parent's request.
8. You have the right to visit the guidance counselor's office if you have academic, career/college, or social-emotional concerns.

Guidance Counselor Office Procedures

1. When you enter the office, please be seated in the front office and wait until someone assists you.
2. When possible, please present a pass from your teacher excusing you from class.
3. Ms. Johnston or Mrs. MacPherson will issue you a pass to return to class when time is completed. Please return to class promptly.
- 4, Please turn in scholarship applications to the appropriate folder and indicate the need for transcripts.

Non-compliance with guidance office procedures may result in students being asked to return to class or the main office.

Handbook Contract 2023 – 2024

Parent/Guardian & Student

I, _____, am a student at Rawlins High School. I have received and read the rules, policies, and regulations for the school as stated in the Student Handbook.

Student Signature

Date

I hereby understand that I am not to be on other school grounds during the school day, or ½ hour before or after without permission of that school's administration. Failure to gain permission may result in a police citation for trespassing.

Student Signature

Date

My child, _____, and I have read the rules, regulations and policies as stated in the Rawlins High School Student Handbook. I agree to encourage my child to follow the handbook, with **Respect, Honesty and Self-Discipline**.

Parent Signature

Date

If the Handbook is not signed and returned to the High School Office by the 2nd Friday after the start of the school year, the student will not have Open Campus privileges until the form is returned.

Home Technology Inventory

Student Name _____

- We do not have a computer in our home
- We have 1 or more working computers in our home.
- We do not have internet service
- We have dial-up service
- We have cable or broadband internet service

We use email on the following basis

- Every day
- Every week
- Never

I can be reached at the following email address _____@_____

2022-2023

Student Driving Waiver for RHS and CCHEC

I hereby give permission and assume full liability for my son/daughter to drive to and from Rawlins High School and CCHEC campuses instead of riding the bus, and further agree to and understand the following:

- Driving between campuses is a privilege
- The student is expected to check out/in at the appropriate campus as scheduled
- The student is not actually in school while driving between campuses.
- Following traffic laws and licensure/insurance requirements are the responsibility of the parties signing this document
- Students may not transport other students who do not have a waiver on file
- The parent/guardian or either school administration may revoke this privilege at any time if the student is truant, excessively tardy, displays poor driving at either campus, or concerns are raised about safety or the academic well-being of the student.

Student Name and Signature

Date

Parent/Guardian Signature

Date