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SOUTHEAST SCHOOLS

*"Committed to be the Best
K-12 School in Wyoming"*

Goals:

- All Goshen County Students will read at grade level by the end of 2nd grade and each subsequent year
- All Goshen County Students will be academically ready for Algebra 1 by the end of 8th grade

Beliefs:

- ✓ Positive Relationships
- ✓ Mutual Respect
- ✓ Relevant Learning
- ✓ Safe Environment
- ✓ Everyone is a Learner

Mission:

The Cyclone Community fosters positive relationships, respect, and educational relevance to ensure that each and every learner is prepared for success within our school and beyond.

GOSHEN COUNTY SCHOOL DISTRICT NO. 1 PHONE NUMBERS

The following numbers are for your convenience.

Ryan Kramer, Superintendent.....	532-2171
Kevin Derby Director of Curriculum	532-2171
Todd Werner, Transportation Supervisor.....	532-2542
Trina Nichol, Director of Special Education.....	532-4076
Tim Williams, Southeast K-12 Principal.....	532-7176
Clayton McSpadden Dean of Students/Athletic Director.....	532-7176
Amanda Fogle, School Counselor	532-7176 (Ext. 4518)
Lori Weyrich, School Nurse.....	532-7176 (Ext. 4526)
Rich Anderson, Head Custodian.....	532-7176 (Ext. 4538)
Renee Stoddard, Secondary Secretary	532-7176 or 532-3679
Heidi Kruchowski, Elementary Secretary	532-7176 or 532-3679

Staff Name	Position	Email
Anderson, Monica	Teacher -6 th Grade	manderson@goshen1.org
Anderson, Rich	Head Custodian	randerson@goshen1.org
Bates, Trisha	Teacher- Social Studies	tbates@goshen1.org
Becker, Barb	Paraprofessional- Spec. Ed.	bbecker@goshen1.org
Boche, Darcia	Teacher- Math	dboche@goshen1.org
Booth, Karah	Paraprofessional	kbooth@goshen1.org
Bruce, Allan	Teacher- Special Education	abruce@goshen1.org
Brumley, Vanessa	Food Services	vbrumley@goshen1.org
Buchanan, Emily	Teacher- 3 rd Grade	Ebuchanan@goshen1.org
Correa, Beth	Teacher-Intervention	bcorrea@goshen1.org
Correa, Gage	Paraprofessional	gcorrea@goshen1.org
Daly, Emma	Teacher – Agriculture	edaly@goshen1.org
Fogle, Amanda	Counselor	afogle@goshen1.org
Fullmer, Jeff	Teacher- P.E.	jfullmer@goshen1.org
Green, Lynn	Custodian	lgreen@goshen1.org
Grosz, Tennille	Teacher -4 th Grade	tgrosz@goshen1.org
Heilbrun, Elizabeth	Teacher- Spanish	ehelbrun@goshen1.org
House, Theresa	Library Clerk	thouse@goshen1.org
Hultquist, Andrew	Teacher- Math	ahultquist@goshen1.org
Jolovich, Roxanne	Teacher-5 th Grade	rjolovich@goshen1.org
Kruchowski, Heidi	Secretary	hkruchowski@goshen1.org
Kuykendall, Michelle	Paraprofessional	mkuykendall@goshen1.org
Larkin, Shelby	Paraprofessional- Spec. Ed.	slarkin@goshen1.org
Logsdon, Theresa	Teacher- 1 st Grade	tlogsdon@goshen1.org
Ludwig, Anna	Paraprofessional	aludwig@goshen1.org
McGuire, Brian	Teacher-Art	bmcguire@goshen1.org
McSpadden, Clayton	Dean of Students, Athletic Director	cmcspadden@goshen1.org
Medina, Virginia	Custodian	vmedina@goshen1.org
Murphy, Hallie	Teacher- 2 nd Grade	hmurphy@goshen1.org
Reinhardt, Jade	Teacher- Social Studies/ ELA Interventionist	jreinhardt@goshen1.org
Robblee, Samantha	Teacher- Special Education	srobblee@goshen1.org
Rostad, Shelle	Teacher- Special Education	srostad@goshen1.org
Schainost, Robin	Teacher- PE/ Teacher- Science	rschainost@goshen1.org
Schaneman, Martin	Teacher- Drones	mschaneman@goshen1.org
Schmick, Lonna	Teacher - Science	lschmick@goshen1.org
Sedman, LeeAnn	Teacher- English	lsedman@goshen1.org
	Paraprofessional	
Steben, Mike	Paraprofessional- Spec. Ed.	msteben@goshen1.org
Stoddard, Renee	Secretary	rstoddard@goshen1.org
Toedter, Michele	Head Cook	mtoedter@goshen1.org
Truchinski, Jane	Paraprofessional	jtuchinski@goshen1.org
Weyrich, Lori	School Nurse	lweyrich@goshen1.org
Weber, Noni	Teacher- English	nweber@goshen1.org
Weber, Todd	Teacher- Woods	tweber@goshen1.org
Weglin, Brittany	Teacher- Music	bweglin@goshen1.org
Williams, Renee	Teacher- Kindergarten	rwilliams@goshen1.org
Williams, Tim	Principal K-12	twilliams@goshen1.org
Workman, Ryan	Teacher- Business/ Computers	rworkman@goshen1.org

Elementary Specific Handbook

OFFICE NOTIFICATION

If during the school day, plans change regarding your child's plans after school, please contact the High School Office. Office staff must know if it involves a change in who is picking up your child or what bus they are riding home. **Please note that these important messages should occur before 2:45 p.m.**, allowing the office enough time to contact your child's classroom teacher before going to the bus or leaving the building.

If you would like to use the **FinalSite** app to notify the teacher and the office staff, please go into your group for your child's class, select private chat, and add the teacher as well as Renee Stoddard.

If the students' change of plans involves them not riding a bus they typically ride, please contact the Bus Garage. They can be reached at 532-2542 to let the bus drivers know that your student will not be riding.

RECESS

During recess, children will not be allowed in the classroom unless under the direct supervision of a staff member. A note with prior authorization from parents must be sent to school if you need your child to stay in from recess, or to be excused from P.E.

Please do not send toys or personal items with your child to school unless specifically requested by the teacher for a classroom activity or special event. The school is not responsible for items that are lost, damaged, or stolen. Bringing toys or other distracting items to school may result in disciplinary consequences and/or loss of privileges.

We have attempted to clarify certain procedures in supervising children on the playground, in the halls, etc. Safety and consideration of others are given priority in all rules, whether stated or on-the-spot decisions made by the staff member on duty.

It is understood that the staff members on duty may be in possession of first-hand information that will affect their decisions occasionally. If the situation is such that more help is needed with individual students, the students will be sent to their classroom teacher. The classroom teacher will be contacted immediately after the recess period to ensure that the situation was taken care of, or if further measures must be taken to rectify the situation.

OUTDOOR RECESS

All students will have outdoor recess UNLESS the following conditions exist:

1. The **outdoor temperature REAL FEEL** is 10 degrees F or lower.
2. **Sustained wind speeds** are 40 MPH or higher.
3. **Rain, ice, or snow** causes concern for student safety
4. Parent note stating **medical need** to stay indoors.

Note: The temperature is based on the AccuWeather map

Please ensure that your children wear appropriate clothing to meet these conditions.

SOUTHEAST ELEMENTARY BEHAVIOR CONSEQUENCE RUBRIC

BEHAVIOR	CRITERIA	INITIAL INTERACTION	2 ND INTERACTION	3 RD INTERACTION	4 TH & SUBSEQUENT INTERACTIONS
Major Physical Aggression	With the intent to harm or harass slapping, grabbing, pushing, choking, kicking, throwing, or kicking an object at another, pushing down	Sent to DOS Parent Contact 1-2 days loss of privileges	Sent to DOS DOS/Parent Conference 2-3 days loss of privileges	Sent to DOS DOS/Parent Conference Social Skills training Behavior Contract put in place 1 day ISS	Sent to DOS DOS/Parent Conference Revisit behavior contract Social Skills training 1-5 Days ISS/OSS
Major Verbal Aggression	Threatening comments or gestures, making false reports, use of words relating to sexual orientation/race/gender, starting or spreading rumors, attempting to get a group to exclude an individual, unwanted sexual comments or propositions, profanity directed at another person	Sent to DOS Parent Contact 1-2 days loss of privileges	Sent to DOS DOS/Parent Conference 2-3 days loss of privileges	Sent to DOS DOS/Parent Conference Social Skills training Behavior Contract put in place 1 day ISS	Sent to DOS DOS/Parent Conference Revisit behavior contract Social Skills training 1-5 Days ISS/OSS
Vandalism	Deliberate, mischievous, malicious destruction of property or unlawful entry	Sent to DOS Parent Contact 1-2 days loss of privileges Possible restitution	Sent to DOS DOS/Parent Conference 2-3 days loss of privileges Possible restitution	Sent to DOS DOS/Parent Conference Social Skills training Behavior Contract put in place 1 day ISS Possible restitution	Sent to DOS DOS/Parent Conference Revisit behavior contract Social Skills training 1-5 Days ISS/OSS Possible restitution
Dishonesty	Theft, lying, cheating, or other acts deemed dishonest	Sent to DOS Parent Contact 1-2 days loss of privileges	Sent to DOS DOS/Parent Conference 2-3 days loss of privileges	Sent to DOS DOS/Parent Conference Social Skills training Behavior Contract put in place 1 day ISS	Sent to DOS DOS/Parent Conference Revisit behavior contract Social Skills training 1-5 Days ISS/OSS

SOUTHEAST ELEMENTARY BEHAVIOR CONSEQUENCE RUBRIC

BEHAVIOR	CRITERIA	INITIAL INTERACTION	2 ND INTERACTION	3 RD INTERACTION	4 TH & SUBSEQUENT INTERACTIONS
Minor Physical Aggression	Shoving, shouldering, running into others roughly, tackling, wrestling	Warning	LOP	Sent to Dean of Students Parent contact Loss of a minimum of four recesses	Sent to Dean of Students Dean of Students/Parent Conference Social Skills training Consequences to be determined at conference- may include loss of privileges, loss of recess, ISS/OSS.
Minor Verbal Aggression	Low-level name calling, name calling related to academic ability, body shape or appearance, family income or family characteristics, comments related to exclusion, profanity not directed at another person	Warning	LOP	Sent to DOS Parent contact Loss of a minimum of four recesses	Sent to DOS DOS/Parent Conference Social Skills training Consequences to be determined at conference- may include loss of privileges, loss of recess, ISS/OSS.
Noncompliance/ Defiance/Disrespect	Refusing to follow an adult's directive/request	Warning	LOP	Sent to DOS Parent contact Loss of a minimum of four recesses	Sent to DOS DOS/Parent Conference Social Skills training Consequences to be determined at conference- may include loss of privileges, loss of recess, ISS/OSS.

Lunchroom misbehavior	Throwing food, taking food from others, yelling, shouting	Warning	LOP	Sent to DOS Parent contact Loss of a minimum of four recesses	Sent to DOS DOS/Parent Conference Social Skills training Consequences to be determined at the conference that may include loss of privileges, loss of recess, and ISS/OSS.
Restroom misbehavior	Hanging on doors, throwing paper towels/water/soap, inappropriate noise levels				

K-12 Specific Handbook

From time to time, there are certain instances that require us to reevaluate the handbook and make changes mid-year. If that situation occurs, the information being changed, as well as the new information, will be relayed to parents, staff, and students immediately.

ATTENDANCE

All students should maintain regular attendance in all their classes to maximize learning. Parents must call the school by 8:30 a.m. on the day of their child's absence OR use the **FinalSite app** to communicate that absence to Renee Stoddard. For safety reasons the school will attempt to call parents when children do not report to school. If students are gone due to a Dr. Appointment, students **MUST** bring a Dr. Note upon return or have it faxed to 532-5771. Compulsory attendance is required until students have attained their sixteenth (16th) birthday or completed the tenth (10th) grade.

Attendance requirements on Virtual Snow Days are the same as a normal day of school. Students are expected to attend class through the platform the teacher has set forth. Not attending class will result in an absence and zeros being put in for all missing work until the work is completed.

Students must have prior parent permission to leave school grounds and **MUST** check-in with the office prior to leaving or returning during the school day. A student may only be released to his/her parent/guardian, other authorized adult, an approved sibling, or drive themselves from school grounds. Students will not be allowed to leave the school grounds with another student during the school day unless prior approval has been made.

Due to a lack of options for all students, the campus will be closed until such a time that there is a lunch option available for all students.

VISITORS/ PARENTS

ALL visitors **MUST** sign in at the high school office upon arrival. Those visitors will also need to sign out at the end of their visit to the High School Office. Student visitors will be allowed at Southeast

Schools 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.

Parents or guardians who attend lunch or recess with their child(ren) are expected to follow the same school rules and expectations as the students.

STUDENT ARRIVAL

For safety reasons, beginning after the first week of school, students should be dropped off at the High School office entrance and will then walk independently to their classrooms or breakfast rather than being escorted by their parent/guardian. There are staff available to assist students if needed.

Students may enter the building when their bus arrives at school. This should usually be about 7:45 a.m. All K-12 students will enter through the high school doors. Elementary students will go to breakfast before going down to elementary school for recess. If a student finds it necessary to reenter the building before the bell, he/she may do so by first gaining permission from the person on duty. Parents bringing their children should plan to arrive no earlier than 7:45 a.m. Children should not be dropped off before 7:45 am on a regular basis. Elementary Students arriving before the buses are to go to the lunchroom. If students are arriving or leaving after the start of the day, they will need to be checked out at the HS office by their parents.

PERSONAL DEVICES

Cell phones and Smart watches are to be turned off and stored in your child's backpack during the school day. Failure to comply with this rule may result in disciplinary action.

HALLWAY ETIQUETTE

Students will be expected to follow rules of good behavior when passing through the halls going to and from all classes, such as music, P.E., library, computer, etc. Proper conduct should include adherence to the following rules:

- Walk in the halls.
- **QUIET**, please.
- Keep your hands off others.
- Take turns at the drinking fountain.
- Look, but don't touch displays in the hall.

PARENT DROP-OFF

Please do not drop off or pick up students in the bus loop. The bus loop must remain clear for school transportation at all times.

Please follow the "Student Drop Off" signs to help direct you to the appropriate drop-off and pick-up location.

- K-12- Parents may drop off students in the yellow parking zone on the west side of the circle driveway. These areas will be clearly marked to assist parents and other drivers.
-

SUPERVISION BEFORE AND AFTER SCHOOL

Please ensure that your children do not arrive at school before **7:45 a.m.**, and they leave by 3:55 p.m. unless they are in an activity or prior arrangements have been made to have a school staff member supervise them.

Students at practice for sports and activities cannot adequately supervise younger siblings. Please arrange for these children to be supervised at home. On nights we have junior high or high school games, **students may not remain on the school campus unless supervised by a parent.**

Children attending games must be accompanied by an adult and are required to sit in the stands during games. **The elementary playground/open Gyms/Weight Room** is not to be used by anyone during games as there is no supervisor. School staff are not responsible for the supervision of the **playground/open Gyms/Weight Room**, during school events.

LIBRARY MATERIALS/FINES

Students K-6 may check out up to a 3-book limit. Students in grades 7-12 may check out a combination of materials, not to exceed 5 items, at one time. When this limit is reached, books must be returned before library privileges will continue.

Books may be checked out for two weeks and renewed for another two weeks, unless a request has been made for a specific book. Reference books may be checked out and renewed as needed. The Librarian will review with the students which books they have checked out or are overdue on a regular basis. If a book has not been renewed or returned after the two-week checkout period, it will be assumed that the item is lost. This will result in the student being fined for the cost of the book. Also, if a book is damaged, the fine will be the cost of replacement.

The student is offered two possible solutions for a lost or damaged book:

- Replace or pay for the title (money will be returned if the book is found and returned).
- Donate an equivalent replacement book to the library.

Students will always be courteous in the library and show respect for the school property they have checked out. Teachers will send home notes on **Thursdays**. Please check with your child on Thursdays for important information from the school. We are doing this to help improve school-to-home communication.

PARENT CONFERENCES

Individual parent/teacher conferences may be requested by either parent or the teacher at any time during the school year. There will be at least one Fall and one Spring school-wide Parent/Teacher Conference.

ACCESSING GRADES

Parents may access their child's grades and attendance by going to the PowerSchool parent portal at ps1.goshen.k12.wy.us/public, or by accessing the Goshen County School's website at www.goshen1.org. At that site, you may click on "Parents" tab, and then on "PowerSchool for Parents" tab.

AI GUIDANCE FOR DISTRICT AND SCHOOL HANDBOOKS

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.**

PARENT COMMUNICATION

Our Master Calendar, which includes all school functions, field trips, days off, testing, sports etc. is incorporated into **our FinalSite app. This is the main app that we will use to communicate with our students and parents.** We will also attach sports calendars and the quarterly calendars to the School Website. This calendar will be located on the front page of our school website. The district also uses School Messenger to communicate important announcements such as days off, school delays, snow days, emergencies etc. These messages come either as an automated phone call, text message or email.

To access the School Website: Please go to goshen1.org, which is the Goshen County School District webpage. From there in the top right-hand corner, click on schools and then choose Southeast Schools. Or go directly to se.goshen1.org.

On the main page of our website, you will see a Help Center where you can easily click on Athletics, which will take you to the athletic schedules.

We also have a Facebook page and an Instagram account that communicate important happenings in our

school as well as celebration announcements.

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. Students missing more than one day of PE class or practice due to an injury will need to be cleared by a medical professional before returning to activity.

CRISIS MANAGEMENT

Southeast Schools has a building-specific "Crisis Management" plan. The plan addresses a range of potential crisis situations in the school and includes general crisis procedures for emergency drills, securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school will conduct lockdown drills, fire drills, tornado drills, and other practice procedures regularly.

SCHOOL CLOSURE

If it becomes necessary to delay the start of the school day or to close school early for the day, parents/guardians will be notified by phone, email, and text through "School Messenger" and the electronic messaging system. It will be broadcast over KGOS/KERM radio station and posted on the district website.

On days that GCSD administration calls for a late start to the school day, breakfast will not be served.

FOOD IN THE HALLS

ALL perishable food and drinks will be consumed in the cafeteria. Nonperishable items may be consumed in the hallways or classrooms with teacher permission.

VENDING MACHINES

There are two snack vending areas at Southeast Schools. The snacks offered in the vending machines meet the "Smart Snack" standards and are accessible to students and staff during the school day.

STUDENT FUND-RAISERS

A district fund-raising form must be submitted and approved by the building principal and the superintendent before a fund-raising campaign can take place. In general, the fundraising will be subject to the following regulations:

- Each organization or school shall be limited to one major fund-raising activity per semester.
- All information, advertising, tickets, and other materials shall carry the name of the

sponsoring organization. The use of the title of any district official or student organization shall not be used on any materials, notices, or advertising without the official approval of the principal.

- Individuals representing the school shall not seek direct cash donations from individuals or businesses without written authorization from the building principal, which will be presented or shown to the individual being solicited.
- Sale of advertising space in school publications will be permitted.

BUILDING LEVEL FUNDRAISING

All school extracurricular and cocurricular activities wanting to access funds from our school's 702 account must contribute to raising these funds. Examples of ways to contribute are helping sell banners, running concessions, or helping with any other fundraising efforts that go directly into this account. If groups access the funds from this account but do not contribute to it, they will be required to reimburse the funds that were used the following year.

STUDENT CONDUCT

Students are expected to demonstrate respect and accept their responsibilities as student learners to help maintain a safe, positive environment at Southeast Schools. As a result, all students will be expected to abide by school rules and regulations and to those provisions of law which apply to the conduct of minors.

- **Attendance** - Every student is expected to attend all scheduled classes and to be on time unless previously excused by the office.
- **Courtesy** - Students will be respectful to teachers, substitute teachers, administrators, office staff, custodians, and cafeteria workers, and will comply with any reasonable request made by them. Students will also be respectful to fellow students. Profanity or fighting will not be tolerated.
- **Honesty** - Truthfulness is essential in relations between students and faculty. The concept of truthfulness covers tests, daily assignments, and all work a student submits as a requirement of a course or activity.
- **Dress and Grooming**
Students will use good judgement in these matters and not dress in a manner that could be conducive to an accident, violate simple standards of decency, or distract from orderly class procedure. Students shall not wear clothing that, in the judgement of school personnel, constitutes a health or safety hazard. Clothing described below will not be worn in school:
 - Displays tobacco, alcoholic beverages, or controlled substances, or displays slogans or sayings that are lewd, offensive, sexually suggestive, or not becoming of students.

- Hats, bandanas, headgear, or hoods
 - The above items will not be worn at any time during the school day.
- Bare midriff shirts or half shirts
- Shorts should be worn at an appropriate length and provide adequate coverage at all times, including not revealing undergarments or exposing private areas.
- Pajama bottoms (unless it is a teacher-planned dress-up day)
- Tank tops, sleeveless shirts, and pants/shorts that reveal undergarments.
- Off-the-shoulder tops revealing bare shoulders and bare backs
- Sunglasses
- Gang-related apparel.

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

- **Book bags and coats** – All bags will be stored in student lockers. During the day, students may take bags to classrooms with teacher approval. Activity sponsors will designate an area for all travel items.

STUDENT DISCIPLINE

The following actions shall subject a student to detention, suspension, expulsion, or other disciplinary measures:

- **Cheating**- Gaining an unfair advantage in grades while not actually being responsible for the work of learning. Students who are cheating may be trading work, copying answers, giving answers, or using a prop for tests without permission.
- **Plagiarism**- Use of another's words or ideas without giving proper credit, such as repeating entire sentences or large phrases exactly as they appear in the original work, or repeating important worded phrases and making them appear as your work.
- **Trespassing** – Presence on school grounds when school is not in session unless the student is participating in a school activity. Students will be considered trespassers if they fail to leave the school grounds after being directed to do so.
- **Theft/Stealing** – A student who is in possession of, or who is responsible for, removing someone else's property.
- **Disrespect/ Defiance** – Refusal to follow directions, talking back, and or socially rude interactions with students or staff.
- **Vandalism/Property Damage** – Student participation in an activity that results in substantial destruction of property.
- **Disruption**- Behavior causing interruption in a class or activity. Disruption includes loud talking, yelling, horseplay, or other behaviors that impede the learning of others.

DISCIPLINE REFERRALS

If a student violates any school rule, they will be issued a discipline referral. The staff member who witnessed the offending behavior will fill out the discipline referral form or notify the office of violation. The discipline matter will also be discussed with the classroom teacher.

K-6 discipline referrals will be given to the classroom teacher upon completion. The classroom teacher will then follow the consequence rubric for handling behavior consequences.

2nd LUNCHES

If students choose to order a second entrée, it is allowed. However, this request will need to be made first thing in the morning when the lunch count is taken, and an extra entrée requested at that time. It will cost the entrée price, and money will need to be in hand or in your account.

Intervention & Enrichment

K-12

- Friday School will take place on the following days:
 - September 19th, October 17th, November 21st, December 5th, January 23th, February 20th, March 20th, April 17th, and May 8th
 - **September 5th and April 10th are full student school days due to there being no school on the previous Monday. School will be in session for ALL students on these days from 8:00 am until 3:50 pm.**
- Student referrals for Friday School will be up to the individual teachers.
 - Parents will be notified of a student's referral for Friday School by Tuesday at 4:00 pm
 - A list of students must be provided at the office.
 - Parents who wish to sign up their child for the enrichment portion of Friday School must do so by Tuesday at 400pm. Parents may notify the office or teacher of their intention to send their child to Friday School.
- Teachers and paras will work with students (intervention and enrichment) from 8:00 am until 12:00 pm on designated Fridays.
- Teachers and para's workday on designated Fridays will be from 7:45 am to 12:15 pm
- Students may be referred for:
 - Work Completion
 - Remediation
 - Failing any class
 - Detention
 - Any other reason deemed necessary by the classroom teacher.

7-12 Specific Handbook

PREARRANGED ABSENCES

Students must be in attendance in each of their classes or have prearranged their absence in advance in order to participate in after-school activities and athletic practices.

It is the responsibility of each student to prearrange his/her absence with classroom teachers for all planned absences (medical appointments, school-related activities, etc.). Failure to prearrange will result in consequences as outlined in the discipline matrix, including not being allowed to leave for extra-curricular activities.

Students who know they will be missing school need to prearrange those absences with their teachers at least 48 hours in advance. Teachers will provide work through Canvas or give students a paper copy of assignments. All students missing school due to an extracurricular activity **MUST** prearrange with their teachers. Work will be provided in a timely manner so that students have time to complete. All work is due upon the student's return to class. Any work not completed will result in a student receiving a zero for that assignment until it is completed.

LOCKERS

Hall Lockers

- Each student **will be assigned** a hall locker for storage of books and supplies. Lockers must be kept clean and organized. No perishable food from the cafeteria is allowed to be stored in lockers. Students should not leave money or valuable items in lockers (money, cell phones, headphones, etc.)
- Students are permitted to decorate the inside of their lockers, but may not use stickers, controversial material (alcohol/drug advertisements and inappropriate pictures), or anything that will cause damage to the lockers
- **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM HALL LOCKERS.**

Students may request a padlock from the high school office

P.E. Lockers

- P.E. and athletic lockers **will be available to all students**. Students should not leave money or valuable items in lockers.
- Students are encouraged to take home all gym clothes at the end of the week and wash them.
- **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS MISSING FROM PE/ATHLETIC LOCKERS.**

Students may request a padlock from the high school office

STUDENT DANCES

School-sponsored dances at Southeast Jr/Sr. High School will adhere to these guidelines:

- Junior High dances are for Southeast students only (grades 7-8) and must end no later than **9:00 p.m.** Students must enter the dance within 30 minutes of the start.
- High School dances are for high school students only (grade 9-12) and must end no later than 11:00 p.m. Students must enter the dance within 30 minutes of the start. (Prom is an exception)
- **Out-of-town dates for high school-based dances must be a current high school student and must complete the "dance guest form" in advance of the dance to obtain principal approval.**
- Dance sponsors at Southeast Schools will ensure that inappropriate dancing and music with inappropriate lyrics are not permitted.
- Attendance at dances is a privilege.
- Anyone who leaves the building will not be permitted to reenter.
- All dances will be sponsored by at least two staff members.

DISTRICT PROM

Prom is a tradition and privilege for Junior and Senior students in Goshen County School District #1.

All participants in 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 are expelled from school or are currently under alternative placement or out-of-school suspension are not eligible to attend.
- Each student and their guest must enter the Prom within 45 minutes of the start of the dance.
- Any participant who chooses to leave the Prom early will not be allowed to reenter the dance.

- All school and district policies apply to all participants in the Prom. School officials have the right to deny access or remove 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 attendance area.

TRANSPORTATION

To ensure the safety of all school children, student drivers will follow these rules:

- Students who drive to school are to park their vehicles in the parking lot north of the elementary school. SENIOR student parking is permitted in the parking lot north of the weight room.
- Pickups with trailers and campers are to park north of the elementary school. Under no circumstances are students to park behind the high school in the south parking lot.
- Students are expected to follow safe driving procedures; looking both ways, stopping at stop signs, going slow, no peeling out, no cookies, etc.

Vehicles are off limits during the school day and are not to be moved during the school day without administrative permission. When school is let out, moving buses have the right-of-way. Students are not to pull out in front of a moving bus or pass a bus that has its flashing lights on. The consequence of violating the above rules will be the loss of parking privileges on school grounds.

1:1 COMPUTING TECHNOLOGY

Purpose: Goshen County School District #1 will assign a laptop device to each student (grades K-12) at Southeast Schools for use on the school campus. The purpose of implementation 1:1 is to support career and college readiness, allow access to all course materials, reduce missing assignments due to absences (student or teacher), and to increase time efficiency during the eight-period school day.

As per the technology agreement signed by each student and parent, any lost or damaged technology (beyond normal wear and tear) will result in fines to the student equal to the replacement cost.

CLASS CHANGES

Students can select the classes in their schedule. As a result, class changes will only be made as follows:

- **At the beginning of the year:** Class changes can only be made during the in-service days before school starts and until **noon on the fourth day of school**. All changes require a parental notification. The only other changes allowed after that time **MUST** be recommended by the teacher, counselor, or administration.

At the semester: Class changes may be made prior to Christmas break. This will require a parental note requesting the change prior to initiation of paperwork. Once a student changes a class, the student **must** remain in that class for the semester.

DUAL & CONCURRENT ENROLLMENT

Students can begin their college education by participating in Dual Enrollment classes (college classes taught by an EWC instructor) or Concurrent Enrollment classes (taught by a Goshen County teacher). These enrollments allow qualified high school students to earn both high school and college credit for college classes taken during their high school years.

Students can choose from several college classes if they have the appropriate prerequisite classes, have met the ACT/ACCU-Placer testing requirements, have a recommendation from their high school principal, and their career plan includes those courses. GCSD 1 is responsible for tuition, fees, and book expenses, but will not pay for courses that are above and beyond eight total classes in a semester. GCSD 1 will not pay for college classes during the summer.

Conversion of college credit to high school credit

College Class	High School Credit	Periods
4+ credits	1 credit	2 class periods
1-3 credits	.5 credit	1 class period

Dual And Concurrent Guidance

- Taking dual and concurrent classes at GCSD is a privilege. The district, as well as instructors at EWC and other colleges, devote a lot of time and resources to developing, teaching, and maintaining these courses, and our number one goal is for students to be successful. GCSD requires all students to have at least a high school GPA of a 3.0 in the semester prior to taking college courses before being able to take college courses, and expects students enrolled in college courses to maintain a college GPA of 2.5 or higher.
- If students do not have success in dual or concurrent courses, college transcripts are permanent in nature and can have long-lasting impacts on the ability to enter into other colleges or careers.
- Freshmen students shall take no more than one college class in the fall of their freshman year. The first class they are expected to be enrolled in will be the College Studies and Study Strategies courses. Freshmen may be able to take up to two courses in the spring semester, contingent upon passing the College Studies and Study Strategies course with a 2.5 GPA or higher.
- If a student withdraws from a college course for reasons unrelated to a family emergency, health emergency, or some other catastrophic event after the early withdrawal deadline set by the district (typically the 3rd week of the college semester), the student will be prevented from taking any college courses for at least one semester. In the event of a withdrawal for an emergency, the student will be responsible for providing evidence to a committee made up of the principal, counselor, and a teacher to determine whether the withdrawal was justified.

- If a student fails a course, they will be prevented from taking any college course for at least one semester, and will need to regain eligibility in their HS courses prior to being allowed to take future college courses. The student will be able to regain the ability to take college courses if they can earn at least a 3.0 semester GPA in the high school courses during the one-semester period in which no college courses were allowed. Students need to maintain at least a 2.5 college GPA each semester they are enrolled in college courses. If a 2.5 GPA is not maintained for college courses a student is enrolled in, the student would be required to take one semester off from taking college courses. If a student wishes to take a college course but has failed, withdrawn, or does not have the requisite GPA to enroll in a college course, an appeal can be made. In the event of an appeal, a committee made up of the principal, counselor, and at least one teacher can review the overall factors of a student's request to determine if enrollment in a college class should be allowed.

Student and Parent Agreement

- It is the responsibility of the student to report the grades of all dual courses to the school counselor or designee weekly by email or on paper. Students are expected to print/email/screenshot grades for college classes each Monday. Failing courses will be factored into eligibility. Students who do not turn in their college course classes on Monday by 12:00 PM will be considered immediately ineligible until grades are verified otherwise.
- It is the responsibility of the student to ask for help from the instructor/professor and to communicate with the instructor for problems with grades, instructions, emergencies, etc.
- It is the responsibility of the student to maintain communication about dual classes with their parents related to grades, assignments, etc.
- If a student drops from a class by Eastern Wyoming College's last day to drop classes, typically the 3rd week of the semester, as mentioned in paragraph 3 above, the student will be put in a similar course that earns high school credit.
- If a student withdraws from a class after Eastern Wyoming College's last day to drop classes, typically after the third week of the semester, the student will forfeit any credit that could have been earned for that semester for both the high school and college. A grade of 'W' will also be provided on both the college and high school transcripts.

GRADING POLICY & ELIGIBILITY REQUIREMENTS

- All District Teachers will use PowerTeacher to record and keep student grades. Parents have online access through PowerSchool to view students' current grades and progress on standards.
- Grades will be calculated based on two categories: District Common Assessments (60% of the final grade) and Teacher Assessments (40% of the final grade).
 - District Common Assessments are agreed upon collegially. Students will be given multiple opportunities to demonstrate their knowledge on District

Common Assessments and Common Assessment Retakes. Students' grades will be determined from the best evidence of student achievement for each Common Assessment embedded in the given unit.

Common Assessment Retake Process:

- Work from the unit must be completed before a student is given the opportunity to retake a Common Assessment.
 - All Common Assessment Retakes must be taken within two weeks of the original assessment.
 - OR
 - The student and teacher can work together to create a formal plan for remediation and reassessment.
- Teacher Assessments (quizzes, lab, research papers, projects) provide evidence of learning and directly link to the content standards. Non-academic factors such as effort, behavior, and attendance can only be reflected in a student's grade if it is directly tied to a state standard (for example, concert etiquette, cleanliness in shop, and safety). Late or incomplete work will be entered as a zero until it is completed. Completed teacher assessments will receive full credit once completed. Teacher assessments must be turned in within two weeks of completion of the unit (minimum grade is 50%).
- Grading will be clearly outlined in a course syllabus. This course syllabus will be approved by the building administration and given to each student enrolled in the course, and posted online in PowerSchool. Each syllabus will clearly state the standards and how all standards are being assessed.
 - GPA will be calculated to four decimal places. It will be converted according to the following scale:

GPA	Letter	Percentage
4.0	A	90-100%
3.0	B	80-89%
2.0	C	70-79%
1.0	D	60-69%
0	F	0-59%

- Credit is issued for grades 60% and higher. Credits will be issued by the semester.
- Report cards will reflect a letter grade for each course based on the percentage earned. A standards- based progress report for Common Assessments is available online through PowerSchool. This report will include any standard score the student received.
- A student's overall grade will be updated each time the teacher inputs a percentage score. Teachers MUST grade work weekly by 8:00 AM on Monday when the eligibility list is pulled.
- The Eligibility portion of this policy refers to only grades 6-12. When a student is failing two or more classes, that student will be ineligible until a time in which their grade is a D or higher in all but one of their classes. Ineligibility will be determined on a WEEKLY basis; opportunities will be given to regain eligibility throughout the week. Grades will be pulled at 8:00 AM on

Monday, and students will be notified at that time. If the student does not improve their grades by Tuesday at 12:00 PM, they will be ineligible from Wednesday until the following Wednesday unless they regain eligibility throughout the week. The first grades will be pulled on the Monday of the 4th week of the semester.

- The ability to extend a course **beyond the last day of school is allowed** if a student has a 50% or higher in a course; the highest grade a student can earn in that course would be a C. A semester course that is retaken during the school year will override the previous grade taken in that same course.

RETAKE POLICY

At Southeast, we're committed to ensuring every student masters the material. If a student scores below a 70% (or a 2.0) on any standard on an assessment, they will be required to remediate that specific standard. This means they will receive targeted support and resources to help them understand the concepts better. After remediation, they will retake the portion of the assessment related to that standard. This policy is designed to support their learning journey and help them achieve academic success.

MISSING ASSIGNMENTS

In an effort to ensure student learning, a missing assignment list will be communicated to teachers and students each day by email. It will also be printed and posted by the office.

Students missing 3 or more assignments will not be allowed to leave during the school day for activities.

NATIONAL HONOR SOCIETY

In order to be selected to the National Honor Society, students must have a 3.5 cumulative GPA. Once this requirement is met, the student submits a resume to demonstrate their qualifications under the 4 pillars of our organization: Character, Scholarship, Leadership, and Service. The resumes are then judged by a panel of 5 faculty members, of whom at least 3 must agree that the candidate is eligible for membership. Candidates who pass the panel's recommendation must sign an agreement to adhere to the standards of the organization now and in the future. **(This includes serving at least 10 hours of community service in the year, attending the chapter community day, and at least 75% of chapter meetings.)**

HONOR GRADUATES/VALEDICTORIAN AND SALUTATORIAN

Candidates for Valedictorian and Salutatorian must maintain a full class load each year. Grades for all seven semesters will be averaged to determine the above-named awards. To qualify for either honor, the last three of seven semesters' work must be done by the student at the school giving the award. Honor graduates must have a cumulative grade point average of 3.75 or above. In the event that there are more than one Valedictorian, there will be NO Salutatorian that year.

HONOR ROLL REQUIREMENTS

Semester GOLD Honor Roll

- A student must have a semester average of 3.75-4.0.

Semester SILVER Honor Roll

- A student must have a semester average of 3.5-3.74.

DETENTION

Detention will be assigned for discipline infractions and will be held at a time agreed upon by Dean of Students/Principal/Teacher and the student. Parents will be notified about their child's detention. Failure to serve detention on the assigned day will be cause for in-school suspension, including loss of activity participation.

GRADUATION REQUIREMENTS PER DISTRICT POLICY

A high school diploma will be awarded to students in Goshen County School District No.1 provided they earn the number of high school credits listed below.

A graduation plan designed to achieve the student's goals will be developed by the student, parents, and school staff. Plans will be reviewed annually. Plans may be altered if a student is not on track to graduate or at the request of the student/guardian, if approved by school administration.

28 CREDIT DIPLOMA

<u>Credit Requirements</u>	<u>The following courses meet credit requirements.</u> (Alternative courses, which meet the same standards and have been approved by the Board, may be substituted)
4 English	English I,II,III and 1 additional English Credit
3 Math	Algebra 1, Geometry and 1 additional Math Credit
3 Science	Biology, Physical Science, and 1 additional Science Credit
3 Social Studies	Modern American Studies, World Cultures and Civilization, American History
1 Physical Education/Health	High School Physical Education/Health
1 Fine Arts	Examples include: Art/Band/Choir
1 Vocational	Examples include: Auto/Woods/Welding/Business/Family & Consumer Science/ Information Technology/Agriculture
0.5 Personal Finance	Personal Finance
0.5 Computer Application	Any Computer Course
11 Credits of Unspecified Electives	
28 Credits Total	

20 CREDIT DIPLOMA

Credit Requirements	The following courses meet credit requirements
4 English	Any GCSD approved classes considered eligible for an English credit
3 Math	Any GCSD approved classes considered eligible for a Math credit
3 Science	Any GCSD approved classes considered eligible for a Science credit, including computer science
3 Social Studies	American Government, US History, and one other Social Studies credit
1 Physical Education/Health	High School Physical Education/Health
0.5 Personal Finance	Personal Finance
0.5 Computer Application	Any GCSD computer course
3 General Electives	
2 in any approved pathway	• Completion of Perkins career courses • College Coursework • Work Experience • Fine Arts Courses

Students will enroll in eight (8) classes per semester unless modification is needed due to their educational plan, and the student has approval from the principal.

Students will be expected to enroll in a full-time, four-year course of study in order to prepare them for college and career. The Goshen County School District No.1 graduation requirements are the minimum requirements. Many colleges, universities, and careers have more stringent admission requirements.

Students transferring from an accredited high school will receive a Goshen County School District No.1 diploma when they have met district requirements based on transcript analysis and completion of courses.

GCSD#1 Discipline Matrix

Mission: Caring people that Lead, Empower & Inspire all students to achieve excellence.

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.

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. One after-school detention is the same as 2 lunch detentions. Students will not be allowed to attend an activity on the day of their detention until they have served their detention.

In School Suspensions (ISS): If a student receives an 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 phones with the administration. When in ISS, students are allowed to practice; however, they are not allowed to play in games. They can travel with the team unless the team leaves early, before the end of the day dismissal, 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 a 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.

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

The purpose of the point system is to:

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.

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	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

	one documented communication to a parent with acknowledgment of receipt to parent(s) results in an office referral).			points.
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	- Parent/guardian meeting - Due to the nature of these incidents, administrative response may include immediate removal, parent/guardian	• Parent/guardian meeting • 2 days of Out-of-School Suspension (OSS) • Administrative review of student	• Parent/guardian meeting • 5 days OSS, or alternative placement as determined by administration

	expectations for public behavior and require immediate staff intervention. This includes, but is not limited to: - Physical behavior that 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.	conference, and consideration of additional supports or disciplinary actions in alignment with district policy. Assess 20pts	supervision in all school areas while on campus Assess 20pts	- Development of an individualized behavior and supervision plan - Schedule adjustment - Increased 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	Student leaves class/school	Parent/guardian meeting.	Parent/guardian	Parent/guardian

Obligation	without permission or stays out of class/school without permission beyond the 10 minute tardy period.	Detention 3 days Assess 10 points	meeting. - Required attendance recovery plan (student must attend all assigned classes with supervision/check-in) - Mandatory make-up of missed class time/work Assess 10 points	meeting. ISS 1 day 1 week loss of privilege, LOP 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	Parent/guardian contact. ISS for 1 day.	- Parent/guardian meeting. - ISS for 3 days.	Parent/guardian meeting. OSS for 3 days.

	without that person's permission.	Assess 10 points for theft under \$25. Assess 15 points and contact law enforcement/SRO for theft above \$25 in value.	- Assess 10 points for theft under \$25. - Assess 15 points and contact law enforcement/SRO for theft above \$25 in value.	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. - 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.	- Parent/guardian contact 1 day ISS if this is beyond 1 class conflict, if only conflict is individual classroom 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	- Parent/guardian meeting 2 days ISS if this is beyond 1 class conflict, if only conflict is 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	- Parent/guardian meeting 3 ISS or OSS (based on severity) if this is beyond 1 class conflict, if 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	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.

	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 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.	- 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	- 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

	--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	differently? Assess 5 points		-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 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.	• Parent/guardian contact • 1 day of detention • Conflict resolution reteaching • Student reflection: • What happened? • What caused the conflict? • What could you do differently? • Restorative conversation (if appropriate and safe) • Facilitated by administrator or designee Assess 5 points	• Parent/guardian meeting • 3 days of detention • Structured conflict resolution session • Behavior plan or agreement between students (if ongoing issue) • Administrator or 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	• Parent/guardian meeting • 1 day of ISS • Referral to Student Success Team (SST) • Develop targeted behavior support plan • Required: -Conflict resolution 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	• 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	• 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	• 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

	-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.	staying on your assigned task.” • Student identifies fix: “What will you do differently for the next 10 minutes?” Assess 5 points	“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	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 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	Student will turn in their (electronic device that was being used without permission) cell phone, 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.	Student will turn in their (electronic device that was being used 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.	Student will be required to walk their (electronic device that was 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.

	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 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,	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 in administrator approved cessation program 4. Administrator will provide an opportunity for a no-cost program	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	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

	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.	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 Assess 15 points	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	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 manner as to be dangerous to the student in any school	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 under the influence 3. 10 days out of school suspension if in possession	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to	1. Notify law enforcement; additional consequences may be applied by law enforcement 2. 10 days out of school suspension with recommendation to

	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.	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	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	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
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Intent to Sell or Distribute Illegal Drugs or Paraphernalia or Counterfeit Substance Paraphernalia or Counterfeit Substance		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 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 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. 5-10 days out of school suspension for possession of alcohol 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 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 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 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	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 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 6. Failure to complete the diversion program in agreement with	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 additional 5 days out of school suspension. It is the student's

			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	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, 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 Policy 5131.23	With due process of law, a student may be suspended 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	Type I: Use or possession of deadly weapons means 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 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 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.