



**STUDENT HANDBOOK
2023~2024**

The mission of Victory High School is to empower our students in becoming productive citizens by providing quality education.

Carbon County School District #1

Vision Statement: Inspiring excellence - every child, every day

Mission Statement: Educating today's student for tomorrow's opportunities

Victory High School

At Victory High School, we are excited about the opportunity to help you be successful in achieving your educational goals. VHS provides students with an alternative to traditional high school. Students that attend and graduate from Victory High School will receive a high school diploma.

Our students have had great academic success learning at a pace that is self-directed and personalized. We foresee students participating in these learning methods to provide them with greater autonomy in their educational process.

Our staff is dedicated to your academic success and we will do whatever it takes to help you reach the graduation finish line. The purpose of this handbook is to provide you with guidelines and expectations for the next school year. Please refer to it often and become familiar with our expectations. We look forward to assisting you with part of your personalized educational journey.

Sincerely,

Victory High School Staff

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I. Admissions and Purpose

The purpose of Victory High School is to provide an educational opportunity for students who have not experienced success in the traditional educational environment, who may have fallen behind with credits earned in relation to same-aged peers, and who are experiencing multiple factors which may further jeopardize completion. Factors which can interfere or place a student's academic success at-risk are outlined in CCSD #1 Board Policy JLDB.

In alignment with said policy, we believe students to be best matched with enrollment at Victory High School when they are in or entering their third or fourth year of high school and may be behind pace with same-aged peers in credits earned despite interventions to mitigate factors which have negatively impacted academic progress. It should be noted that there is requisite maturity and self-discipline required for success with self-paced learning at VHS and students are expected to commit to their own success as well as demonstrating respect for the educational environment of others.

Parent(s)/Legal Guardian of a student registering at Victory High School are required to have a physical address within the boundaries of Carbon County School District #1. (Homeless children and youths, as defined by the McKinney-Vento Act, are exempt from this requirement.) Consideration for a boundary exception must be presented in writing to the Superintendent of Carbon County School District #1.

Enrollment applications and student circumstances will be evaluated by VHS and RHS administration and counseling personnel. The student, parent/guardian, and said staff will then meet to determine the best match for the student's academic needs and progress. VHS is not a school of choice within CCSD #1.

II. Advantages of Attending VHS

- Smaller class size resulting in more 1-on-1 instruction
- Limited exposure to other peer groups
- Online/blended courses are available
- Less formal atmosphere
- Differentiation of Instruction: Student Success Plan

III. Limitations of Attending VHS

- Limited exposure to other peer groups
- Students can fall behind if not motivated

IV. Goals

Victory High School is an alternative high school that features a learning environment based on self-empowerment. There are 3 goals VHS desires to accomplish:

1. To provide an alternative educational setting in which students can and will complete their high school diploma program
2. To assist students in developing the life skills necessary to increase self-esteem and self-confidence to achieve success in an educational setting
3. To help students develop skills and attitudes needed to succeed outside of a school setting and after graduation

V. Communication

It is imperative you (the student) maintain consistent communication with your teachers, counselor, principal and other school staff. You can do this through email, in person, or by telephone.

Anytime you have questions, need help, or will be absent for an extended period you can use any of the listed ways to contact us. Remember, our goal is to make certain you are getting the help you need to graduate. If a student does not make progress and is not in contact with us for 5 consecutive days, the student and parent/guardian must meet with the principal.

It is required that students check in and work with their instructors at least twice a week.

VI. Staff Directory

Name	Position	Phone/Email
Victory High School		307-328-9250
Robert Travis Moore	Principal	tmoore@crb1.net
Kristen Hite	Counselor	khite@crb1.net
Amy Lund	Secretary	alund@crb1.net
Kurt Torstenbo	Math	ktorstenbo@crb1.net
Rebecca Haynes	Language Arts	rhaynes@crb1.net
Michael Bromley	Science	mbromley@crb1.net
Julia Fineran	Social Studies	jfineran@crb1.net
Candy Hellman	Success Coach	chellman@crb1.net

VII. Guiding Principles (GP)

Victory High School is guided by and emphasizes 5 concepts. Everything we do, and all our rules & expectations follow these 5 guiding principles:

1. Civility and Respect: *Victory High School staff and students pledge to extend to others and operate in a manner that fosters civility and respect*
2. Respect for the Educational Process: *Respect the rights and needs of others*
3. Health and Safety: *Act in a safe and healthy way*
4. Legitimate Educational Purpose: *Take responsibility for and ownership of your learning*
5. Property Rights: *Treat all property with respect*

VIII. Selection Process

Perspective students will be reviewed and approved by administrative and counseling staff.

IX. Program Design

Students enrolled in VHS will follow the District's curriculum and must meet Wyoming State Department of Education's criteria for a high school diploma. However, completion of these standards will largely occur in an alternative manner where students work in a self-paced computer-based program with online and off-line assignments; many of which utilize the personalized approach to instruction. Students work alone or in small collaborative groups as directed by Victory High School staff.

X. Credit/Graduation Requirements

1. To graduate from Victory High School, if enrolled ***before Fall of 2020***, twenty-seven (27) credits are needed in the following areas to fulfill the proficiency requirements:
 - Eight (8) credits of English
 - Six (6) credits of Mathematics
 - Six (6) credits of Science
 - Six (6) credits of Social Studies
 - One (1) credit is required in Health or Physical Education

In addition:

 - Students will assist in the creation and completion of a Student Success Plan, which will outline plans and activities for life before and after graduation from VHS.
 - Social Emotional Learning curriculum:
 - Required: (two of the following)

- Character and Leadership Development
- Personal Development
- Mental Health and Wellness
- Unlock Your Purpose
- Optional: (can be utilized as concentrators)
 - College and Career Readiness
 - Intro to Today's Technology
 - Social Emotional Success

A minimum of 27 required credits are needed for Graduation from VHS. Additional credits may be earned to satisfy college or technical school admission, or for the completion of a student success plan. An individualized student success plan must be filed, progress checked, and completed by the student before graduating from VHS. Each plan will contain, but is not limited to, the student's course of study, 4 of the 7 Social Emotional Learning curriculum, community involvement, vocational interests, and a series of activities to better ensure success after graduation.

2. Starting Fall of 2020, all new students will be ***required to become college, career, or military ready*** to graduate from VHS ***in addition*** to meeting the basic graduation requirements:

- Eight (8) credits of English
- Six (6) credits of Mathematics
- Six (6) credits of Science
- Six (6) credits of Social Studies
- One (1) credit Mental Health and Wellness

For a student to become college ready, one year of additional science and one year of addition math must be successfully completed. It is also highly encouraged for students focused on college entry to prepare for the ACT.

For a student to become career or military ready, a student must complete a series of three courses in an area of concentration. It is also highly recommended that students focused on career or military to prepare for the ASVAB. In addition to the academic focus of this exam, it will also be utilized to assist students and families with career planning.

3. Beginning Fall of 2021, all new students will be required to meet the 2020 graduation requirements and 2 success credits aligned to their success plan in each semester of attendance. The additional 2 success credits will not be required after a student completes the 8th semester of high school.

XI. Dual Enrollment

Students may also take college course work through the Higher Education Center and/or other colleges, which will enable them to receive college and high school credit with successful completion.

XII. School Schedule

Victory High School's hours are 8:30 a.m. to 4:00 p.m. Monday through Thursday, and 8:30 a.m. to 12:30 p.m. on Friday.

Victory High School



DAILY BELL SCHEDULE

Monday - Thursday

1A Hour: 8:30 am - 9:20 am (1)

1B Hour: 9:20 am - 10:15 am (2)

2A Hour: 10:20 am - 11:10 am (3)

2B Hour: 11:10 am - 11:55 am

Lunch: 11:55 am - 12:35 pm

3A Hour: 12:35 pm - 1:15 pm

3B Hour: 1:15 pm - 2:10 pm (5)

4A Hour: 2:15 pm - 3:05 pm (6)

4B Hour: 3:05 pm - 4:00 pm (7)

Friday

1A Hour: 8:30 am - 9:00 am (1)

1B Hour: 9:00 am - 9:30 am (2)

2A Hour: 9:35 am - 10:00 am (3)

2B Hour: 10:00 am - 10:30 am

3A Hour: 10:35 am - 11:00 am

3B Hour: 11:00 am - 11:30 am (5)

4A Hour: 11:35 am - 12:00 pm

4B Hour: 12:00 pm - 12:30 pm

- Red corresponds with RHS/CCHEC schedule

XIII. Student Expectations

Student expectations for VHS are outlined below and follow the 5 Guiding Principles found in section VI.

1. Put forth a good faith effort in the completion of course work (GP #4)

Students who repeatedly do not abide by this expectation will be placed on a productivity schedule/contract.

2. Stay on task and demonstrate a positive, respectful attitude toward the VHS staff and other students (GP #'s 1, 2, 3, & 4)
3. Attend school on a regular, consistent basis (School Schedule in Section XII; GP #'s 1 & 4)
4. Respect and properly treat the computers and other school property (GP #'s 1 & 5)
5. Maintain a substance free environment (GP #3)
6. Develop proficient skills in reading, writing and math (GP #4)
7. Develop personal and social skills for career and community interactions (GP #1)
8. Practice good citizenship (GP #'s 1 & 5)
9. Report to school on time (GP #'s 1 & 3)

XIV. Personal Conduct and Commitment

Students are expected to sign the school pledge card as a demonstration of their acceptance of norms and expectations of the Victory High School educational program.

Violations of any of the following commitments place the student in jeopardy of losing his/her enrollment status. Students who choose not to follow these expectations will forfeit the right to remain at Victory High School.

Should a student choose to forfeit their right, he/she may consider attending another high school or complete a GED program.

Pledge card commitments include:

- Maintaining 95% monthly attendance
- Staying clean and sober on campus and coming to school alcohol and drug free
- Resolving conflicts in a responsible manner
- Accepting and supporting the culture and climate of RCHS
- Interacting with others in a respectful and courteous manner
- Achieving personal, academic, and vocational success in every class
- Dress code adherence
- Cell phone and internet usage will occur within established parameters
- Any/All contracts I am placed upon will be honored

Victory High School staff is responsible for the supervision of students anywhere on school property during school time and school-sponsored activities. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. Students are expected to show respect to other students, teachers, staff members and adults at all times during the school day and at school sponsored events. In return, it is expected that adults in the building show this same respect to the students at VHS.

Student Accountability System

To define and ensure student accountability and a good faith effort.

Credit Score

Students will start out with a Credit Score of 350 at the beginning of each semester with a max score of 800. Students will be responsible for earning points by putting a good faith effort into their schoolwork throughout the semester to gain access to prizes, field trips, and school events.

The required tasks for accumulating points are as follows:

- **Each day**, students who participate in their classes will earn **4 points** (one point per class).
 - **Required** - Students who do not show up to their class or who do not engage in their classwork will see these points subtracted from their score.
- **Each week**, students who visit with their teachers about course content and/or project work **4 points** (1 per core subject)
 - **Required** - Students who do not meet with their teachers will see these points subtracted from their score.
- **Each week**, students who visit with the Success Coach to talk about their week and/or goals will receive **1 point**.
 - **Required** - Students who do not meet with the Success Coach will see this point subtracted from their score.
- **Each month**, students who visit with the counselor to talk about their Success Plan will earn **2 points** (twice a month)
 - **Required** - Students who do not meet with the counselor twice a month will see these points subtracted from their score.
- **Each month**, students who visit with the principal to talk about their success plan will earn **10 points** (once a month).
 - **Required** - Students who do not meet with the principal will see these points subtracted from their score.

If a student reaches a score of **250** due to non-engagement, parent/guardian will be contacted. If the score does not improve within **1 week** a parent meeting will be scheduled.

If a student reaches a score below **200** due to non-engagement, a parent meeting will be scheduled to plan a probationary period, possible transfer, and other options.

Students can accumulate points in other ways: doing project work, community service, work study, job shadowing, participation in school based activities, participation in interventions, doing extra work for Success Plan, volunteer parent meetings, and use of prosocial skills such as advocacy, resilience, appropriate use of time and place, and attitude.

XV. School Rules

The Victory High School rules are listed below and each one falls within one of the school's 5 guiding principles (listed in section VI).

1. Cell Phones are allowed within specific parameters. Cell phones are permitted for use by staff and students at VHS. Cell phone use is at the discretion of the staff (GP #'s 2 & 4)
2. Student laptop computers are to be appropriately positioned on the desk so the screen is visible at all times (GP #'s 2, 3, 4, & 5)
3. Dress Code is to be followed at all times (section XVII) (GP #'s 1, 2, 3, & 4)
4. Visiting inappropriate sites will be documented in the students file and may result in disciplinary actions including possible suspension or expulsion. In addition, students who stream music and/or download multiple pictures which have no educational purpose are subject to disciplinary action (GP #'s 2, 3, & 4)

***Breaking any state or federal law will automatically be punished.**

**** Any student who behaves in a belligerent manner is subject to an Out of School Suspension.**

5. Students can listen to music if permitted by the teacher
6. Students must gain permission to leave a VHS classroom for bathroom and/or water breaks

Students who continually take advantage of this procedure, such as too many breaks or breaks lasting too long, will lose this privilege. As a result, they will need to seek permission in order to leave the classroom for any purpose.

0. Students may leave campus during their forty (40) minute lunch break
0. **Students are NOT to be on RHS campus during school hours unless enrolled in a course on that campus.**

XVI. Attendance Policy

There is no substitute for school attendance since learning cannot occur when a student is inconsistent in his/her school attendance. Therefore, to encourage and monitor our students' attendance and empower their learning progress, Rawlins Cooperative High School will utilize the following attendance policy:

1. A full day's attendance is both expected and required.
2. Students are expected to be on time.
3. Tardy & Absence Policy
 - . Tardy = up to 5 minutes after school begins
 - a. Absence = Any day or portion of day over 5 minutes missed. Only medical absences are exempt. Students may lose progress in a course credit for excessive absences.

Administration reserves the right to decide whether an absence is excused. **Parent/Guardian approval for a student absence does not mean it will be excused.**

4. Breaks are taken as a group and students must remain on campus (no smoking is allowed – GP #3).
5. If/when a student reaches 5 absences (documented medical excuses are not factored into the 5 absences) the implementation of an attendance contract may be utilized. (GP #2 & #4)

XVII. Grading Policy

Rawlins Cooperative High School students will be assessed on the following grade scale:

90 - 100% A	60 - 69 % D
80 - 89 % B	0 - 59 % F
70 - 79 % C	

XVIII. Academic Expectations

Victory High School exists to assist students in earning a high school diploma via an alternative educational setting. While the curriculum and instructional methods used may be different than those found in a traditional high school, our expectations of student achievement remain high. Therefore, we expect students to make and maintain adequate progress toward credit completion and graduation.

- . Students = 6 credits each semester
- a. Transfer students entering at mid-semester = 3 credits/that semester
- b. Progress toward successful completion of Student Success Plan

XIX. Student Contracts/Goals

Students will build a contract for performance with administration each month after careful review of performance data in each core area, SEL, and other areas of pursuit in alignment with the student's success plan. These contracts will be reviewed, and performance evaluated every month of attendance thereafter. Contracts can be adjusted for major life events and the evaluation can take place before a month's time if needed to intervene based on attendance or lack of student engagement. If a student does not satisfy the agreed upon contract three times in a given year, the student's educational pathway will be re-evaluated by the student, parent/guardian, and administration.

XX. Emergency Drills

Emergency drills, including lock-downs, will be held at least monthly. Teachers will give their students instructions for school drills. Students should pay attention and follow teachers' instructions. It is essential that order be maintained to ensure the safety of all. Drill procedures are kept in every classroom.

XXI. Lock-Down Procedures

If there is any breach in security in the school, a lock-down will take place. Students and teachers will be notified to stay in their classrooms during a lock-down. An all clear will be given when the lock-down is complete. Canine inspections will be conducted at the request of the principal during at least one of the lock-downs each year. Vehicles and property on school property may be subject to search. If contraband is suspected in a vehicle or other personally owned property, the owner will be contacted to give permission for a search of the property. If the owner cannot be located, the school administrator or law enforcement may request the property searched.

XXII. Medical Needs

If it becomes necessary for a student to take prescription medication at school, a medication administration request form (available at the school), must be signed by both a doctor and a parent/guardian presented to the office. If over-the-counter medication must be taken, another form will need to be signed by just the parent/guardian. All medication in school must be kept in and dispensed through the office. For more information regarding Administering Medication to Students Policy please refer to CCSD#1 Board policy JLCD.

XXIII. Code of Conduct

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, or during school sponsored activities:

1. Tobacco use – this includes smoking and chewing. If a student is caught smoking or using tobacco, the student’s parents and the police will be notified
2. Verbal abuse – name calling, swearing, screaming, obscene gestures or threats directed, either orally or in writing, publicly to an individual and that precipitate disruption of a school program or incite violence
3. Intimidation - resulting as an act intended to frighten or coerce someone into submission or obedience
4. Bullying - resulting in the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker. This includes cyber-bullying and/or sexting
5. Terrorism - resulting as a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building
6. Unauthorized use, access, or attempts to access computer systems, servers, or other devices on the Carbon County District network system
7. Weapons -
 - **“Weapon”** means any item in the following categories as defined in W.S. 6-1-104(a)(iv), including, but not limited to:
 - A firearm
 - Explosive or incendiary material
 - Motorized vehicle, 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 a weapon actually 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 to or actually inflicting death, bodily harm or injury on another person or property, or intimidating another person
 - **“Transfer”** means to deliver or convey from one person to another whether for value or purely gratuitously
 - **“Carry”** means to transport, convey, and 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:
 - Within the boundaries of the real property used by the school district primarily for the education of students in grades kindergarten through twelfth
 - Within any school bus or any vehicle used at school or at any school related event
 - 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

XXIV. Dress Code

Victory High School is a place for learning first and foremost; therefore, students are expected to wear clothing that does not distract from the educational process. (GP #'s 1, 2, 3, 4 & 5)

Clothing that is **not** allowed consists of (but is not limited to) the following:

- Promotes or involves alcohol/drug use/abuse
- Vulgar, obscene or sexually suggestive in nature
- Revealing (fails to cover the chest, stomach and lower back appropriately)
- Tops that reveal mid-riffs or undergarments (including bra straps)
- Promotes or suggests gang membership/activity
- Shorts and skirts that measure less than 6 inches above the knee
- Pants not covering the body; exposing underwear or skin
- Pajama pants

The student will be asked to remove the offensive clothing and if this is not possible, then cover it with a shirt/sweatshirt provided by the VHS staff. Failure to cooperate will result in the student being sent home and an absence will be recorded.

XXV. Bus Conduct

Conduct on a bus is the same as expected in the classroom. Students may be denied the privilege of riding a bus for lack of cooperation or improper conduct.

XXVI. Parking

Parking is available adjacent to Central Office and the fairgrounds.

XXVII. Public Display of Affection

Inappropriate displays of affection, such as embracing and similar conduct, may be offensive to other people and is not acceptable at school. All students are expected to refrain from any display of affection beyond holding hands. Parents/guardians of students who do not comply with this expectation will be notified.

XXVIII. Plagiarism & Cheating Policy

Plagiarism is the intentional act of representing another's work as one's own. If a student is suspected of inappropriately using someone else's work, the teacher will ask the student to present proof that the student's work is original. If the teacher is not satisfied with the proof presented, the teacher can choose to give the student a zero for the assignment. If the student repeatedly chooses to submit someone else's work as his/her own, suspension or termination of the student's enrollment may follow.

Cheating is using deceit in completing coursework, either by allowing a student to copy work or by copying another person's work. Credit will not be given for work that is not original. This includes students who willingly and knowingly give their completed work to other students. Disciplinary actions will range from re-doing the assignment to loss of credit for the class.

XXIX. Discipline Code

In accordance with the 14th Amendment (Section 1) of the United States Constitution, procedural and substantive due process will be afforded all students. The procedure to be followed for suspension and expulsion will be governed by the Wyoming Education Code of 1969 (W.S. 21-4-305). Students are advised that they are subject to the by-laws and policies of the Board of Education as well as this handbook. Copies of Board Policy are available in the school office.

This discipline code will be in effect during school hours, on school property, and at all school sponsored functions and activities.

The due process procedures used are:

- The student will be informed of the charges against him or her.
- The evidence against the student will be explained to him or her.
- The student will be given an opportunity to explain the situation and/or his/her behavior.

XXX. Discipline Appeal Procedure

Students and/or parents may appeal a discipline decision. All appeals must be in writing and delivered to the principal within 24 hours after receipt of the initial decision. A principal's decision may be appealed to the superintendent, and the superintendent's decision to the Carbon County School District #1 School Board.

XXXI. Cumulative Violations

Students who consistently exhibit attendance violations or behavior problems that are disruptive to the educational process or adversely affect the welfare or rights of other students may be subject to suspension or expulsion from school.

The principal has the authority to impose more serious consequences as allowed by Wyoming state law and School Board policy should the circumstances be deemed to warrant such action.

XXXII. Bullying Policy

For the purpose of this policy, bullying consists of abuse and harassment of a person or persons by another. Bullying may be characterized by 7 elements:

1. A desire to hurt or harm motivates the perpetrator
 2. This desire to hurt or harm results in hurtful or harmful action(s) taken by the perpetrator
 3. A formal or informal power imbalance exists between the perpetrator and the victim
 4. The action(s) taken by the perpetrator are manifestations of the unjust use of power
 5. The perpetrator enjoys carrying out the action(s)
 6. The victim has a sense of being oppressed
 7. The perpetrator typically repeats the hurtful or harmful action(s) against the victim
- Victory High School's bullying policy is based upon the Wyoming House of Representatives House Bill 0233 which is referred to as the Safe School Climate Act. This bill can be accessed at <http://legisweb.state.wy.us/2009/Bills/HB0223.pdf>

Examples of Bullying

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, staff must contact the appropriate criminal 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 |
| * serious theft | * hitting/punching/scratching |
| * abuse/sexual abuse | * kicking |
| * locking a person in a room | * spitting |
| * damage to a victim's property | * pinching/grabbing |
| * seriously threatening to kill or cause harm | |

Non-physical acts: may include but are not limited to the following:

- | | |
|---------------------------------------|-------------------------------|
| * abusive language | * mean faces |
| * extorting money/possessions | * rude gestures |
| * intimidation/threats | * systematically excluding |
| * name calling | * isolating |
| * cruel remarks | * spreading false/mean rumors |
| * sending scary/intimidating notes | * gender based put-downs |
| * electronic message (cyber-bullying) | |

Note: Sexualized bullying and sexting are considered to be sexual harassment and bullying behaviors.

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

Procedures for a report of Bullying/Sexual Harassment

1. Report submitted to administration or counselor
 - . If reported from a victim
 - .document the report with a statement form
 - i.identify any potential witnesses
 - b. If reported from non-victim
 - .confirm report with victim
 - i.document initial report and confirmation
 - ii.identify any potential witnesses
 - iii.Complete district bullying report
 - c. If report is taken by counselor – report to Administration
 - 0. Investigation
 - . Visit with any witnesses
 - a. Talk to alleged perpetrator
 - b. Investigation to be concluded within 5 school days
 - 0. Make Determination
 - . Any criminal activity?
 - .report to police
 - b. Determine level of bullying
 - .one time
 - i.on-going
 - ii.multiple victims
 - iii.capacity of victim(s)
 - 0. Administer Consequences
 - . Consistent with outlined consequences
 - a. Consistent with previous occurrences
 - b. Within the scope of district policy
 - c. Consequences to be set forth within 2 school days of conclusion of the investigation
 - 0. Report Back
 - . Victim
 - .identify general determination from investigation
 - i.any other knowledge not protected by FERPA
 - a. Perpetrator
 - .determination of investigation
 - i.discipline
 - ii.future measures to prevent additional occurrences

Administrative Response to Bullying/Sexual Harassment Reports

1. Upon initial report of bullying/sexual harassment, a school administrator will be notified within 24 hours.
2. Investigation will proceed within 48 hours. Investigation may include completing a bullying report, interviewing the victim, interviewing potential witnesses or any other action determined valuable to resolve the conflict.

3. Investigation is to be conducted within 5 school days.
4. Law Enforcement will be notified if deemed necessary by the results of the investigation.
5. Notification will be provided to all parties to the extent permissible by law and other governing policies. This notification will occur within 48 hours of the conclusion of the investigation.
6. Appropriate consequences will be administered to any student or staff member found to be responsible for bullying.

Duty to Act

Students who experience bullying are encouraged to report it to any adult employee of the District. Any District employee who observes bullying or receives reports of it is required to act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation. Staff who fail to protect alleged victims and/or to immediately submit an Incident Report to the Principal are subject to disciplinary measures, up to and including termination.

Sanctions for Bullying

Once an investigation has concluded, if bullying has occurred, sanctions will be taken against the perpetrator. For students, sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with accepted common-sense application of District Discipline Policy. For staff, sanction(s) must be appropriate to the seriousness of the incident(s) and may include termination or other common-sense discipline in accordance with the contract provisions or other District policies.

Retaliation Period

Retaliation or reprisal against any person who reports a bullying incident is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports an incident of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal of reporting such behavior may include sanctions up to and including expulsion/suspension for students and termination for staff engaging in such prohibited conduct.

False Reporting

Students and staff are prohibited from knowingly or willfully falsely accusing one another of bullying. Disciplinary actions up to and including expulsion/suspension for students and termination for staff, shall be taken if such reports are made. It is vital to understand that a single incident may meet this definition if it is egregious, violates criminal law, or involves unreasonable harm to the victim.

XXXIII. Sexual Harassment Statement

It is the intent of Carbon County District One to maintain a learning and working environment that is free from discrimination, including sexual harassment. Harassment

based on sex is unlawful; the district prohibits any and all vendors, salespersons, visitors, employees or students from sexually harassing Carbon District One students or employees as per policy files: JL and GBAA. A student, male or female, who believes he or she has been subjected to sexual harassment, shall immediately report the alleged acts or conduct to any teacher, the school counselor, or the principal. The complaint will then be referred to the Superintendent who shall immediately investigate the matter. For more information, a copy of District Policy is available in the school office.

XXXIV. Gang Related Activities and/or Behaviors

Victory High School will not condone the behavior of students who choose to engage in obvious or suggestive gang or gang related activities and/or behaviors. Disciplinary action may range from discussion (which may be documented and placed in the student's file) to recommendation for expulsion from Victory High School.

XXXV. Theft

Stealing is a criminal offense and will be handled as such. Law enforcement may be called in to investigate. The wrongful taking of property belonging to another individual or to the District constitutes theft. Students are expected to refrain from stealing property, be it real or personal, from other individuals including but not limited to other students, staff, guests, or the District itself. Disciplinary action may range from discussion (which may be documented and placed in the student's file) to recommendation for expulsion from Victory High School.

XXVI. Discipline Matrix

Secondary Grades 6-12 CCSD #1 Level I, II, III Incidents Classifications

<p style="text-align: center;">Level I</p> <p>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.</p>	<p style="text-align: center;">Level II</p> <p style="text-align: center;">(Submit Incident Report)</p> <p>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</p>	<p style="text-align: center;">Level III</p> <p style="text-align: center;">(Submit Incident Report)</p> <p>Conference with administration, disciplinary action to follow, parents will be contacted, and law enforcement may be contacted. *Refer to Consequence Chart</p>
<p>Academic Dishonesty</p> <ul style="list-style-type: none"> ● 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 ● 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 ● 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.
<p>Consequences</p>	<p>Consequences</p>	<p>Consequences</p>
<ul style="list-style-type: none"> ● Redirection for behavior/ Reteaching ● Conversations with teacher 	<ul style="list-style-type: none"> ● Conversations with teacher ● Detention 	<ul style="list-style-type: none"> ● ISS ● OSS

<ul style="list-style-type: none"> ● Parent Contact (electronic/phone call) ● Parent/Student/Teacher Conference 	<ul style="list-style-type: none"> ● ISS/OSS ● Parent Contact (electronic/phone call) ● Parent/Student/Teacher Conference ● Solution Conference 	<ul style="list-style-type: none"> ● Parent Contact ● Law Enforcement Notification ● Re-Entry Plan ● Rec. for Expulsion (following investigation)
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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
Academic Dishonesty/Plagiarism	Teacher (Notification) to Administration	Alternative Assessment/solution w/teacher Parent Notification	Alternative Assessment 1 Day OSS Parent Meeting w/Admin	Alternative assessment 3 days OSS Possibly Restart course Parent Contract w/Admin	Explore options for coursework 5 -10 days OSS Parent Meeting w/Admin
Cell Phone Misuse	Teacher and Administration	Verbal Warning	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	1 month suspension/	9 weeks of suspension	1 semester suspension of

		Parent Notification	controlled use of computer rights Parent Meeting	of computer rights Parent Contract	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 OSS	Teacher Referral to Admin Student/	Teacher Referral to Admin Student/	Teacher Referral to Admin

		Parent Meeting and Contract, IC Log Entry	Admin Conference, 3-5 days of OSS Parent Meeting, and IC Log Entry	Admin Contract, 3-5 days of OSS Parent Meeting, and Contract IC Log Entry	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

Level III Administration

Behavior	First Infraction	Second Infraction	Third Infraction	Fourth and Subsequent Infractions
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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 OSS, police notified, parents notified, restitution, contract w/admin	
Sexual Harassment	1-3 days OSS	3-10 days OSS
Bullying pattern of harassment or intimidation	Bullying report, parents notified, student conference w/admin, and/or 1-3 days OSS	3-10 days OSS, parents notified
Possession and/or use of tobacco at school or Electronic Cigarettes	1 - 3 days OSS, police notified, parents notified, contract w/admin	

Gross defiance, disrespect, and/or insubordination	1 - 5 days OSS, parents notified, contract w/administration for further infractions/consequences
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XXXVII. VHS & State Laws on Drugs & Violence (GP's 1, 2, 3, & 4)

- 1. All students are expected to stay clean and sober on campus and come to school drug and alcohol free.
Consequence: Referral for counseling, suspension, and/or expulsion
- 0. VHS has a zero tolerance for the possession, use, sale, or distribution of drugs or alcohol. *Consequence: See Drug Free Policy*
- 0. VHS has a zero tolerance for weapons and/or fighting. All students are expected to resolve conflicts in a responsible manner.
Consequence: Range from discussion to recommendation for expulsion
- 0. Students and staff are not allowed to smoke in the school building, on school grounds, or at a school-sponsored event.
Consequence: Warning, suspension, citation, and/or expulsion

XXXVIII. Drug Free Policy

Possession, delivery, selling, and/or use of alcohol or any illicit (illegal) controlled substance, as defined by Wyoming state law is prohibited. In addition, any substance, while legal, which has the capacity to affect the physical and/or mental condition of a student is prohibited.

Should a student be in possession of or have the intent to or be involved to make a delivery or the buying or selling of drugs or alcohol on school grounds, that student will be suspended for 10 days with an administrative review to determine whether to make a recommendation for expulsion.

XXXIX. State Laws on Drug/Alcohol Prevention/Intervention & Weapons/Threats and Violence Free Environment Wyoming State Law

The possession or use of alcohol, or any illegal, controlled substance, as defined by Wyoming state law, and dangerous or inappropriate possession or use of prescription or non-prescription drugs or inhalants by any student while on campus, or at any school activity, is prohibited.

Wyoming State Law

Possession of weapons, engaging in verbal abuse, harassing or threatening conduct, or initiating violent acts while on district property, in a district vehicle, or at an activity is

prohibited. A weapon is defined as a firearm, knife, explosive, brass knuckles, club, police baton, martial arts, or any instrument to inflict injury or death on another. Any student that has brought a weapon to school will be recommended for expulsion and the police will be notified.

XL. Nondiscrimination Statement

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs or activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the “Civil Rights/504/ADA Coordinator” Carbon County School District One, P.O. Box 160 Rawlins, Wyoming 82301, 307-328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, 307-7770-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd, Denver, Colorado 80204-3582, 303-844-5695, TDD 303-844-3417.

XLII. Homeless Student Policy

For information regarding the Homeless Children Policy please refer to CCSD#1 Board policy JLG.

XLII. Right to Request Teacher Qualifications

Because we are a school that received Title 1 Federal Funding under ESSA you have the right to request information regarding the professional qualifications of your child’s teachers. We will provide, upon request, 1) whether or not a teacher has met state licensing requirements for the subject grade level they are teaching: 2) of state licensing requirements have been waived for the teacher on a temporary basis: 3) the type of college degree major of the teacher and field of discipline for any graduate degree or certificate: and 4) for any paraprofessionals if they meet the highly qualified status set by our district.

*****Please fill out, sign, and return this page to verify you understand your right to request teacher qualifications. *****



VICTORY

HIGH SCHOOL

615 Rodeo Street, Rawlins, Wyoming 82301
Phone 307-328-9250 Fax 307-328-9255

I, _____, parent/guardian of
_____, acknowledge that I have been notified of
my parental/guardianship right to request information about the qualifications of my student's
teacher to include state license status with approved subject areas, emergency/provisional status,
and field of discipline; and the right to request information about a paraprofessional: are any
providing services to my student and what are their qualifications as stated in the VHS Student
Handbook Section XLI. There are multiple opportunities to discuss this, Title 1 Compact, or
Title One programming/planning, and other topics to examine options that best meet the needs of
my student on a one-on-one basis.

Parent/Guardian Signature

Date



VICTORY

H I G H S C H O O L

School/Parent/Student Compact

The administration and staff of Victory High School will:

- review and revise policy and procedure to ensure that it aligns with the guiding principles, district policy, state law, and the educational processes and approaches utilized in the school.
- promote, instruct, and model civility and respect for themselves, others, the school, the educational process, and for property.
- collaborate with students and parents to develop a student success plan which is aligned to state and district policy and to student interests and post-secondary goals.
- provide a safe learning environment; within which, the focus will be concentrated on academic, vocational, and life skills promoting healthy living.
- communicate with students and parents frequently to update and plan for success for all students.

Parents/Guardians of Victory High School students will:

- review, contribute to, and support policy and procedure to ensure that it aligns with the guiding principles, district policy, state law, and the educational processes and approaches utilized in the school.
- promote, instruct, and model civility and respect for themselves, others, the school, the educational process, and for property.
- participate with students and school staff to develop a student success plan which is aligned to state and district policy and to student interests and post-secondary goals.
- support and contribute to a safe learning environment; within which, the focus will be concentrated on academic, vocational, and life skills promoting healthy living.
- communicate with their students and the school frequently to update and plan for success.

Students of Victory High School (Phoenixes) will:

- review, contribute to, support, and abide by policy and procedure to ensure that it aligns with the guiding principles, district policy, state law, and the educational processes and approaches utilized in the school.
- promote, learn, and model civility and respect for themselves, others, the school, the educational process, and for property.
- put forth a good faith effort to develop and follow a student success plan which is aligned to state and district policy and to student interests and post-secondary goals.
- support and contribute to a safe learning environment; within which, the student will focus on honing academic, vocational, and life skills promoting healthy living.
- communicate with their parents/guardians and the school frequently to advocate and plan for their own success.

Victory High School Principal

Date

Parent/Guardian

Date

Student

Date