

Torrington High School Student Handbook

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Torrington High School Staff Directory

Torrington High School Mission Statement

THS is committed to Student success through academics, citizenship, and activities.

School Contacts

THS Office Phone – (307) 532-7101
Click on a staff member to email them.

Administration and Guidance

Alan Van Tilburg	Principal	Shawn Keith	Counselor
Gabe Bartlett	Dean of Students / AD	Allison Werning	Counselor

Support Staff and Faculty

Jessica Carlson	Secretary	Brooke Schaneman	Special Education
Brandie Hatley	Secretary	Denise Grant	Special Education
Samantha Hattan	Attendance Clerk	Kristen Henderson	Special Education
Amber Fulk	Nurse	Mary Chilson	Special Education
Jeff Ryall	Resource Officer	Stacy Polkowske	Special Education
Judy Cummings	Librarian		
Melisa Wilhoit	Library Clerk	Anthony Heyl	Paraprofessional
		Patrice Heyl	Paraprofessional
Carol Watson	Head Custodian	Lisa Owens	Paraprofessional
		Susan Duchneaux	Paraprofessional
Jason Groene	Agriculture		
Jaymie White	Agriculture	Nicole Clayton	Science
Ellice Neff	Art	Scott James	Science
Rick Sides	Industrial Arts	Doyle Meyer	Science/Health
Martin Anaya	Automotive		
		Wyatt Hoyle	Math
		Jodi Distler	Math
		Russell Stienmetz	Math
Katy Fody	Music	Alex Schaneman	Computer Science
Preston Pohlman	Band	Ryan Workman	Business
LuAnn Nelson	Accompanist		
Shaylee Mortimore	P.E./Heath	Kim Russell	Internship-Career
Corbin Harris	Spanish	Andrea Brunsvold	English
Elias Chavez	Social Studies	Kim Snyder	English
Aaron Wolfe	Social Studies	Cathy Herstead	English

Bell Schedule

Torrington High School Bell Schedule	
Period 1	8:00 - 8:46
Period 2	8:50 - 9:36
Period 3	9:40 - 10:26
Blazer Time	10:30 - 11:06
Period 4	11:10 – 11:56
Lunch	11:56 - 12:34
Period 5	12:34 - 1:20
Period 6	1:24 - 2:10
Period 7	2:14 - 3:00
Period 8	3:04 - 3:50

Torrington High School Bell Schedule – 1:30 Release	
Period 1	8:00 - 8:35
Period 2	8:39 – 9:14
Period 3	9:18 – 9:53
Period 4	9:57 – 10:32
Period 5	10:36 – 11:11
Lunch	11:11 – 11:41
Period 6	11:41 – 12:14
Period 7	12:18 – 12:52
Period 8	12:56 – 1:30

Torrington High School Bell Schedule – Late Start	
Period 1	10:00 – 10:37
Period 2	10:41 – 11:18
Period 3	11:22 – 11:59
Lunch	11:59 – 12:29
Period 4	12:29 – 1:07
Period 5	1:11 – 1:48
Period 6	1:52 – 2:29
Period 7	2:33 – 3:10
Period 8	3:14 – 3:50

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GENERAL INFORMATION

Visitors

All visitors must sign in at the high school office and receive a visitor's pass to wear while they are in the building. Student visitors will be allowed at Torrington High School during the school day only upon administrator approval. When approval is made, the visitor will have a pass signed by an administrator to present upon request by staff.

Parent Teacher Conference Schedule

Fall Conferences

October 1, 2026 – 4:30 p.m. to 7:30 p.m.

October 29, 2026 – 4:30 p.m. to 7:30 p.m.

Spring Conference

February 11, 2027 – 4:30 p.m. to 7:30 p.m.

March 18, 2027 – 4:30 p.m. to 7:30 p.m.

Individual parent/teacher conferences may be requested by either the parent or the teacher at any time during the school year.

Accidents

All accidents that occur during the school day or on school property should be reported to the nurse's office immediately. Any injuries that happen while taking part in athletics should be reported immediately to the coach in charge and to the school nurse.

Off-Campus Lunch:

All Sophomores, Juniors and Seniors have the privilege of off-campus lunch, however, this privilege may be lost due to attendance or behavioral situations.

Freshmen will have closed campus lunch for the first semester. If Freshman leave campus during the lunch hour, they must be accompanied by a parent/guardian only and excused through the office. Off-campus lunch will be a privilege during the second semester, unless there is an attendance or behavior situation that results in the loss of this privilege.

Personal Belongings:

It is highly recommended that purses, money, watches, jewelry, calculators, electronic devices, cell phones, etc. **NOT** be left in the hall/gym lockers. Torrington High School assumes no responsibility for students' personal items on campus. Lost or stolen items are solely the responsibility of the student.

Cell phones:

See District Matrix for District Cell Phone Rule

Cell phones and electronic devices are not a requirement for school/class. Any damages to personal cell phones or electronic devices are not the responsibility of the school.

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ACADEMIC REGULATIONS

Guidance:

Counselors are available in the guidance offices, and services are available for all students at Torrington High School. These services include assistance with educational planning, financial aid information, information about college entrance tests, interpretation of test scores, occupational information, career information, study help, assistance with home, school, and/or social concerns, personal and/or crisis counseling, scheduling problems, referrals to other agencies, or any question the student feels should be discussed with a counselor. The guidance office is open from 7:45 – 3:45 daily by appointment.

Emergent situations do not require an appointment

Any discussion with a counselor will be held in strict confidentiality unless life-threatening, or permission is granted by the student to divulge such information.

Registration for Classes:

Students will have the opportunity to change schedules before the first day of school. All schedule changes must occur before the fifth day of the Fall and Spring Semesters. All changes initiated after schedules have been sent home require parental consent prior to initiation. Once a student changes a class, the student must remain in that class for the remainder of the semester.

Wyoming and GCSD#1 Testing/Assessments:

THS will give the Wyoming State Accountability Test (WYTOPP) each spring. A fall interim WYTOPP test will be administered as a practice test. THS will give each student the Math and Reading Star Assessment/Test three times each year (fall, winter and spring). These tests/assessments are used to analyze student achievement data to help make decisions for future instruction and class placements.

Intervention Classes:

A student may be assigned to an intervention class for MATH, ENGLISH OR SCIENCE, if they scored below basic on their Spring WYTOPP test and/or intervention or urgent intervention on their Star test.

Grading Policy:

Refer to the District Grading Policy 5121.

Honor Rolls:

The honor rolls will be compiled at the end of the first and second semesters of each school year.

The requirements for the Honor Roll are 3.75+ GPA for “Gold” and 3.5 - 3.74 GPA for “Silver”.

Honor Graduates:

Candidates for Valedictorian and Salutatorian must maintain a full class load each year. Grades for all seven semesters will be averaged to determine awards. To qualify for either honor, the last three of seven semesters must be at THS. Honor graduates must have a cumulative GPA of 3.75+.

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Scholastic "T" Awards:

There are three levels of scholastic T's. Students are eligible if they were on the "Gold" Honor Roll for three (3), five (5), or seven (7) semesters, respectively.

Award Requirements:

Blazers of the Year – Factors for consideration: Academics, participation in activities, attendance and behavior. One student from each class (Freshman, Sophomore and Junior) and two students from the Senior class will be selected. Input will be sought from teachers, staff and administration for final consideration.

Athletes of the Year – Factors for consideration: Three sport participant, All-Conference selection in at least one sport, 2.50 GPA, attendance and behavior. Input will be sought from coaches, sponsors and administration for final consideration.

Graduation Requirements:

* Refer to District Policy 5127

EWC Course Enrollment:

1. Students will pick up EWC College Concurrent/Dual Registration forms (gold sheets) from the high school counselor. Counselors will fill out and sign the approval portion.
2. Students must complete page one of the registration forms. If students are **under** 18 years of age, a parent is also required to sign the form.
3. Students take their completed registration forms for dual registration to EWC to register for classes. At that time, the Student Service Office electronically registers the student. An invoice will be generated for the school. Concurrent registration forms will be turned into the THS Counseling Office.
4. All students must sign the EWC release to allow the THS counselor and/or principal to check dual enrollment course grades periodically without notifying the student or parent/guardian.
5. At the end of each semester, students will turn in their books to the EWC Bookstore.

Students who enroll in a college class and decide to drop the college class at any time during the semester will be placed in an elective class (not including a study hall) for the remainder of the semester. It will be the responsibility of the student to make up any worked missed before dropping the college class.

Senior Benchmark and Placement Assessments

All Seniors are expected to participate in all benchmark assessments and placement assessments (ie. ASVAB and Star test).

Not meeting this expectation will result in the student not attending their senior trip.

Commencement:

Students who have attended eight semesters of high school, have met the requirements to earn a

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Torrington High School Diploma, and have successfully completed all required classes may participate in the commencement ceremony. Students not receiving a diploma may continue to be enrolled in high school until age 21. **All requirements for graduation must be met prior to or on the last scheduled day of school in order for students to be allowed to participate in the commencement ceremony.** All school equipment must be returned, and all fines owed to the school must be paid prior to participation in the graduation ceremony.

National Honor Society

The National Honor Society chapter of Torrington High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of THS each May.

Candidates eligible for selection must be members of the sophomore, junior, or senior class. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Students' GPAs as they stand on the last day of the week following the close of the third quarter shall be used. Students who meet the academic criteria are invited to complete an Activity Information form to demonstrate to the Faculty Council a record of leadership and service in both the school and the community.

To evaluate a candidate's character, the Faculty Council uses and carefully reviews two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. The Faculty Council carefully considers information from these two channels and information candidates provide through their Activity Information forms to determine membership. A majority vote of the Faculty Council is necessary for selection, and candidates are notified regarding selection or non-selection no later than May 1.

Following notification, a formal induction ceremony is held at the school to recognize the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) as outlined by chapter bylaws in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings, held monthly during the school year, and participation in the chapter's service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser Mr. Elias Chavez, in person or by phone at 532-7101.

Green Fridays

Once a month, Goshen County School District, will hold school on Friday (selected dates can be found on the district calendar) for students to remediate/make up work, or have enrichment opportunities in classes they are invited to, or choose to attend. Teachers must invite students no later than the Tuesday before the scheduled green Friday, by 4:00 p.m.

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AI Policy Guidance for Students and Staff

Data Privacy: Anything being shared with any form of AI shall not jeopardize any FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Act) or other requirements, or release any personally identifiable information about students or staff.

Integrity: AI can be a powerful tool for generating writing, analyzing data and a host of other activities. It is imperative for staff and students to be clear on when AI is permissible to use, and when it is not. It is also important to properly attribute content to the AI source when being used for research or accessing previously unknown content.

Policies and procedures on AI will be included in staff and student handbooks and on the Goshen County School District technology use form. Staff will instruct students on appropriate and inappropriate use of AI examples on their course syllabi and/or will instruct students on these differences.

It is the expectation that communication around the responsible and appropriate use of AI, including AI types (e.g., generative and predictive), be ongoing and monitored so staff, students, and parents are clear on appropriate and inappropriate uses of AI especially as AI tools continue to evolve.

The misuse or abuse of AI tools is addressed in other district policies and staff and student handbooks. In regard to academic integrity, bullying, or other forms of unethical use, students and staff should look to existing policies and procedures. e.g. bullying, Policy 5158, harassment Policy 5158, plagiarism or cheating, Policy 5131.21, etc.

Torrington High School Hathaway Scholarships

In order to be eligible for a Hathaway Scholarship, students need to meet the requirements outlined in the following tables: (for the most recent information, please visit <https://hathaway scholarship.org>).

HONORS \$1,680 per semester PERFORMANCE \$1,260 per semester OPPORTUNITY \$840 per semester PROVISIONAL \$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		
HIGHSCHOOL GPA	3.5		
	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		
	2 years of CTE, FPA or FL (2 years foreign language must be sequenced) 17 (Or score a 12 on WorkKeys) 2.5		

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ATTENDANCE REGULATIONS

THS will follow the District Attendance Policy found on page D10.

Students must be in attendance in each of their classes or have pre-arranged their absence in advance.

Definition of a "class" – any period of time a student is assigned during the course of the school day, which could include before school/lunch/after school detention and/or Blazer Time.

GCSD #1 Secondary Student Handbook policy states:

On the tenth absence, the high school student may be unable to earn credit in those classes. The attendance officer will contact the parent/guardian and schedule a meeting between the Attendance Board, student, and parent/guardian. Parent/guardian may appeal to the attendance officer if they feel circumstances warrant a review.

Upon approval or denial of the appeal, the attendance officer will notify the parent/guardian of the Attendance Board's decision. Outcomes of the appeal may be one or more of the following: a) Reinstatement to regular status, or b) Required to make up lost class time and/or c) A determination that due to the number of absences, credit cannot be earned, in which event the Attendance Board may impose other remedial options which they believe may benefit the student to improve attendance and/or grades

Off-Campus Attendance for College Classes:

Students enrolled in college courses who need to leave the THS campus during the school day to attend a college class must notify the front office **prior to leaving campus**. This communication is essential to ensure accurate attendance records and to maintain campus safety.

18 Year Old Student Sign-out:

Per District Policy: Eighteen (18) year old students who are dependents of his/her parents may check themselves out of school at the office only with prior parent permission. Students with an unexcused absence for any part of the school day will not be permitted to participate in any extracurricular activities, including practices, unless their absence was approved by the administrator or designee.

THS prefers that permission be requested in writing or by email. This helps THS staff with student documentation purposes on who has permission to sign themselves out.

Students signing themselves out must still adhere to the GCSD #1 attendance policy of 10 absences in a class.

Tardiness:

A student who is late (under 10 minutes) to 5 or more classes and are documented (total) constitutes an office referral. **The office referral will be guided by the discipline matrix.**

Tardy definition - 10 minutes

Tardies will reset at the beginning of each semester.

Blazer Time:

Students will be expected to attend the Blazer Time class they have been assigned to each day. Blazer Time teachers will inform students if they have been requested (flexed) by another teacher. If students fail to report to where they have been flexed, their absence will be considered a skip. In the event that this takes place, THS administration will follow the discipline matrix for consequences.

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CONDUCT

1:1 Computers:

Students will be issued a laptop at the beginning of the school year. Students are expected to have their laptop charged and with them throughout the school day. Charging will be available at various locations throughout the school.

Lost or damaged laptops may result in the parent/student being responsible for the replacement cost of the device and/or accessories. Any damage to the device or accessories must be reported to the office immediately.

Computer Check-In

7th student computers will be checked into the Library on May 18th, 2017. All computer work must be completed by the May 19th date. If students still need to complete work after this deadline, computers must be checked out in the office with Administration and returned at the end of the day.

Discipline Procedures:

Students are expected to conduct themselves in such a way that the rights and privileges of others are not violated. Torrington High School desires every student to have the opportunity to learn in a safe environment, conducive to the learning process, and free from unnecessary disruption. To foster such an environment, THS expects students to honor three basic principles:

- Each is expected to follow the appropriate rules of conduct.
- Each is expected to show respect for others and school personnel.
- The rules of conduct apply to students in the classroom, on school grounds, in school vehicles, and during school-related activities or events.

The following is a description of the disciplinary measures that a student may encounter at Torrington High School. Disciplinary measures are used to ensure that all students have equal access to a safe and orderly education. Generally, students are assigned the lowest disciplinary measure first. However, the consequence for misbehavior increases with repeated misbehaviors.

Discipline Notice/Referral:

If a situation develops in which a student's behavior becomes detrimental to the welfare of the class or that behavior interferes with the learning opportunities of other students, the teacher will tell the student to report to the Main Office. The following procedure will be followed after the student has been instructed to leave a class and report to the Main Office:

- The student is to report directly to the Main Office. Under no circumstances is the student making a decision contrary to this rule, such as going to the restroom, going home, leaving the building, or reporting to his/her next class without having first reported to an administrator.
- The teacher will send an electronic discipline notice to the administrator's office outlining the situation. No decision will be made by the administrator until this statement is received.
- Parents are to be informed of this situation, and any disciplinary action taken by the administrator and what is expected of the in the future.

Lunchroom/Commons:

Students will be expected to conduct themselves in an orderly and proper manner while eating in the lunchroom/commons. Each student is responsible for cleaning up his/her lunch plate and keeping the eating areas clean. Students that meet before, between, and after classes in the commons area, need to

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keep the area picked up and clean. If a student does not clean their area, it could lead to, before or after school cleaning responsibilities.

Dress Code:

Students will use good judgment in these matters and not dress in a manner that could be conducive to an accident, violate simple standards of decency, or detract from orderly class procedure. Students shall not wear clothing that is deemed inappropriate by the judgment of school personnel and/or constitutes a health or safety hazard. Clothing described below will not be worn in school:

- Displays tobacco, alcoholic beverages, any controlled substances, or displays slogans or sayings that are lewd, offensive, sexually suggestive, or not becoming of student.
- Bare midriff shirts or half shirts
- Any shirt or pants/shorts/skirts/dresses that reveal undergarments.
- Bare backs
- Roller shoes
- Sunglasses
- Gang-related apparel

Shoes and proper foot covering must be worn in the school building.

Lunch/After School Detention

Lunch/After School Detention is an option THS administrators may use with a student as a disciplinary consequence and falls under the category in the THS Discipline Matrix as Loss of Privilege (LOP). If a student is assigned to lunch/after school detention, they will be required to stay on campus during lunch in the supervision of a THS employee. Students assigned to lunch detention will be provided lunch if the student desires it during their assigned lunch detention. *There are specific expectations for lunch/after school detention that the supervisor will provide to students – at the very minimum, students will be asked to turn in cell phone and earbuds during the duration of the lunch detention.*

In School Suspension (ISS)/Out-Of-School Suspension(OSS)/Detention:

See GCSD #1 Discipline Matrix for definitions. *There are specific expectations for ISS that the supervisor will provide to students – at the very minimum, students will be asked to turn in cell phone and earbuds during the duration of the lunch detention.*

GCSD #1 Discipline Matrix

Mission: To become a leading district, we will partner with families and the community to provide an engaging and challenging education that empowers all students to thrive as productive citizens, leaders, and innovative thinkers.

Philosophy: At GCSD#1, we are committed to ensuring that every student has the right to access and benefit from a high-quality education. To support this mission, Goshen County School District #1 (GCSD#1) utilizes a Discipline Matrix as a framework for addressing behavioral issues in a consistent and transparent manner.

We believe that consistency in managing inappropriate behaviors fosters trust and understanding among students, parents, staff, and the broader school community. The Discipline Matrix serves as a guide for school administrators in responding to most disciplinary situations. However, we recognize that each situation is unique, and therefore, administrative discretion may be applied when necessary to determine whether an incident is considered a minor or major incident.

We aim to help students understand the impact of their actions and provide them with opportunities to align their behavior with the expectations of GCSD#1.

Definitions

Alternative Discipline: An integrated component of the GCSD #1 Discipline Matrix and is used in conjunction with assigned consequences to teach, reteach, and reinforce expected behaviors.

All administrators or designees will incorporate Alternative Discipline strategies when responding to student behavior, for repeated or pattern behaviors, to ensure alignment with the district's Tier 1, Tier 2, and Tier 3 support framework.

Alternative Discipline is designed to:

- Address the root cause of behavior
- Teach replacement behaviors aligned with district expectations
- Support students in developing responsibility and self-regulation
- Reduce repeated behavioral incidents over time

Classroom Conduct Infractions: Classroom behaviors are those that will be addressed by the teacher. These behaviors occur in the classroom and require reteaching. Classroom behaviors requiring reteaching are those that cause the student to lose engagement and are handled within the classroom setting, before school or after school. These behaviors are documented through an office referral.

School Conduct Infractions: School conduct infractions include those that cannot be taught in the classroom. These behaviors may involve behaviors from keeping the school clean to behaviors that threaten the safety of an individual. School conduct infractions will involve a point system with more severe infractions incurring higher point accumulations and more severe consequences.

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Detention: Student will stay after school until 4:45 p.m. on Monday through Thursday only, unless other arrangements are made with administration, which could include lunch detention. Students will not be allowed to attend an activity the day of the detention until they have served their detention. Students will have one day to confirm with an administrator when they will serve the detention.

In School Suspensions (ISS): If a student receives in school suspension, he/she will be able to complete all classroom assigned work. Students placed in ISS will be required to leave their cell phone with administration. When in ISS, students are allowed to practice, however, they are not allowed to play in games, however, they can travel with the team unless the team leaves before end of day dismissal early but may not dress out for the game. Administration will notify the parent or guardian when a student is placed in ISS. If a student does not follow the rules of the ISS room, they will be sent home and placed in Out of School Suspension.

Out of School Suspensions (OSS): If a student receives out of school suspension, he/she will be able to complete all classroom assigned work. Students will be able to email teachers for assignments and ask any questions via email during OSS. During the OSS, students are not allowed to participate in any school sponsored activities or be on school property. Administration will notify the parent or guardian when a student is placed in OSS.

Loss of Privilege (LOP): LOP will be an alternative consequence in some student discipline situations. LOP could include loss of electronic device use on school grounds, loss of open campus lunch privileges, or loss of privilege to attend a school activity as a spectator. Parent Contact: Documented teacher/administrator communication to parent/guardian(s) with acknowledgment of receipt. Examples are phone, email, text or use of communication app with acknowledgment of receipt by parent/guardian.

Documented Plans and Behavioral Accommodations: GCSD#1 recognizes that some students have unique needs that require individualized support. Students with a documented plan, such as an Individualized Education Program (IEP), 504 Plan, Health Plan, or MTSS Intervention Plan, may receive accommodations to the Discipline Matrix based on the specific needs outlined in their plan. Any modifications to the application of the Discipline Matrix are determined through a collaborative team decision-making process, ensuring that responses to behavior are both fair and supportive of the student's educational and developmental needs.

Parent/Guardian Meeting: A scheduled face-to-face conference involving the student, parent(s)/guardian(s), and school staff to address behavioral concerns and foster communication between home and school. Topics may include, but are not limited to, reviewing incident(s), clarifying expectations, discussing consequences, identifying supports, and developing a plan for improvement; however, not all topics are required to be discussed at every meeting. All parents and guardians included under that heading in the Student Information System (SIS) will be notified, made aware of the meeting, and provided the opportunity to attend.

Parent Contact: Direct communication between school staff and parent(s)/guardian(s) to inform them of a student behavior incident, the school's response, and any possible consequences or next steps. Contact may also include discussion of expectations, supports, or plans for improvement, as appropriate. All parents and guardians included under that heading in the Student Information System (SIS) will be notified.

GCSD #1 2025–26 Discipline Matrix Point System (100 Point Maximum)

The purpose of the point system is to:

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1. Improve the educational environment for students, teachers, parents, and staff
2. Inform students and parents of rules and policies
3. Record discipline violations in a systematic way

The discipline point system is grounded in the belief that all students have the right to learn in a safe and supportive environment and that behavior is best addressed through a continuum of supports and interventions. When a student begins to demonstrate patterns of behavior that result in point accumulation, the student will be referred to the Student Success Team (SST) for review and support.

The Student Success Team will ensure that appropriate Tier 1 (universal), Tier 2 (targeted), and Tier 3 (intensive) interventions have been implemented, monitored, and adjusted to support the student's behavioral and academic success. The focus of this process is to identify the root causes of behavior, provide instruction and support, and help the student develop replacement behaviors aligned with district expectations.

After a third referral for the same behavior, the student will be referred to the Student Success Team where an individualized support plan will be developed in collaboration with the student and parent. This plan will focus on identifying the root cause of the behavior and teaching replacement skills, while minimizing additional loss of instructional time.

This support plan will function separately from disciplinary consequences and should prioritize maintaining the student's access to the classroom environment whenever possible. The goal is to provide targeted interventions and supports that improve behavior without further excluding the student from learning opportunities.

If a student accumulates 100 points within a school year, and after documented implementation of Tier 1, Tier 2, and Tier 3 interventions through the Student Success Team, the student and parent(s)/guardian(s) may be asked to meet with the Goshen County School District #1 Board of Trustees. At that time, the Board may review the student's progress and interventions and determine appropriate educational options, which may include alternative placement or schedule modification.

Students may reduce point accumulation through positive participation in interventions, including the opportunity to "buy back" points by attending and fully participating in a Green Friday (Intervention/Extension Day).

The following categories serve as guidelines for addressing student misconduct. While not all behaviors can be anticipated, administration will respond in a manner that is consistent, supportive, and aligned with both district expectations and individual student needs.

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Behavior	Definition	1 st Office Referral	2 nd Office Referral	3 rd Office Referral
Tardy	A student is late (under 10 minutes) to 5 or more classes (total), which constitutes an office referral for every five tardies. Totals reset for each semester.	Parent/guardian contact. 4 Days of lunch detention	Parent/guardian contact. 4 additional tardies after the 4 th will result in 4 additional lunch detentions/after school detention. (LOP)	4 additional tardies after the 8 th tardy referred to SST or alternative discipline plan
Skipping reteaching	Student skips reteaching from one or more teachers. When two re-teachings have been skipped for one teacher, that teacher will call the parents and assign an additional re-teaching. If the additional re-teaching is skipped, the teacher will provide administration with an office referral.	Counsel with student and call parents/guardian as to the reason(s) why the skipping took place and inform parents the student will need to make up the re-teachings and if they continue to skip other re-teachings they will be placed in ISS for one day and then walked to their re-teaching after school. Assess 5 points.	Counsel with student and call parents/guardian as to the reason(s) why the skipping took place and inform parents the student will need to make up the re-teachings and if they continue to skip other re-teachings they will be placed in ISS for one day and then walked to their reteaching after school. Assess 5 points.	Counsel with student and call parents/guardian as to the reason(s) why the skipping took place and inform them the student will need to make up the re-teachings and if they continue to skip other re-teachings they will be placed in ISS for 2 days and then walked to their re-teaching after school. Assess 5 points.
Dress Code Violation	Student wears clothing that does not fit within the school dress code guidelines practiced by the school/district. Staff are expected to refer this to the office immediately.	Parent/guardian contact. Student asked to find appropriate clothes or parents are asked to bring clothes from home. Refusal to change will result in Insubordination consequences found in this matrix.	Parent contact/guardian. Student asked to find appropriate clothes or parents are asked to bring clothes from home. Refusal to change will result in Insubordination. Assess 5 points.	Parent contact/guardian. Student asked to find appropriate clothes or parents are asked to bring clothes from home. Each subsequent dress code violation results in lunch detention. Refusal to change will be Insubordination. Assess 5 points.
Disruption to educational environment	Behavior causing an interruption in a class or activity. Disruption includes loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing, disrupting other classes while in the halls; and/or sustained out-of-seat behavior that interrupts the educational process and impedes learning (a minimum of three documented disruption re-teachings and one documented communication to a parent with acknowledgment of receipt to parent(s) results in	Parent/guardian contact and counsel student back to class or sent to the ISS room for a Re-Entry Plan in which student waits for teacher or administration to counsel them back into class.	Parent contact/guardian and counsel the student back to class or sent to the ISS room for a Re-Entry Plan in which student waits for teacher or admin. to counsel them back into class. Assess 5 points.	Parent contact/guardian and counsel the student back to class or sent to the ISS room for a Re-Entry Plan. Assess 5 points Each subsequent disruption results in one day of ISS and 10 points.

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	an office referral).			
Inappropriate Display of Affection	Appropriate Displays of Affection: Hugging: A brief, friendly hug Holding Hands: Holding hands in hallways or common areas. Smiling and Compliments: Warm, friendly interactions, including giving compliments or smiling, are positive forms of affection. Sitting Close Together: Sitting side-by-side at lunch or during free periods, as long as physical boundaries are respected. Inappropriate Displays of Affection: Kissing: Prolonged or passionate kissing is considered inappropriate in the school setting. Touching in intimate areas: Any form of intimate touching on the outside or inside of clothing that is not suitable for a school environment. Overly long embraces or physical closeness: Physical contact that makes others uncomfortable and disrupts the educational environment. Students who violate could be subject to a Title IV investigation per district policy.	Parent/guardian contact with warning. Teachers must submit write-up documentation.	Parent/guardian meeting, 1 day of Detention Assess 5 points.	Parent meeting. ISS for 1 day. Assess 10 points.
Elevated / Extreme Inappropriate Physical Conduct	Extreme inappropriate physical conduct includes physical interactions between students that go significantly beyond acceptable school boundaries and expectations for public behavior and require immediate staff intervention. This includes, but is not limited to: Physical behavior that	- Parent/guardian meeting - Due to the nature of these incidents, administrative response may include immediate removal, parent/guardian conference, and consideration of additional supports or disciplinary actions in alignment with district policy.	• Parent/guardian meeting • 2 days of Out-of-School Suspension (OSS) • Administrative review of student supervision in all school areas while on campus Assess 20pts	• Parent/guardian meeting • 5 days OSS, or alternative placement as determined by administration • Development of an individualized behavior and supervision plan • Schedule adjustment • Increased

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	involves seclusion, concealment, or intentional avoidance of supervision Conduct that demonstrates a serious disregard for school setting, supervision, or appropriate boundaries Physical interactions that are not appropriate for any school environment, regardless of location (classroom, restroom, locker room, secluded areas, etc.) Behavior that creates significant safety, supervision, or liability concerns for the school Students who violate could be subject to a Title IV investigation per district policy. These behaviors exceed inappropriate displays of affection and will be addressed at a higher level of administrative response.	Assess 20pts		supervision or restricted access to certain areas Consideration of alternative educational placement Assess 20pts
Inappropriate language/profanity/inappropriate gestures	Verbal, written, hand gestures, slurs, profanity, or electronic messages that include swearing, name calling or use of words in an inappropriate way not directed at an individual.	Parent/guardian contact by teachers and written warning and reteaching at classroom level.	Parent/guardian meeting with administration and applicable staff. Detention 2 Days Assess 10 points	Parent/guardian meeting with administration and applicable staff. Detention 3 Days Assess 10 points
Abusive Language	Verbal, written, hand gestures or electronic messages that include swearing, name calling or use of words in an inappropriate way that is directed at staff or student. This includes profanity, slurs or aggressive tone directed at staff or student.	Parent/guardian contact ISS (3 days) Assess 20 points	Parent/guardian Contact ISS (5 Days) Assess 20 points	Parent/guardian Contact OSS (3 Days) Assess 20 points
Skip class/truancy/neglecting obligation	Student leaves class/school without permission or stays out of class/school without permission beyond the 10 minute tardy period.	Parent/guardian meeting. Detention 3 days Assess 10 points	Parent/guardian meeting. Required attendance recovery plan (student must attend all assigned classes with supervision/check-in)	Parent/guardian meeting. ISS 1 day 1 week loss of privilege, LOP Assess 10 points

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			Mandatory make-up of missed class time/work	
			Assess 10 points	
Defiance	- Failure to follow a reasonable staff request after being given a clear direction and one opportunity to comply. - Examples: -Refusing to begin work -Not following classroom expectations after redirection -Eye-rolling -Refusal to start work initially -Talking back mildly -Ignoring direction once	- Teacher redirection and reteaching (required) - Private, calm conversation - Documented classroom intervention - Teacher must: -Give clear direction -Allow wait time -Provide reteach	- Parent/guardian contact 1 day detention - Student conference (problem-solving) -Student reflection: What happened? What were you trying to avoid or get? What will you do differently next time? -Behavior goal set (short-term) - Assess 5 points	- Parent meeting with applicable staff. - Detention 3 days Assess 10 points
Disrespect	Insulting, mocking, taunting, ignoring, speaking rudely and/or socially rude interactions. This is not limited to staff, but all individuals in all GCSD#1 facilities.	- Parent/guardian meeting - Detention 2 days - Re-entry plan before returning to class - Specific behavior goal Assess 10 points	- Parent/guardian meeting - Detention 4 days - Re-entry plan before returning to class - Specific behavior goal Assess 10 points	- Parent/guardian meeting - ISS (1 Day) - Incorporate Behavior Intervention Plan Assess 15 points
False Reporting	Students deliver messages that are untrue, deceptive and/or deliberately violates rules. This includes false reporting on another student.	Parent/guardian contact. Detention 2 Days Assess 10 points	Parent/guardian meeting. 1 day of ISS. Assess 10 points	Parent/guardian meeting. 3 days of ISS. Assess 15 points
Forgery/theft	A student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.	Parent/guardian contact. ISS for 1 day. Assess 10 points for theft under \$25. Assess 15 points and contact law enforcement/SRO for theft above \$25 in value.	- Parent/guardian meeting. - ISS for 3 days. - Assess 10 points for theft under \$25. - Assess 15 points and contact law enforcement/SRO for theft above \$25 in value.	Parent/guardian meeting. OSS for 3 days. Assess 15 points for theft under \$25. Assess 15 points and contact law enforcement/SRO for theft above \$25 in value.
Insubordination	Repeated or escalated refusal to follow directions after multiple attempts and support, or refusal to comply with an administrator.	- Parent/guardian contact 1 day ISS if this is beyond 1 class conflict, if only conflict is individual classroom	- Parent/guardian meeting 2 days ISS if this is beyond 1 class conflict, if only conflict is	- Parent/guardian meeting 3 ISS or OSS (based on severity) if this is beyond 1 class conflict, if

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	- Examples: -Ongoing refusal after reteaching and redirection -Walking away from staff direction -Escalation that disrupts the learning environment -Insubordination will be considered an escalation of defiance and applied when a student continues to refuse to comply after reteaching, redirection, and support, or when behavior significantly disrupts the learning environment. - Isolated incidents of minor noncompliance or perceived disrespect should be addressed through reteaching and classroom management practices. Office referrals are reserved for repeated or escalated behaviors.	student should only be removed for the remainder of the class period. - Administrative conference with the student - Student reflection: - What happened? - What caused the escalation? - What will you do differently next time? - Classroom level Re-entry plan before returning to class - Clear expectation reset - Specific behavior goal - Assess 15 points	individual classroom student should only be removed for class period for 2 days - Assess 15 points - Referral to Student Success Team (SST) - Identify root cause: - Task avoidance - Skill deficit - Peer conflict - Emotional regulation - Begin targeted behavior support plan - Consider: - Check-in/check-out - Staff mentor - Structured classroom supports	only conflict is individual classroom student should only be removed for class period for 3 days - Assess 15 points - Continued SST involvement with documented interventions - Formal behavior plan (BIP if needed) - Possible: - Schedule adjustment - Placement consideration - Increased supervision - Re-entry meeting required
Gross Misbehavior	- Behaviors that are unacceptable, unsafe, or publicly humiliating and represent a significant escalation beyond typical student misconduct. These incidents involve actions that are intended to degrade, embarrass, or physically impose on another student and create serious safety, dignity, or emotional concerns. - Examples include, but are not limited to, departing, dumping food or drink on others, placing students in trash cans or lockers, or similar actions (e.g., "swirlies") when conducted in a manner that is forceful, repeated, or intended to humiliate. - This category does not include playful behavior. Incidents are categorized at this level when the behavior is severe in nature, involves lack of consent, causes harm or significant embarrassment, or	Parent meeting. ISS 1 Day. Assess 10 points.	Parent meeting. ISS 2 Days. Assess 10 points.	Parent meeting. OSS for 3 days. Assess 20 points.

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	requires immediate staff intervention.			
Driving Infractions Careless Driving Reckless Driving	Any driving infraction on school grounds that fits the Wyoming state statutes of Careless or Reckless driving. All driving violations will require law enforcement notification.	Parent meeting. Detention for 1 day. One week no parking on campus Assess 10 points.	Parent meeting. Detention for 2 days. Two weeks no parking on campus Assess 10 points.	Parent meeting. ISS for 1 day. Loss of parking privileges for the remainder of the year. Assess 15 points.
False Fire Alarm	Student pulls a fire alarm or tampers with fire suppression system without the presence of a fire.	Referral to law enforcement; 4 days of OSS. Assess 30 points.	Referral to law enforcement; Student & parent(s) meet with Goshen County School District #1 Trustees to determine future placement and or schedule reduction	
Academic dishonesty	Includes behaviors that violate expectations of academic integrity, including but not limited to: -Cheating on assignments or assessments -Copying another student's work -Plagiarism (presenting others' work or ideas as one's own) -Use of AI tools must align with teacher expectations. --Unauthorized or undisclosed use of AI-generated work may be considered academic dishonesty -Sharing or receiving answers without permission -Submitting work that is not the student's own	• Parent/guardian contact • 1 day of detention • Reteaching of academic integrity expectations • Opportunity to redo or complete assignment appropriately (when applicable) • Student completes a brief reflection: -What did you do? -Why does academic integrity matter? -What will you do differently? Assess 5 points	• Parent/guardian meeting • 2 days of detention • Reteaching of academic integrity expectations • Academic integrity plan • Required redo with guided support Assign 5 points	• Parent/guardian conference • 3 days of detention • Reteaching of academic integrity expectations • Referral to Student Success Team (SST) • Investigation of root cause: -Skill deficit (writing, citing, studying) -Pressure/anxiety -Avoidance behavior -Development of a targeted intervention plan Assess 10 points
Behavior: Student Altercation (Pre-Fighting Behavior)	• An altercation is defined as a physical or verbal escalation between students that goes beyond roughhousing but does not rise to the level of fighting or assault. • This may include pushing, shoving, chest bumping, grabbing, mutual confrontation, or aggressive posturing that creates a disruption or	• Parent/guardian contact • 1 day of detention • Conflict resolution reteaching • Student reflection: What happened? What caused the conflict? What could you do differently? • Restorative	• Parent/guardian meeting • 3 days of detention • Structured conflict resolution session • Behavior plan or agreement between students (if ongoing issue) • Administrator or	• Parent/guardian meeting • 1 day of ISS • Referral to Student Success Team (SST) • Develop targeted behavior support plan • Required: -Conflict resolution

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	safety concern. This does not include playful behavior and does not require injury. If the situation escalates further or results in injury, it may be classified as fighting or assault.	conversation (if appropriate and safe) Facilitated by administrator or designee Assess 5 points	designee mediation required - Identify root cause: - Peer conflict? - Social skills? - Ongoing tension? - Check-in with staff mentor or admin or designee for an established period of time minimum 2 weeks Assess 10 points	intervention - Re-entry meeting before returning to class - Ongoing monitoring plan - Adjusted schedule or student separation if needed Assess 15 points
Behavior: Misuse of School-Issued Technology	- Use of school-issued technology in a manner that does not support the learning environment. - This includes, but is not limited to: -Accessing unapproved websites -Playing games or streaming non-instructional content -Bypassing school filters -Being off-task during instructional time while using school-issued technology -Utilizing and/or impersonating another individual by use of their login credentials. -Using any other district assigned login information other than your own -Students are expected to use technology as a tool for learning in a responsible, focused, and appropriate manner.	- Parent/guardian contact - Teacher redirection and reteaching - Temporary loss of computer privileges in class (alternative work provided)(not longer than the remainder of the class period) - Teacher quick student check-in: "What should you be using your computer for right now?" -Clarify expectation: "Responsible use means staying on your assigned task." - Student identifies fix: "What will you do differently for the next 10 minutes?" Assess 5 points	- Parent/guardian contact 1 day of detention - Continued restricted computer access (teacher-directed only) (alternative work provided) - Reteaching of appropriate technology use - Structured plan for device use - Clear "when/how" student can use device - Student reflection: -What distracts you? -What helps you stay focused? - Teacher provides frequent check-ins or proximity support Assess 5 points	- Parent/guardian conference 2 days of detention (or detention + ISS flexibility if needed) - Loss of independent computer privileges for a designated period (not more than 4 days) - Reteaching of appropriate technology use - Referral to Student Success Team (SST) - Identify root cause: -Task avoidance? -Attention issues? -Habit/addiction? -Skill gap (organization/focus)? - Develop a technology use plan: -Scheduled device use -Monitoring system -Gradual release back to independence Assess 15 points
Cell Phone/Electronics Violation Policy 5111	At the beginning of each class period, students must power off or	Student will turn in their (electronic device that was being used without permission) cell phone,	Student will turn in their (electronic device that was being used	Student will be required to walk their (electronic device that was

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	place cell phone in airplane mode and turn in their phones, smartwatches, earbuds/airpods, or personal electronic devices to the classroom teacher. - Devices will be stored in a school-approved location with their classroom teacher. During Class: - Students are not permitted to access their phones or personal electronic devices during instructional time End of Each Period: - Students may retrieve their devices at the end of the class period and use them during passing periods only. Forgotten Device Procedure: - If a student fails to turn in their device at the beginning of a class period it is considered an offense and would be addressed by the discipline matrix. Exceptions: Medical Exceptions: Students with a documented health plan (e.g., IEP, 504 Plan, or medical note) that requires them to have a phone on their person at all times will be exempt. School administration will review and verify all such	headphones, earbuds/airpods, smart watch, etc. to an administrator for the rest of the school day. If a student refuses to turn in their device, it will be treated as insubordination. Parents will be notified. Insubordination: Any refusal to turn in cell phone, headphones, earbuds/airpods, smart watch, etc. to an administrator after communication with parents and continued refusal will be disciplined as such according to this matrix.	without permission) for two days. (dropped off before school and picked up at the conclusion of the day) Refusal to turn in electronic device will be treated as insubordination. Parents will be notified.	being used without permission) to the office for the next 4 school days. (dropped off before school and picked up at the conclusion of the day) The incident will be handled as an office referral. Parents will be notified, detention(s) will be assessed, and or loss of electronics or other LOP's.
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	accommodations in consultation with school health staff.			
Tobacco, Electronic Nicotine Delivery Devices, Illegal Drugs & drugs for which the user does not have a lawful prescription or drugs used in a manner as to be dangerous to the student on school grounds or during a school function	The possession, distribution or use of tobacco (defined to include electronic cigarettes, and non-regulated vapors), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs, or substances. This policy shall apply to all students regardless of whether they are of legal age. Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other non-regulated substances.	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. Up to 2 days of detention or in school suspension 3. Student required to enroll an administrator approved cessation program 4. Administrator will provide an opportunity for a no-cost program 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension *Administrator-approved cessation program requirement is currently N-O-T Youth Tobacco/Vaping Education Assess 15 points	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 3 days of in school suspension, out of school alternative placement, or out of school suspension 3. Student is required to make up work 4. Student required to enroll in administrator approved cessation program 5. Administrator will provide an opportunity for a no-cost program 6. Mental health evaluation/counseling may be recommended. 7. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district. 8. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension Assess 15 points	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 5 days of in school suspension, out of school alternative placement, or out of school suspension 3. Student is required to make up work 4. Student required to enroll in administrator approved cessation program 5. Administrator will provide an opportunity for a no-cost program 6. Mental health evaluation/counseling may be recommended. 7. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district. 8. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension Assess 15 points
Illegal Drugs and or Drug Paraphernalia or Counterfeit Substance Use and or Possession, more than Sharing	The possession, distribution or use of tobacco (defined to include electronic cigarettes, and non-regulated vapors), drugs for which the user does not have a lawful prescription, or substances which are used in such a	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 5 - 10 days of in school suspension or out of school suspension if	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension

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	manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs, or substances. This policy shall apply to all students regardless of whether they are of legal age. Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other non-regulated substances.	under the influence 3. 10 days out of school suspension if in possession 4. Student is required to make-up work 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Enrollment will waive/eliminate the additional 10 days of out of school suspension 7. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 8. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension	with recommendation to Board of Trustees for an additional expulsion of up to 90 days 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Enrollment will waive/eliminate the additional 10 days of out of school suspension 7. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 8. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion	with recommendation to Board of Trustees for an expulsion of up to one year 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Enrollment will waive/eliminate the additional 10 days of out of school suspension 7. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 8. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, out of school suspension, or expulsion
Intent to Sell or Distribute Illegal Drugs or Paraphernalia or Counterfeit Substance		1. Notify law enforcement; additional consequences may be		

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Paraphernalia or Counterfeit Substance		applied by law enforcement 2. 10 days out of school suspension with recommendation to Board of Trustees for an expulsion of up to one year 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Enrollment will waive/eliminate the additional 10 days of out of school suspension 2025-2026 7. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 8. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion		
Possession of Illegal Drugs or Paraphernalia or Counterfeit Substance Paraphernalia or Counterfeit Substance	Student is in possession	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 3-5 days of in school suspension, out of school alternative placement, or out of school suspension if in possession 3. Student is required to make-up work 4. Student required to	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 5-10 days out of school suspension for possession of alcohol 3. Student is required to make up work	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to Board of Trustees for an expulsion of one semester

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		enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension	4. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension	3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, out of school suspension, or expelled
Alcohol Intent to Sell or Distribute More than Sharing	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 3-5 days of in school suspension, out of school alternative placement, or out of school suspension if in possession 3. Student is required to make-up work 4. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to Board of Trustees for expulsion for remainder of school year or time frame as determined by the board to be appropriate. 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to Board of Trustees for an expulsion of one semester 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian	

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		6. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, out of school suspension, or expelled	chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, out of school suspension, or expelled	
Alcohol Use and or Under Influence		1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 5 days of in school suspension, out of school alternative placement, or out of school suspension if under the influence 3. Student is required to make-up work 4. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 6. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation for an additional 10 days of out of school suspension. Student may access work while on suspension by viewing recording of lesson, but may not attend virtually 3. Student is required to make up work 4. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Enrollment will waive/eliminate the additional 10 days of out of school suspension	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to Board of Trustees for expulsion of up to one semester 3. Board may use alternative placement or virtual education option in lieu of expulsion. 4. Student is required to make up work if not expelled 5. Student required to enroll in an administrator approved, no-cost cessation program. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Failure to complete the diversion program in agreement with the school administrator will result in an

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			6. Failure to complete the diversion program in agreement with the school administrator will result in an additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 7. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, or OSS	additional 5 days out of school suspension. It is the student's responsibility to provide proof of attendance and program completion 7. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension
Technology Violation Policy 5131.21	TYPE I: Level I violations may include items listed under Type II and include criminal offenses that require involvement with law enforcement. Misuse of technology outside of school that impact the people or environment on campus may also necessitate similar discipline consequences. Examples include but are not limited to cyber-bullying, bullying, harassment, using profanity, obscenity, racist terms, bringing pornographic or other inappropriate content to school in electronic form, accessing pornographic material, inappropriate files, or files dangerous to network integrity, using an electronic resources account authorized for another person, or breaking into or using some else's belongings or devices. TYPE II: Level II violations may include but are not limited to acceptable use violations, photographing/filming/voice recording others without permission or against their will, bullying with devices, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos, voice recordings, or photos.	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. Student and administrator conference 3. Restricted use of device(s)/ restricted user as determined by principal 4. 1-10 days of ISS, out of school alternative placement, or out of school suspension, with the potential of a recommendation to the Board of Trustees for expulsion of up to one calendar year. 5. Mental health evaluation/counseling may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian. 6. Student is required to make up work if not expelled 7. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion. 1. Notify law enforcement; additional consequences may be applied by law enforcement 2. Student and administrator conference 3. Restricted use of device(s)/ restricted user as determined by principal 4. 1-10 days of ISS, out of school alternative placement, or out of school suspension 5. Mental health evaluation/counseling may be program not contracted by recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Student is required to make up work. 7. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension,		

Torrington High School

		or expulsion.
Vandalism Policy 3717	Individuals who cause damage to school property, including but not limited to buildings, contents, school technology devices, site, site improvements, and vehicles.	1. Notify law enforcement; additional consequences may be applied by law enforcement if valued greater than \$100 2. Up to 10 days of ISS, out of school alternative placement, or out of school suspension, with the potential of a recommendation to the Board of Trustees for expulsion of up to one calendar year in severe cases of vandalism 3. Full restitution paid to district for item(s) damaged by the act 4. Student is required to make up work if not expelled 5. Mental health evaluation/ counseling and risk assessment may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 6. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion
Bullying, Harassment & Intimidation	Bullying, harassment, or intimidation as defined in district policy 5158	Education Component: 1. Educate all students and staff regarding the prevention of bullying and responding to bullying situations 2. Subsequent to bullying, the bully, the parents, target, and bystanders will be re-educated Consequences for Bullying, Harassment, and Intimidation: 1. Warning, or up to 10 days out of school suspension with possible expulsion 2. Parental notification 3. Student education/ counseling 4. Possible notification of law enforcement 5. Student is required to makeup work 6. Mental health evaluation/ counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family 7. If suspended, no school activities/no practices/no games/no performances/ no attendance at school activities/may not be on any school grounds
	Sexual harassment as defined in district policy 5156	The range of disciplinary sanctions against a student respondent following a determination of responsibility will depend on the severity, and, the age level, but can include suspension or expulsion. All discipline taken shall remain at the full discretion of the district and in accordance with district policy, the district's student handbook, and all applicable law.
	Racial harassment as defined in district policy 5156.11 & district policy 4300/5100	
Weapons	With due process of law, a student may be suspended	Type I: Use or possession of deadly weapons means

Torrington High School

Policy 5131.23	and/or expelled from a public school during the school year for possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104 (a)(iv). The Board of Trustees shall, subject to case-by-case modification, expel from school for a period of one (1) year any student in violation of this policy per W.S. 21-4-305	but is not limited to a firearm or similar item that could result in casualties, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material, or substance, which in the manner it is used or is intended to be used, is reasonably capable of producing death or serious physical injury. 1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension and a recommendation to the Board of Trustees for expulsion up to one calendar year 3. Student is required to make up work if not expelled 4. Mental health evaluation/counseling and risk assessment will be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion. Type II: Use or possession of any article other than deadly weapons which are designed and intended to be used to inflict physical injury and/or intimidate other persons. Examples include, but not limited to, knuckles, knives, chains, clubs, stars, etc. 1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension and a recommendation to the Board of Trustees for expulsion of up to one calendar year 3. Mental health evaluation/counseling and risk assessment may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 4. Student is required to make up work if not expelled 2024-2025 Secondary GCSD#1 Student Handbook 31 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion Type III: Possession of any Type II weapon or Type I look-alike weapon designed for other purposes but are not being used or intended to be used, or not used to threaten or inflict physical harm and/or intimidate. 1. Notify law enforcement; additional consequences may be applied by law enforcement 2. Up to 10 days of in school suspension, out of school alternative placement, or out of school suspension, with the potential of a recommendation to the Board of Trustees for expulsion of up to one calendar year 3. Student is required to make-up work 4. Mental health evaluation/counseling and risk assessment may be recommended. If student's
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		parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension
Physical Assault on a District Employee	An attempt to commit battery or placing a reasonable employee in apprehension of receiving battery.	Notify law enforcement; additional consequences may be applied by law enforcement 1. 1-10 days out of school suspension, with the potential of a recommendation to the Board of Trustees for expulsion of up to up to one calendar year. 2. Mental health evaluation/counseling may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 3. Student is required to make up work if not expelled 4. Student may not participate in or attend any school activities during detention, ISS, out of school alternative placement, out of school suspension, or expulsion
Verbal Assault of a District Employee or another student	Use of offensive language containing a willful, spoken threat to inflict physical injury to another person, coupled with an apparent ability to inflict injury, or to provoke a reasonable person.	1. 1-10 days of in school suspension, out of school alternative placement, or out of school suspension 2. Law enforcement may be notified 3. Student is required to make up work 2023-2024 Secondary GCSD#1 Student Handbook 32 4. Mental health evaluation/counseling may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, or out of school suspension
Assault I of a Student; Fighting Another Student	Slapped, hit, kicked, thrown, or pushed a student, and did (or could have done) <u>moderate to severe bodily harm</u> as determined by school administrator and school nurse	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 1-10 days of in school suspension, out of school alternative placement, or out of school suspension, with the potential of a recommendation to the Board of Trustees for expulsion of up to one calendar year 3. Mental health evaluation/counseling may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 4. Student is required to make up work if not expelled 5. Student may not participate in or attend any school activities during detention, in school suspension, out of school alternative placement, out of school suspension, or expulsion
Assault II of a Student; Fighting another student	Fighting Another Student: slapped, hit, kicked, thrown, or pushed a student, and did (or could have done) <u>minor bodily harm</u> as determined by school administrator and school nurse.	1. 1-10 days of in school suspension, out of school alternative placement, or out of school suspension 2. Mental health evaluation/counseling may be recommended. If student's parent/guardian chooses a program not contracted by district, program and related costs are the responsibility of the parent/guardian 3. Student is required to make up work 4. Student may not participate in or attend any school activities during detention, in school suspension, out of

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		school alternative placement, or out of school suspension
Student Threats of Violence 5131.25	Threat to harm others: A threat to harm others is defined as any spoken, written, electronic, social media, or behavioral communication with the intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party.	The principal/designee and/or the Threat Assessment Team decide the disciplinary action to be taken. In the case of expulsion, the action is a recommendation to the Board of Trustees. If a mental health evaluation is conducted as part of the District Policy 5131.21 (Discipline Consequences), District Policy 5119.1 (Child Find – Special Education) must be considered and documented through the building intervention team.

TORRINGTON HIGH SCHOOL

Student Handbook

Dances

School-sponsored dances at Torrington High School will adhere to these guidelines:

- High School dances are for high school students only (grade 9-12) and must end no later than 12:00 a.m.
- Out-of-town dates for high school dances must be a current high school student and must complete the “dance guest form” one week in advance of the dance to obtain principal approval.
- Dance sponsors will ensure that no inappropriate dancing or music with inappropriate lyrics is permitted.
- Attendance at dances is a privilege, not a right.
- Dress is semi-casual.
- Students will not be allowed to leave the dance and return without permission from the sponsor in attendance.
- Students must be present at the dance within 45 minutes of its beginning, or they will not be admitted unless prior arrangements have been made with the administration.
- All dances will be sponsored by at least six staff members.

District Prom

Prom is a tradition and privilege for Junior and Senior students in Goshen County School District #1. Attendees at the District Prom event will be expected to adhere to these guidelines:

- Only currently enrolled high school juniors and seniors and their guest (one guest only) may attend the district prom.
- All guests must be **under** 21 years of age and may NOT include middle school and junior high students.
- Any guest who is not currently enrolled in GCSD #1 must be approved by the appropriate building principal one week in advance of the Prom.
- Students who drop out of school, are expelled, or are currently under alternative or out-of-school suspension are not eligible to attend.
- Each student and his/her guest must enter the Prom within 45 minutes of the start of the dance.
- Attendees who choose to leave the Prom early will not be allowed to reenter the dance.
- All school and district policies apply to all attendees at the Prom event. School officials have the right to deny access to any student or non-student in attendance for violation of district policy.
- The District Prom will be chaperoned by at least two (2) staff members from each school being represented.

TORRINGTON HIGH SCHOOL

Emergency Protocol



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



TORRINGTON HIGH SCHOOL

Emergency Protocol



STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

