



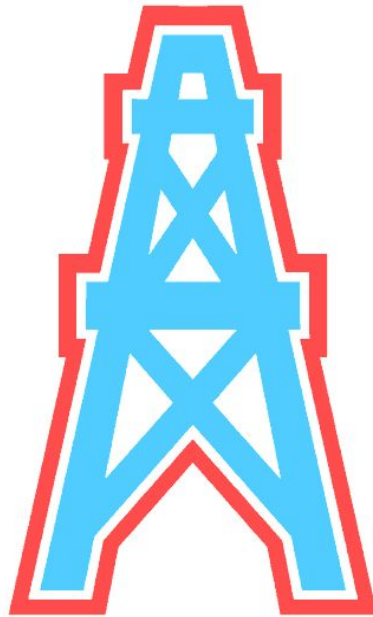
Midwest School will prepare students for the opportunities and demands of the 21st century.

2017-2018

**Make
Midwest School
Your School of Choice In
2017 – 2018
Preschool – 12th Grade**

- ✓ Complete Pre-K – 12th Grade Opportunity
- ✓ Free Transportation for K – 12th Grade Students
 - ✓ Breakfast and Lunch Prepared on Site
- ✓ Weekly Art, Music, and PE for Elementary
 - ✓ Swimming Classes for K – Grade 12
 - ✓ Small Class Sizes
 - ✓ Large Classrooms with Computers
 - ✓ Distance Learning Center
 - ✓ BOCES Opportunities
 - ✓ After School Tutoring
 - ✓ Academy Learning Opportunities
- ✓ Individual Learning Needs Met through Response to Intervention
 - ✓ Project Based Learning opportunities

“Preparing Our Students For The Future”



Extra Curricular

Yearbook
Lego Robotics
National Honor Society
Student Council

JR High Sports 6 – 8

Boys & Girls Basketball
Football – Volleyball
Boys & Girls Track

High School Sports 9 – 12

Boys & Girls Basketball
Football – Volleyball
Boys & Girls Track
Golf

OUR VISION

Midwest School will be a top performing school in the state.

OUR MISSION

Midwest School will prepare students for the opportunities and demands of the 21st century.

Five-Year Strategic Plan 2014-2019

Goal: By 2019, Midwest School will meet or exceed school-level performance expectations as defined in the Wyoming School Accountability model.

Strategy 1: Achievement – Develop a system to implement standards based instruction in Math, ELA, and Science.

Data: % Proficient in Math on WDE Performance Report

<u>Actual PAWS</u> (4 th -8 th)	<u>PAWS Target</u> (4 th -8 th)	<u>Actual ACT</u> (11 th)	<u>ACT Target</u> (11 th)
May 2014 = 35%		May 2014 = 7%	
May 2015=	May 2015= 50%	May 2015=	May 2015= 20%
May 2016=	May 2016= 55%	May 2016=	May 2016= 25%
May 2017=	May 2017= 60%	May 2017=	May 2017= 30%
May 2018=	May 2018= 65%	May 2018=	May 2018= 40%
May 2019 =	May 2019 = 70%	May 2019 =	May 2019 = 50%

Timeline: 10/2014 – 5/2016

Data: % Proficient in Reading on WDE Performance Report

<u>Actual PAWS</u> (4 th -8 th)	<u>PAWS Target</u> (4 th -8 th)	<u>Actual ACT</u> (11 th)	<u>ACT Target</u> (11 th)
May 2014 = 43%		May 2014 = 7%	
May 2015=	May 2015= 50%	May 2015=	May 2015= 20%
May 2016=	May 2016= 55%	May 2016=	May 2016= 25%
May 2017=	May 2017= 60%	May 2017=	May 2017= 30%
May 2018=	May 2018= 65%	May 2018=	May 2018= 40%
May 2019 =	May 2019 = 70%	May 2019 =	May 2019 = 50%

Timeline: 10/2014 – 5/2016

Data: % Proficient in Science on WDE Performance Report

<u>Actual PAWS</u> (4 th -8 th)	<u>PAWS Target</u> (4 th -8 th)	<u>Actual ACT</u> (11 th)	<u>ACT Target</u> (11 th)
May 2014 = 35%		May 2014 = 14%	
May 2015=	May 2015= 50%	May 2015=	May 2015= 20%
May 2016=	May 2016= 55%	May 2016=	May 2016= 25%
May 2017=	May 2017= 60%	May 2017=	May 2017= 30%
May 2018=	May 2018= 65%	May 2018=	May 2018= 40%
May 2019 =	May 2019 = 70%	May 2019 =	May 2019 = 50%

Timeline: 9/2015 – 5/2017

Strategy 2: Equity – Focused tier II and tier III interventions at the middle school level in math and reading.

Data: Equity Math & Reading Combined on WDE Performance Report

<u>Actual 6th – 8th</u>	<u>Target 6th - 8th</u>
May 2014 = 79	
May 2015=	May 2015= 81
May 2016=	May 2016= 83
May 2017=	May 2017= 85
May 2018=	May 2018= 87
May 2019=	May 2019= 90

Timeline: 9/2015 – 5/2016

Goal: By 2019, Midwest School will increase the four-year graduation rate to 85%. Our school graduates will be prepared for college or a high skills career as measured by the NCSD Graduate Profile.

Strategy 1: Implement Project Based Learning

Graduation Rate Data:

Actual	Target
May 2014 = 67%	
May 2015 =	May 2015=70%
May 2016 =	May 2016=75%
May 2017 =	May 2017 = 78%
May 2018 = 82%	May 2019 =85%

Timeline: 9/2015- 5/2016

NONDISCRIMINATION POLICY

Natrona County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources, 970 N. Glenn Road, Casper, WY 82601, (307) 577-0226, or to the Wyoming Department of Education, Office for Civil Rights Coordinator, Second Floor, Hathaway Building, Cheyenne, WY 82002-0050, (307) 777-6198.

GRIEVANCE PROCEDURE

Students, parents of students and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant).

- Employees with a grievance of discrimination on the basis of sex, race, national origin or disability concerning students activities may first discuss it with their Principal or Immediate Supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability concerning student activities may discuss it with the teacher, counselor or building administrator involved.

Level Two – If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint with the Associate Superintendent for Human Resources or designee. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Associate Superintendent for Human Resources or designee who shall investigate the complaint and attempt to resolve it. A written report from regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant received the report from the Associate Superintendent for Human Resources or designee. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level Four – Board of Trustees – If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the Chairman of the Board of Trustees within ten (10) working days after the grievant received the report from the Superintendent. The grievant may request a meeting with the Board of Trustees to discuss the appeal. A decision will be rendered by the Board of Trustees at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Trustees action.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. For all other harassment or discriminatory complaints, follow board policies.

May 4, 2010

To: All Parents, Pupils, Patrons, and Staff; Natrona County School District #1

From: Sydney Webb, Employee Compensation and Occupational Health Manager

RE: Asbestos Management Plan

The Asbestos Management Emergency Response Act (referred to as AHERA), was enacted in 1986 by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

NCS D had all it's facilities inspected in 1988 by an accredited asbestos inspector from Northern Engineering and Test Inc. of Casper. The inspector located, sampled, and rated the condition of all building materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to an accredited management planner. Under his direction, during past years a great deal of the asbestos in district buildings has been removed. What remains has been covered by a management plan, which will ensure protection from any hazard.

The management planner has developed a management plan for your school building, which is available for inspection in the school administrative office during regular office hours. This document outlines locations, procedures and plans for the safe removal, abatement and control of asbestos in your specific building. For further information, contact your school's principal.

A surveillance inspection is completed every six months at each facility having asbestos containing materials. These facilities are also completely reinspected every three years by an accredited asbestos inspector. The required three-year re inspection will be completed in 2010. These measurements are all part of a program to monitor and assure a safe and healthy environment for all district building users.

Education Extras

Highly Qualified Teacher

Parents Education Network

January 2007

Wyoming State PIRC

The Federal *No Child Left Behind* law provides for each state to develop a definition of “highly qualified” for individuals currently working in a school district. The goal is to ensure that the learning opportunities of all children are delivered by teachers who are highly qualified in the core academic subjects.

Nationwide, approximately one-third (almost 5,000) of all school districts are considered rural school districts. The U.S. Department of Education officials understand that the highly qualified teacher provisions of the NCLB law don't adequately accommodate the special challenges faced by teachers in small, rural districts. Often, the teachers in these areas are required to teach more than one academic subject. The most recent review of the highly qualified status of teachers in Wyoming revealed that 95.3 % of classes in Wyoming's schools are taught by highly qualified teachers. A teacher must demonstrate subject matter competency in each of the areas to which he/she is assigned in order to be a highly qualified teacher.

In Wyoming, the State Department of Education (WDE), working with the Professional Teaching Standards Board (PTSB), has instructed every local school district to develop and implement a plan to ensure that all teachers are highly qualified. An action plan with attainable timelines that includes the specifics of assisting teachers with becoming highly qualified and ensuring equitable teacher distribution is expected. The WDE is concentrating very hard to provide technical assistance to local districts in support of their efforts to meet the goal of 100% highly qualified teachers in all core academic classes by the end of the 2006 -2007 academic year

Which teachers meet the criteria for “Highly Qualified”?

Whether or not a teacher is “highly qualified” as defined by the *No Child Left Behind* federal education law is not an easy question to answer. It depends on a variety of factors. In addition to the federal rules, each state has further clarified the meaning of several of these requirements. (See reverse side.)

What does “Highly Qualified” mean?

The federal definition of a “Highly Qualified” teacher is one who is: fully certified and or licensed by the state; holds at least a bachelor's degree from a four-year institution; and demonstrates competence in each core academic subject area in which the teacher teaches.

What are the requirements for teachers of Multiple subjects?

Teachers must be “Highly Qualified” in each of their core subject teaching areas.

Does the “Highly Qualified” status apply to all teachers?

No. The “Highly Qualified” status applies to all teachers *in Title I and non-Title I Public schools who teach in core academic subject areas*. The federal regulations do not pertain to non-core academic subject area teachers such as those in most vocational (workforce development/career-technical education) programs or physical education.

What are the core academic subjects areas?

Those areas include: English, reading, language arts, mathematics, science, foreign languages, civics and government, social studies, economics, arts, history, geography, and kindergarten through Grade 6 (K-6).

What parent notification must Title I schools make regarding “Highly Qualified” teachers?

NCLB requires Title I schools to notify each parent in the school whose child is being taught for four or more weeks by a teacher who is not “Highly Qualified” regardless of whether or not the teacher is being paid with Title I funds.

All teachers and teaching assistants who work in Title One Schools are required to meet specified credentials that make them “highly qualified.” All teachers and teaching assistants at Midwest School have been deemed “highly qualified.” Parents will be notified if this 100% highly qualified status changes. Parents have the right to contact the NCSD Human Resources office to check these credentials. Copies of our Title One Action Plan/School Improvement Plan are available upon request.

Teachers can go to www.nea.org/esea/qualification/teacher and take the “highly qualified” quiz to see if they meet the requirements to be identified as a highly qualified teacher. Sources: Wyoming Department of Education www.ptsb.state.wy.us/qualified; www.ncpublicschools.org/nclb/faqs/highly

Strategies to Attract Highly-Qualified Teachers to High Needs Schools

The strategies used by Natrona County School District to attract high-quality highly qualified teachers to high-needs schools include, but are not limited to:

- Holding job fairs
- Attending job fairs
- Maintaining a competitive salary schedule based on market analysis data
- Providing additional professional development
- Providing additional pay to teachers for attending quality staff development

New Elementary Teachers

- Graduated with an elementary and/or early childhood degree AND
 - Were recommended for licensure/certification by that institution AND
 - Scored a passing score on Praxis II Elementary Curriculum, Instruction and Assessment (0011) or a comparable test from another state AND
 - Hold a current Wyoming certificate AND
 - Are appropriately assigned.
- OR
- Teachers who meet Wyoming Certification requirements and have been designated Highly Qualified from another state.

New Elementary Special Education Teachers

- Graduated with a degree in special education AND
 - Were recommended for licensure/certification by that institution AND
 - Scored a passing score on the Praxis II Elementary Curriculum, Instruction and Assessment (0011) or a comparable test from another state AND
 - Hold a current Wyoming certificate AND
 - Are appropriately assigned
- OR
- Teachers who meet Wyoming certification Requirements and have been designated Highly Qualified from another state. (<http://www.ets.org/praxis/index.html> Elementary Curriculum, Instruction and Assessment 0011)

New Secondary/Middle Level Teachers

- Graduated with a major in a subject area AND
 - Were recommended for licensure/certification by that institution AND
 - Scored a passing score on the Praxis pedagogy test for secondary education AND
 - Have a current Wyoming certificate AND
 - Are appropriately assigned
- OR
- Teachers who meet Wyoming certification requirements and have been designated Highly Qualified from another state

Not-New Elementary Teachers

- Hold a current Wyoming Certificate AND
 - Are appropriately assigned And
 - Complete a teaching major or the equivalent AND
 - Obtain a passing score on the Praxis 10011
- OR
- Obtain a passing score on an equivalent test in another state
 - Teachers who meet Wyoming certification requirements and have been designated Highly Qualified from another state.

Not-New Secondary/Middle Level Teachers

- Hold a current Wyoming certificate AND
 - Are appropriately assigned AND
 - Completed a teaching major or the equivalent in a core content area AND
 - Obtain a passing score on the Praxis 0053 and 0054
- OR
- Obtain a passing score on an equivalent test in another state
 - Teachers who meet Wyoming certification requirements and have been designated Highly Qualified from another state

Not-New Special Education Teachers must meet the same requirements as other teachers at the specified grade level.

(New to the profession are those teachers who began teaching in a licensed position on or after July 1, 2002.

Not New to the profession are educators who began their teaching career before that date.)

Education Extras are publications of the Parent Education Network, Wyoming State PIRC, a project of Parents Helping Parents of WY, Inc., funded by the US Department of Education, Office of Innovation & Improvement, Parent Options & Information, grant award #U310A060160. Views expressed are not necessarily those of the Department of Education.

In Wyoming, the Highly Qualified State Standard of Evaluation (HOUSSE) no longer exists with the following exceptions:

1. Teachers in rural schools (as defined by the US Department of Education) who teach multiple subjects.
2. Special Education teachers who teach multiple core academic subjects.

In both of these exceptions, the HOUSSE rubric may be applied IF those teachers were highly qualified in one core academic subject at the time of hire

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Lobban Buffalo, WY 82834 Toll Free 1 877 900 9736 or 307 684 7441 www.wpen.ne

Title One District Parent Guidelines/Policy

The Natrona County School District empowers every learner to grow, excel, and be successful contributors to the local/global community (Board approved Mission Statement, 2010)

Within this context, what follows is district level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children.

The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

- A. Involves parents in joint development and review of each building's Title I and school improvement plans through school improvement plan meetings held at each site;
- B. Coordinates and assists participating Title I schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;
- C. Provides each school with ideas and recommendations for building their capacity to:
 - ✓ Assist parents in understanding the standards and assessments while monitoring their student's progress and working with educators,
 - ✓ Provide support in implementing effective parental involvement,
 - ✓ Provide training on helping parents work with their children,
 - ✓ Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
 - ✓ Communicate to parents the information about meetings and programs, effectively,
 - ✓ Solid foundation is implemented in each Title I school in order to facilitate the above listed activities.
- D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;
- E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of Solid Foundation survey data. The evaluation will include content and effectiveness of the policy, participation trends, and possible barriers to great participation. Methods will be developed to:
 - ✓ Compare levels of parent participation,
 - ✓ Determine whether the levels of participation of parent who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
 - ✓ Identify barriers to greater participation,
 - ✓ Assess effectiveness of parental participation activities, procedures, and policy in the improvement of schools,
 - ✓ Report evaluation findings, and
 - ✓ Use evaluation finding to revise policy
- F. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement fund as needed;
- G. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;
- H. Completes the following items at each building's annual meeting and/pr during individual conferences;
 - ✓ Give timely information about their programs to parents
 - ✓ Describe the curriculum, assessments, and proficiency levels required
 - ✓ Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making
 - ✓ Inform parents of their right to submit comments with the school's plan, if the plan is not satisfactory to them, and
 - ✓ Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement
 - ✓ Include a description of parent involvement activities in their school improvement plans

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Title I Parent Advisory Council will be continued; in addition, it is the district's responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.

Dear Parent or Guardian:

Title One Law requires school improvement plans to be offered in the language native to the reader. If you would like to have a copy of your child's school's improvement plan and need it translated into your native language, please call 253-5342.

Atención: Si no puede leer esta forma en inglés, por favor ponga una equis (X) en este lugar, _____, y regrésela a la secretaria de la escuela. Gracias.

Attention: Si vous ne pouvez pas lire cette feuille, s'il vous plaît marquez (X) ici _____ et renvoyez-la à la secrétaire de l'école. Merci.

Ανεξάρτητα από την ικανότητα να διαβάσει στα αγγλικά, οι γονείς/οι κηδεμόνες των παιδιών που είναι μη ομιλητές της αγγλικής γλώσσας μπορούν να ζητήσουν να τους δοθεί αντίγραφο του σχεδίου βελτιστοποίησης της σχολικής εκπαίδευσης στην μητρική τους γλώσσα. Εάν χρειάζεστε περισσότερες πληροφορίες, παρακαλούμε να καλέσετε το 253-5342.

如果你無法明白這份文件，請與學校辦公室聯絡。

RIGHTS AND RESPONSIBILITIES

IT IS THE PARENT’S/GUARDIAN’S

RIGHT TO:

- Expect children to be attentive and productive in school;
- Have children attend school from age six to 21, until graduated, or until they are legally discontinued;
- Have district representatives recognize that their primary objective is the educational development of all children to their maximum potential;
- Have the district establish, publish and make available for review its policies, procedures, codes and regulations;
- Inquire into the facilities, environment, curriculum, and qualifications or persons entrusted with the education of their children to the extent permitted by law;
- Offer constructive suggestions and/or criticism concerning existing and/or anticipated district policies, procedures, codes and regulations;
- Be advised of and to discuss fully children’s progress and/or learning difficulties;
- Be advised of and to discuss fully disciplinary difficulties encountered by children and to have discipline fairly and consistently enforced in accordance with district/school policies and procedures;
- Expect that children be provided with non-consumable and non-personal education materials and facilities needed to complete the prescribed course of study;
- Expect school to be a safe place;

RESPONSIBILITY TO:

- Promote learning readiness by assuring children adequate food, proper clothing, shelter, and supervision;
- Promote and ensure regular attendance of children;
- Fully support district efforts in providing for a sound and successful educational program;
- Become personally acquainted with those directly responsible for educating children and attend parent/teacher conferences;
- Seek changes in areas in which there is dissatisfaction and work positively through existing channels in a responsible manner;
- Respond in a positive and helpful manner when advised of children’s progress and/or learning difficulties;
- Promote respect for district/school personnel and their positions of authority by responding in a positive and helpful manner when advised of disciplinary difficulties encountered by children;
- Actively support and participate in processes that provide a safe and secure educational environment;
- Support and adhere to all district procedures pertaining to any and all student records in accordance with state/federal laws;
- Respect rights of school personnel who are involved in the educational process to ensure a positive learning climate.

RIGHTS AND RESPONSIBILITIES

IT IS THE STUDENT'S

RIGHT TO:

- Learn in a positive atmosphere free from threats, intimidations, harassments, or prejudices;
- Have an opportunity to be provided an education consistent with student's ability and/or potential;
- Be recognized as a unique individual and be an active participant in his/her own well-being;
- Receive a free public education from age six until graduation or to age 21, whichever occurs first;
- Produce in an educational environment that is conducive to learning and free of prejudice;
- Provide input in making decisions affecting school life and activities;
- Be informed of learning or behavioral difficulties and be involved in the development of an improvement plan;
- Be provided with a review of charges relating to possible disciplinary action;
- Expect anonymity to the extent legally possible when circumstances require giving information in discipline cases involving others;
- Be provided with certain fundamental educational materials and facilities needed to complete prescribed course of study;
- Expect school to be a safe place.

RESPONSIBILITY TO:

- Support an atmosphere free from threats, intimidation, harassments, and prejudices;
- Continually strive to advance to the highest degree possible by attending all classes and meeting all academic requirements and standards;
- Support wellness aimed at improving the general welfare of the student, family unit, staff, and community;
- Be on time and attend all classes daily, from six years of age or at least until age 16 or completion of the tenth grade, whichever occurs first;
- Respect rights of all district personnel and other students who are involved in the educational process to ensure a positive learning climate;
- Utilize appropriate channels for expressing ideas and/or opinions;
- Make a conscientious effort to follow an improvement plan;
- Be aware of all rules and regulations for student behavior and consequences for misbehavior, and conduct himself/herself in accordance with standards for behavior;
- Volunteer information regarding serious disciplinary cases and cooperate with school staff;
- Provide reasonable care for said educational materials and facilities;
- Assist school staff in maintaining a safe school.

Immunization Requirements for Preschool

To all Parents:

Immunization requirements are not the same for preschool children as they are for K-12 students. Your child is required to present an immunization record that shows **age appropriate** vaccines. This means that all children enrolled in our preschool program must have the immunizations that are recommended at specific ages by the Centers for Disease Control and are also supported by local health care providers as well as the Natrona County Health Department.

All preschool age children should be in the process of receiving their vaccines. Students should have proof of the following immunizations.

- 3 Hepatitis B
- 3 DTaP
- 2 Polio
- 1 MMR
- 1 Varicella

Students who are behind in receiving required immunizations or are missing immunizations may still enroll in preschool, but proof of immunization will be required that shows that your child is in the process of completing an immunization series before they have been in school for 30 calendar days. *If vaccines are not received at scheduled times, your child will be excluded from preschool.*

Please refer to the chart included in this packet that shows a recommended schedule for immunizations for children from birth through six years of age. Please call the school if you have any questions about your child's immunization record or if we can assist you in any way.

We look forward to your child joining our preschool program!

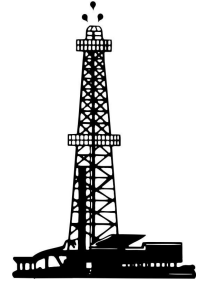
Board Policy
Code 5120

ATTENDANCE

The Board recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

Adopted: June 27, 1988
Revised: August 28, 1989
Revised: June 1, 2000
Readopted: October 23, 2000
Revised: April 23, 2007
Revised: June 13, 2016

Midwest School



Date: _____

Dear Parent/Guardian of: _____

Please see the attached attendance report regarding the number of absences your student has accrued.

According to state law W.S. 21-4-102 the parents of a student “who has not yet attained their sixteenth birthday or completed tenth grade shall be required to send such child to, and such child will be required to attend, a public or private school each year...” Natrona County School District #1 recently adopted board policy 5120.

Natrona County School District #1 recently adopted board policy 5120 for student attendance. At the high school level five (5) parent-excused absences will be allowed per semester in any one class. After five (5) unexcused absences, parents and students will meet with administration to determine interventions. If conditions of the intervention are not met and an additional three (3) unexcused absences are accrued, this could result in loss of credit at the high school level.

At the elementary and middle school level, five (5) parent-excused absences will be allowed per semester. Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in one-half ($\frac{1}{2}$) day absences. After five (5) unexcused absences, parents and students will meet with administration to determine interventions. If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

We are concerned about the success of each student and know excessive absences can affect classroom performance and future graduation. Please encourage your student to attend school every day. If there is any way we can help improve his/her attendance or if you have any questions, please do not hesitate to contact me.

Sincerely,

Mrs. Tobin
Midwest Principal

Mr. Sunday
Midwest Assistant Principal

Secondary and Elementary Attendance Policy

The NCSB Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student's on-time graduation.
2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.
3. The Board, therefore, sets the following limits on-student absences for NCSB#1:

a) At the **high school** level, **five (5) parent-excused absences will be allowed in any one class.**

Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional.

(In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)

b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences).

If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

c) At the **elementary** and **middle school** level, **five parent-excused absences will be allowed per semester** (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.

School-related absences will not count against the student, nor will medical absences that are excused by a healthcare professional.

d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:

- Attendance – being on time to class, and being in class the entire time.
- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.
- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class.

Parents may also excuse their students for organized sports and activities not offered by the District, provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.

- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

Midwest School

Parent/Student Handbook

Revised July 2017

In an effort to be clear and concise, the following sections address high profile attention areas. This review will expand upon the **Natrona County School District Student Discipline and Conduct Handbook**, which addresses Natrona County School District Number One's policies.

Safety: All doors except the front entrance will be locked. All visitors, including district personnel will need to check in at the office. Students and staff will not be allowed to open any door of the building. EVERYONE must use the main entrance.

Electronic Devices are not to be used or visible in the classroom or hallways during class time or passing period. Such devices include cell phones, headphones/earbuds, iPods, and other similar devices. Teachers will write and submit a plan for use of headphones/earbuds for their classrooms. A time and place for proper use of these items are as follows: **Before/After school and at lunch.**

Elementary students may have access to their electronic devices before school, during recesses, and after school. Students MUST be in the designated area to use their electronic devices. Designated area includes the bench and picnic tables located on the blacktop. Natrona County School District will not be responsible for broken or stolen electronic devices.

No cell phones/cameras/iPods or similar devices are allowed in the locker rooms. Midwest School will do everything possible to protect your child's privacy; however, your student will be held legally responsible if they violate the rights of others.

Consequences for inappropriate use of electronic devices:

- **1st Offense** - Written referral/discussion - Office will hold the device until the end of the day.
- **2nd Offense** - Written referral/detention - Office will hold the device until the end of the day. Student will serve 1 lunch detention. Parent/Guardian will be notified by office personnel.
- **3rd Offense** - Written referral/detention - Student will serve one week (4 days) lunch detention. Device held by principal until parent physically picks it up.
- **4th Offense** -Written referral/detention - Student will serve one week (4 days) lunch detention. Device will need to be checked in at the office at the beginning of the day. Student may check messages during lunch in the office, but will not have access to the device during school hours. Refusal to check device in to the office will result in further consequences, including but not limited to, suspension.
- **Locker Room** – Any picture/video violation will fall under sexual harassment for disciplinary action.



Book Policies and Regulations
Section 5000 Series
Title Student and Staff Use of Personal Cell Phones and Other
Technology Number 5376 Board Policy
Status
Active Legal
Adopted June 8, 2015
Last Revised June 8, 2015

The Natrona County School District Board of Trustees believes that schools are, first and foremost, learning institutions. Cell phones, and other technology, can be a valuable tool or they can be a distraction and disruption to the educational process.

The use of cell phones, or other technology, is permitted in class when authorized by staff, or during lunch and passing periods.

All other use of cell phones by students and staff is at the discretion of the principal. Unauthorized use by students may result in confiscation. Devices will be stored in the school office until the end of the day.

Parents who need to speak with their child(ren) may contact the school office to request assistance.

Students and staff are responsible for the security of their own cell phones and technology. The District is not responsible for loss or theft of personal devices brought to school.

Last Modified by Michelle Wallace Frank on June 9, 2015

Appearance and Dress: Primary responsibility for inappropriate dress and appearance rests with students and his/her parents. Students shall not wear clothing that in the judgment of the appropriate school personnel (teachers, staff, administrators) constitutes a health or safety hazard, is destructive to school property or is distracting or disruptive to the educational process. Students' dress that is obscene, immodest, indecent or lewd shall not be tolerated. In the interest of maintaining a positive learning environment, the following regulation of student dress shall be in effect:

- A. **Logos:** Printed statements, or pictures upon student attire that are distracting, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority, or advertise drugs are prohibited. Attire advertising alcohol or tobacco products are prohibited.
- B. **Hats:** Hats or head covering of any kind, except as classroom safety gear, shall not be worn inside the school building during school hours.
- C. **3 B's: *No boobs, no butts, no bellies.*** Clothing such as tube tops, spaghetti straps, racerback tank tops, see-through garments, undergarment tee-shirts, clothing allowing a bare midriff, clothing allowing bra straps to be seen, revealing low-cut tops, short shorts, leggings/jeggings, yoga pants, tights, and clothing which exposes underwear shall not be worn. Such clothing can constitute sexual harassment and are not proper for school. Shorts and/or skirts must be of an appropriate length. Leggings/jeggings, yoga pants, tights must be worn with shirt, blouse, or tunic that must be long enough to cover one's behind. Determining appropriateness will be your student's hands at their sides; skirt/shorts must be at fingertips or longer.
- D. **Accessories:** Any accessory that could be considered a weapon, such as spiked jewelry, spiked rings or lengthy chains of any size including chains that are attached to wallets are not allowed.
- E. **Enforcement:** Students whose clothing is in violation of the Dress Code will be sent to the office where their parent/guardian will be contacted and requested to bring suitable clothing. Students may be detained in the office if they are in violation of the Dress Code. Students who continually violate this code may be subject to disciplinary procedures for defiance.



Book	Policies and Regulations
Section	5000 Series
Title	Professional Guidelines for Students and Staff
Number	5375 Board Policy
Status	Active
Legal	
Adopted	June 8, 2015
Last Revised	June 8, 2015

The Natrona County School District Board of Trustees believes the way you look and speak affects your behavior and academic performance. The intent is to create a culture in schools where the focus is learning.

Dress

Students: Students will be referred to an administrator to secure acceptable clothing should their dress not comply. Parents or guardians will be contacted.

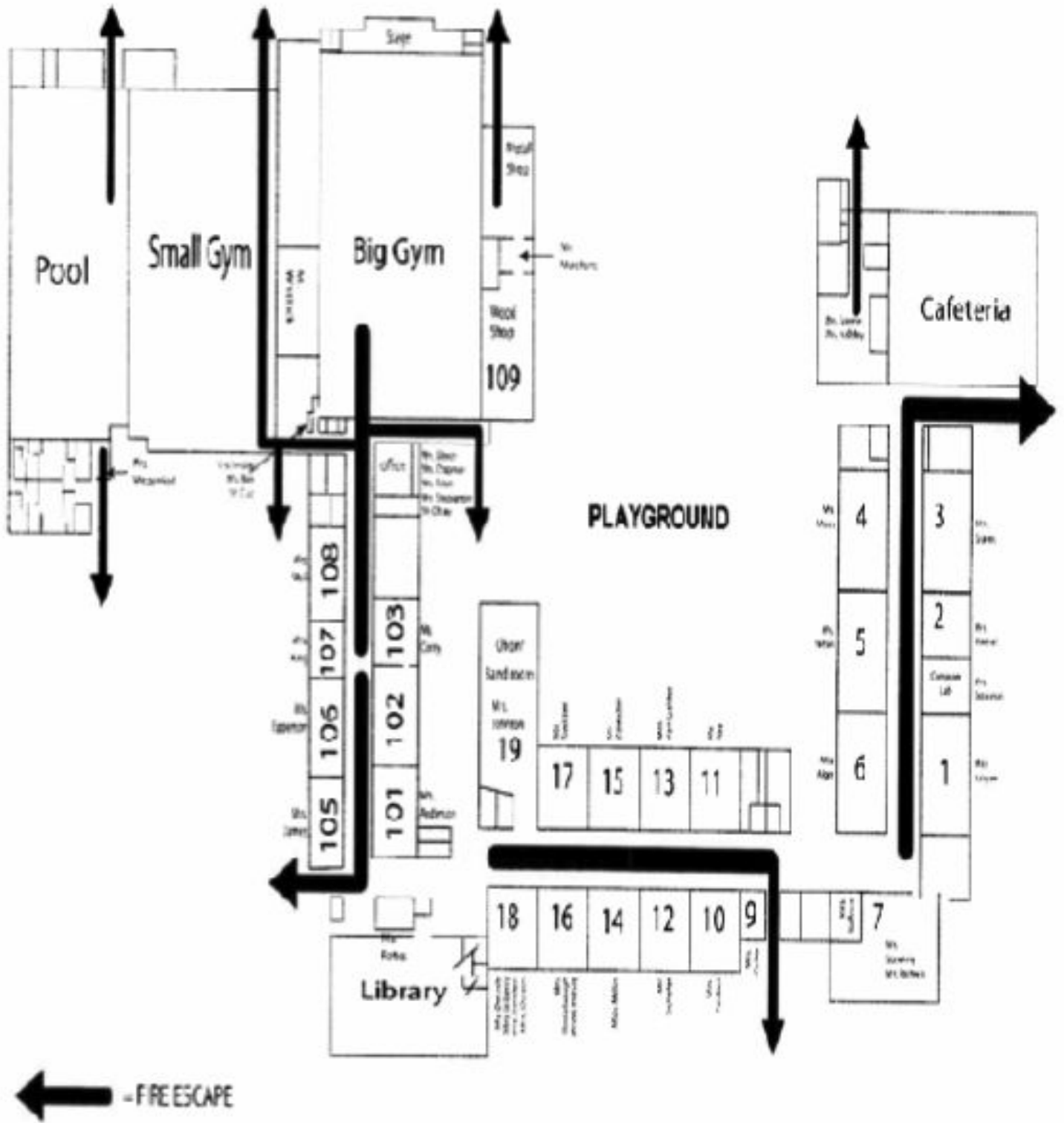
Staff: As role models, all staff shall dress in a manner that clearly distinguishes them as professionals, is appropriate for their particular job assignments, and their daily responsibilities. T Shirts and jeans are not considered professional dress, unless designated by their administrator. Casual attire may be worn when school is not in session, on casual Fridays, and "spirit days".

Language

The use of profanity, vulgarity, put downs, or name calling is inappropriate.












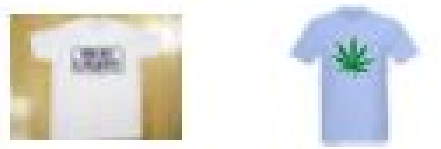

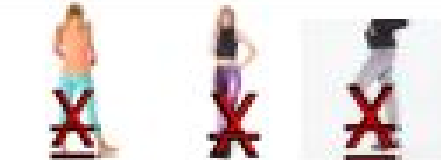
Last Modified by Michelle Wallace Frank on June 9, 2015

Approved 6/9/2015



← -FREESCAPE

Natrona County School District Dress Code Guidelines

Guideline	Yes 	No 
Any shirt or blouse should cover the back, top of shoulders, and stomach. Halter-tops, spaghetti strap shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted.		
Shorts and skirts must be no shorter than mid-thigh.		
All pants, shorts, skirts, and shorts must be worn no lower than the hips, no sagging or undergarments showing.		
Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.		
Appropriate shoes must be worn at all times. Slippers are not allowed.		
No sleepwear is allowed.		
Clothing or personal items that are racist, sexist, promote drugs/alcohol/tobacco, or vulgar in interpretation are not allowed.		
Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.		

Commons Areas: Doors open at 7:30 a.m. All 6th through 12th grade students will need to be in the common area in front of the office, in the hallway by the library, or on the blacktop/playground area until the bell rings at 7:55 a.m. JH Hallway and Locker Rooms will be accessible at 7:55 a.m. Students should not be roaming the halls without a pass before the designated time. JH and HS students should not be in the Elementary wing unless they are accompanied by a school employee.

Open and Closed Campus: Grades 6th-12th students will be allowed off campus to go the convenience store in the A.M. (before school). The closed (off limits) portion still applies to alley(s), houses, over the bank, behind the gym, etc. The same rules apply to both town and bus students once they arrive on campus. The parking lot is closed; no students should loiter in cars or on the pavement/sidewalks.

Midwest secondary students (grades 9-12) have open campus at lunch. Students are expected to arrive back to school on time and not be tardy. After lunch it is closed campus the remainder of the day. Truancies will be issued if students are off campus without valid permission during class time. The parking lot is closed; no students should loiter in cars or on the pavement/sidewalks.

Food Services

Cafeteria Policy

3441 Admin Regs

Last Reviewed March 14, 2016

Natrona County School District #1 wants to ensure that no student goes hungry. This document outlines the meal charging regulations for NCSD#1 students. For the purpose of this document, “parent” means parent, guardian, caregiver, etc.

Free and Reduced meal Applications will be mailed to each family’s household before the start of school. Applications will be available at each school throughout the year. Applications will also be available online during the year at www.natronaschools.org. Once an application has been approved, the student will be eligible for free or reduced meals. Parents will be held liable for any charges incurred until the application is approved.

Cafeteria Policy: The charge limit for all students is \$10.00. Parents of elementary students will be notified of negative account balances once per week. Parents of secondary students will be notified of negative account balances of \$10.00 and above, once per month. Students will be provided an alternate meal when the charge limit of \$10.00 is exceeded. Accounts will be charged the current cost of an alternative meal. Students will continue to receive the alternative meal until the negative account balance is settled. There are no provisions to allow charging for any ala carte items. Staff members are not allowed to charge meals.

After the negative account balance exceeds \$10.00, the principal or designee will contact the parent to settle the negative account balance. Principals or designee may also offer parents the option of settling balances using the online payment system, www.myschoolbucks.com. The principal may inquire as to whether the parent wants to receive a Free and Reduced Meal Application (anyone needing financial assistance, even for a temporary period, may fill out an application for free and reduced meals at any time). Upon investigation and documentation, the principal may be able to complete a Meal Application to a needy student whose parents are unresponsive. Principals cannot submit an application for a family that has a previously denied application during that school year.

If the principal or designee is unable to settle negative account balances, the Director of Food Services will be notified. All efforts will be made in conjunction with the Business Services Department to collect the debt owed. Uncollected debt may be submitted to a collection agency.

Negative balances will carry forward from year to year. Therefore, it will be possible for a student to begin the school year being served alternate meals.

Emergency Drills: Once each month a building Crisis Management/Emergency Drill is held in order for the entire school to be ready and prepared in case of a fire or some other emergency. All drills are to be taken seriously and students are to be absolutely quiet while exiting and re-entering the building or while in a safe location designated by school officials. Students are to remain with their teachers during Emergency Drills and attendance must be taken. Each teacher has a copy of expectations for all Emergency Drills. Teachers/Teams are to instruct students regarding Emergency Drill expectations and procedures.

Students and Staff will be trained on evacuations, ALICE, and Lockouts. If you would like more information on our procedures please contact the Midwest Office.

Checking Out of the Building: Any student leaving the building during the school day must sign out at the office. Parental permission by telephone or written note is required prior to leaving the school during the day if the student is under 18. Elementary students are to check with the main office before leaving the school during the day. Parents are expected to contact the office (437-6545 or 253-3500) when students are leaving for all or part of the day.

Transportation: Changes in transportation for the day will need to be called in before 3:30 pm. Parent/Guardian notes are preferable. All changes in transportation schedules, parent to student, will need a written bus pass from the office. We strive to do our best, if a phone call is placed after 3:30 pm we will not be held responsible if your student(s) does not receive the message. Please plan accordingly.

Transportation is a privilege not a right. All students are expected to follow safety rules on the bus. Proper student control on busses is essential to the safety and well-being of all bus riders. Unruly students cannot be tolerated and shall be dealt with in a manner that places some responsibility on the student, parents, as well as the school. The following procedure shall be adhered to in regard to student misconduct on the bus.

1st misconduct citation – student will be sent home with write-up that will require a parent/guardian signature.

2nd misconduct citation – student will not be transported by NCS D until a conference with parent/guardian and the principal has been conducted.

3rd misconduct citation – student will not be transported by NCS D for 10 consecutive school days.

4th misconduct citation – student will be suspended from all riding privileges for the remainder of the school year.

Personal Property: Some personal property items are not beneficial at school and may be dangerous or disruptive. Personal laptops, skateboards, roller-skates, or other nuisance items are not allowed at school. Any personal property item brought to school is the responsibility of the student. Personal property could be stolen, broken or lost. Please don't bring large sums money, as it is not needed for school.

Visitors: All visitors are required to check in with the office. Due to legal liability and to ensure the safety of the classroom environment, students **may not** bring student guests to school.

Motorized Vehicles: Student driven vehicles are allowed as long as the students follow the law and safety precautions while on school grounds.

Borders and Outer Limits of School Grounds: Students will be held responsible for staying on the Midwest School campus and in the designated areas allowed. Due to safety concerns and limited staff supervision, loitering in the parking lot, around the pool area and shop areas are prohibited at any time. Students have assigned commons and playground areas with adequate supervision.

Discipline: The administration will continue to follow District policy and use progressive discipline in dealing with student infractions and behavior. Continued student infractions will lead to progressive levels of consequences. Parents will be informed by phone and/or by a written referral when students earn an office referral. Disciplinary consequences will depend on the severity of the infraction, if the student has multiple offenses, consideration of safety issues, and student attitude. A variety of consequences may include lunch detention, in school suspension (ISS), or Safe School Suspension Lab (SSSL) in Casper. An In-School Solutions Room (Oiler Pump House) will be used to refocus and reinforce positive behaviors and social skills with students. The key to maintaining a positive learning environment is good communication between the school and parents.

Student Attendance: Midwest School will be in session 4 days a week from 8:00am to 4:00 pm. Students are expected to be in attendance every school day. Please refer to the District Policy regarding attendance.

Focus Fridays: Focus Fridays are intended to provide support or enrichment opportunities for students. Students with D's or F's will be expected to attend. If help is needed in a class, students may also attend. Focus Fridays may also be used as a make-up attendance day per principal or designee assignment. Parents will be notified by the assigning teacher by Thursday at noon of the assigned week.

Midwest School will deter student tardies and trancies in the following manner:

Tardies - Tardies are defined as "student(s) not in the classroom before the tardy bell rings without prior permission". The tardy policy is on a semester timeframe. Tardies are based on total accumulation (not per class).

- Three (3) tardies equal one lunch detention
- Five (5) tardies (two added to the three above) equal two (2) lunch detentions.
- Seven (7) tardies (two added to the five above) equal four (4) lunch detentions.
- After (3) three times of earning detentions the student will be considered a multiple offender and the principal or designee will schedule an intervention with student and parent/guardian.

Truant to Class (Ten (10) to Twenty-five (25) minutes late to class):

- The first truancy will earn one (1) lunch detention.
- On the second truancy the student will four (4) lunch detentions and the principal or designee will schedule an intervention with student and parent/guardian.

Make-Up Work: This is the responsibility of the student. Upon their return to school, students will need to contact their teachers and make arrangements for turning in their work.

- A student will be allowed two days (48 hrs.) to make up their work for each day they had an excused absence.
- If an assignment was made prior to an absence, the assignment is due on the day of return or at the discretion of the teacher.
- One week will be granted to make up the incomplete work on a report card. After that time period, a grade of "F" will be recorded on the report card.
- **For a prearranged absence:**
 - Student will need to obtain a prearranged form from the office.
 - Student will need to take that form to their classroom teacher(s).
 - Student will complete the work listed on the form and hand it in upon return.

In the case of athletic, music and other school related activities, the student must ask for the make-up work prior to the absence and then catch-up with the class on the day of their return.

Loitering on School Premises:

- If a student is enrolled at Midwest School they need to be in class when the bell rings. When a student does **not** have a registered class they cannot be on the premises during that period.
- An eighteen year old who checks themselves out will not be allowed to return to school during that period. They are required to leave the premises. Office personnel will determine any exceptions.
- All students must have a hall pass / teacher note when moving throughout the building except during passing period and lunch.

Harassment and Discrimination: Treating a fellow student with respect and dignity is expected here at Midwest School. It is prohibited to tease, taunt, bully, insult, call derogatory ethnic names, dishonor, or in any other manner abuse verbally, physically, or in writing. This includes negatively imitating physical mannerisms of any person. Students will be trained in this area every year. See district policy.

Assault and Battery: Students are prohibited from assaulting or battering another student or school personnel.

Physical Restraint: In cases involving: assault, battery, the use of force, or the threat of physical harm against school personnel or against students (in which school personnel are involved) reasonable force may be used by school personnel in the defense or protection then reasonable physical force can be used to restrain an assaultive student. School personnel are specifically authorized to use that degree of force necessary to prevent harm, defined as reasonable and moderate.

National Honor Society: (NHS)

The National Honor Society was founded in 1921 to recognize and encourage academic excellence. Students who are inducted will be a member of their local chapter, but also share fellowship with members from other chapters nationwide.

National Honor Society inductees not only demonstrate academic excellence, but qualities essential to a prosperous democratic society as well. There are four tenants that each member has demonstrated.

These tenants are:

- **Scholarship:** Members understand the importance of education. They are not content to just get by; they want to excel at all they do and will put in much time to bring such to fruition. (Must maintain a minimum of 3.0 GPA)
- **Leadership:** Members are found at the front of a crowd. They lead the charge or drive all others in every endeavor. They lead by example and are careful to always challenge others to do the same.
- **Character:** Members are conscious of how they are viewed by their peers and strive to always set a good example. They believe that a person should be as good as their word. As in any democratic society, the members use their voice to enhance the lives of all.
- **Service:** Honor Society members demonstrate their service in several different ways. They are always willing to lend a helping hand to a friend, coworker, citizen, or their community.

Midwest School Extra-Curricular Academic Eligibility Policy

Revised July 2015

In addition to the guidelines prepared by the Wyoming High School Activities Association (WHSAA), Midwest students must adhere to the following guidelines to participate in any Wyoming High School Activities Association event, extra-curricular activities, or any competition in which students are competing for awards or placement. The eligibility guidelines are listed below:

1. Academic eligibility is determined on a weekly basis. A student can have no "F"s and no more than 1 "D" in *any* class. Students must be on pace (passing the course in a timely manner to ensure completion by the end of the semester) with Distance Learning classes as determined by Learning LAB Form Completion/Charts and monitored by the Guidance Counselor and Activities Coordinator.
2. Midwest School will make every attempt to print the "D" and "F" eligibility list by mid-day each Monday (or the first day of the school week). The printed time during the day will NOT VOID student responsibility for being ineligible. An administrator or the Activities Coordinator will notify students if they are ineligible by the end of the day on Monday. Parents will be notified of the ineligibility by phone or email.
3. Students have until Wednesday at 2:30 p.m. to become eligible. If at that time a student remains on the ineligible list he/she will not be able to participate in the remaining events that week.
4. A student can become eligible to participate in activities or athletic events again when they have no "F"s and no more than 1 "D" in *any* class as determined by the "D" and "F" eligibility list printed on Monday (or the first day of the school week). Eligibility grades from the last week in any quarter will stand through the following weekend.
5. At the beginning of each quarter, eligibility starts the third week when there are new grades posted.
6. In the area of athletics, a student who is academically ineligible for 3 consecutive weeks will not be able to participate for the remainder of the season. In the event of extra-curricular clubs that meet yearlong, the administrator and the club sponsor will determine non-participation status.
7. Golf eligibility check will be Wednesday, golf athletes will have until Friday to become eligible.

The exception to the above may be a documented medical release. The coach, Athletic / Activities Coordinator and administration will make the decision on player status after a review of a lengthy period of non-participation by an athlete.

EXCERPT FOR SCHOOL STUDENT HANDBOOKS
HARASSMENT/RETALIATION

NATRONA COUNTY SCHOOL DISTRICT NO. ONE CASPER, WYOMING

BOARD POLICY: The board policy is based on the concept that harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1965 as amended; 42 U.S.C. Section 2000e seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 as amended; the Wyoming Fair Employment Practices Act of 1965; and Art 7, § 10, WY Const. [Both state and federal law prohibit harassment]

CONSEQUENCES: It is the policy of Natrona County School District No. One to create a learning and working environment that is free from harassment. Therefore, Board policy 5144 prohibits any form of harassment and any form of retaliation related to one's rights to pursue/defend/present evidence regarding a harassment complaint. Harassment can yield consequences ranging from warnings to recommendations for expulsion in cases of students found to be in violation of the policy. In cases involving employees, disciplinary actions could include, but are not limited to, warnings or more serious steps such as discharge. [*The School Board's policy prohibits harassment and retaliation related thereto.*

Disciplinary actions for violation of the Board's policy could mean anything from a warning to expulsion, in the case of student-perpetrators, and from a warning to discharge, in the case of employees.]

INVESTIGATION/DISCIPLINE: The District will investigate all reported complaints, verbal or written, regarding harassment or retaliation related thereto. The District will act to discipline students/employee who harass or retaliate against students/employees. [*The District will take harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.*]

DEFINITIONS: For purposes of this policy, harassment is defined as, but not limited to, unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Harassment may include: verbal harassment, physical interference with movement or work or visual harassment such as derogatory cartoons, drawings or posters. See the Board policy for a more complete definition of harassment. Retaliation is any action designed to punish another person for exercising his/her right or to deter him/her from exercising those rights.

FOUR POINTS TO REMEMBER:

1. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. (Who the policy is for/Sexual harassment must stop.)
2. Persons may have the right to file a civil suit if actions of sexual harassment/retaliation do not stop. If the actions involve a criminal activity, the victim could pursue criminal remedies. (Continuation of harassment/retaliation could result in other actions being taken by the court system.)
3. Retaliation is prohibited. Retaliation can take different forms including threatening witnesses, to physical attacks, or spreading rumors. Actions taken to punish the victim, reporting party, witnesses, or accused person from pursuing their right are prohibited. (Retaliation is prohibited.)
4. Respect people's rights of privacy and confidentiality. Do not unnecessarily talk about the case. Confidentiality cannot be guaranteed but all parties should respect one another's rights.

CHECKLIST FOR RESPONDENT

1. Is sexual harassment against the law? Yes _____ No _____
2. Is sexual harassment against School Board policy? Yes _____ No _____
3. Write a description of what you understand are the charges/claims that have been made against you in this situation.

4. What do you think should be done?

5. Is retaliation allowed against the Complainant and/or witnesses? Yes _____ No _____
6. I received and understood the SEXUAL HARASSMENT INFORMATION SHEET. Yes _____ No _____

Respondent Signature: _____

Administrator: _____

Date: _____



Book Administrative Regulations
Section 5000 - Students
Title Student Bullying
Number 5440 Admin Regs
Status Active
Adopted December 31, 2009
Last Revised May 13, 2013

Student Bullying Policy Procedures

1. **Purpose and Policy** Natrona County School District No. 1 (NCSD) is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyberbullying, "sexting" and other bullying behavior, including harassment of a person with a mental, physical, developmental, or sensory disability. Pursuant to the policy and administrative regulations herein, created with the assistance of parents and guardians, school employees, volunteers, students, administrators and community representatives, no person may engage in threats, hazing, harassment, intimidation, menacing, cyberbullying, "sexting" or bullying behavior against an NCSD student or students participating in functions sponsored by the District ("student participants"). Further, NCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyberbullying, "sexting" or bullying. See W.S. § 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any NCSD student or student participant is strictly prohibited and will not be tolerated by NCSD.

2. **Definitions**

- a. "Bullying" (See "Intimidation" or "Bullying," below.)
- b. "Cyber-bullying" (See "Intimidation" or "Bullying," below.)
- c. "Disability Harassment" occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance, interfering with one's ability to participate in or benefit from a class, educational program, or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition.
- d. "Discrimination" means any act that has the purpose or effect of unreasonably differentiating in treatment based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, characteristics or linguistic characteristics of a national origin group.
- e. "**District**" includes NCSD facilities, NCSD premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function such as field trips or athletic events where students are under the auspices of the district or where the employee is engaged in district business.
- f. "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager.
- g. "False charges" or "malicious accusations" means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take disciplinary action against any individual making a false charge or malicious accusation of bullying, discrimination or harassment.
- h. "Harassment" means unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group of students or staff on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic or linguistic characteristics of a national origin group.
- i. "**Hazing**" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, "padding" or other physical punishment, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any

obscene, degrading or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.

j. "Intimidation" or "bullying" means any intentional gesture, any intentional electronic communication ("cyber bullying") or any intentional written, verbal or physical act or statement initiated, occurring or received by a student at school that a reasonable person under the circumstances should know will have the effect of:

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

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

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

m. "School" includes a classroom or other location on school premises, school grounds, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the student is present as a student of the school.

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

o. "**Third parties**" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business or activities who are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

3. Reporting Bullying or Retaliatory Behaviors

a. Any student, employee, parent or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing or retaliation or reprisal (hereafter "bullying" or "retaliatory behavior") in violation of this policy shall immediately report his/her concerns to:

- 1) The building principal or his/her designee;
- 2) A teacher who will be responsible for notifying the building principal or his/her designee immediately if the matter cannot be adequately addressed by the teacher or is sufficiently serious to warrant administrative intervention;
- 3) A counselor, who is responsible for notifying the building principal or his/her designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- 4) The superintendent of schools or his designee.

b. Complaints against the building principal shall be filed with the superintendent or his designee. Complaints against the superintendent shall be filed with the Board chairman. Complaints against the Board chairman shall be filed with the vice-chairman.

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

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

e. Reports may be made anonymously. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the allegation has been investigated and corroborating evidence indicates a policy violation.

f. While many concerns may be resolved through an informal process, the severity and/or nature of a specific

incident may require an immediate formal complaint and disciplinary action.

4. Complaint Process

a. Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation which do not result in physical harm or meet other criteria for formal reporting as noted in ¶4(b), below. Such complaints will be appropriately investigated and addressed by teachers, counselors or other adults consistent with due process requirements. Substantiated reports will be documented in the Student Management System and/or student disciplinary file. Repeat offenses shall be referred to the principal or his/her designee.

b. Formal complaints should be made in writing and submitted to the appropriate administrator or his/her designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling. Formal complaints are warranted any time such a report and investigation is requested by any parent, student or other person, when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e.; more than once), is unusual in nature, is perpetrated by a group or groups of students or others, is racist or discriminatory in nature and/or otherwise highly offensive in nature.

c. A copy of all formal complaints, investigations and results should be forwarded to the Safe Schools office within three (3) school days of completing the documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and their designees. File information shall also be available to administrative personnel or their designees for the gathering and reporting of statistical and other data which does not individually identify the individuals therein.

5. Investigation

a. In all schools the principal or his or her designee shall be responsible for timely investigating a complaint made under this policy. Alleged serious violations shall be promptly investigated and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.

b. The complaint, investigation, witness and other information shall be documented along with the findings. Substantiated reports will be documented in the Student Management System and/or student discipline file.

c. Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating adult or a designee prior to a final "substantiated" or "unsubstantiated" finding.

d. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified of whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

6. Consequences and Remedial Actions for Substantiated Reports

a. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. *See also* listing of potential consequences, *NCSD Student Handbook*. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board, up to and including civil trespass orders. Any individual may be referred to law enforcement officials if his or her behavior may constitute a crime.

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

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

7. Protection of Victims from Additional Bullying or Retaliation/Reprisal

a. The principal or his or her designee shall be responsible for working with the student, parents and others to timely develop and implement strategies for protecting the reporting party and/or affected student following the report of threat, hazing, harassment, intimidation, menacing, cyberbullying, bullying, "sexting," reprisal or retaliation.

b. Such strategies may include, but are not limited to, monitoring, counseling, follow-up checks with the student and/or parent, safety plans for the affected student, reassignment of one or more students and other protective planning and/or interventions.

c. The student who has been bullied, or his/her parent, is responsible for reporting any reprisal or retaliation.

8. Consequences and Remedial Actions for False Accusations

a. False accusations of bullying shall be immediately reported by the affected party or an adult to the school principal or his/her designee.

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

c. Persons found to have made false accusation reports may be disciplined up to and including expulsion or dismissal. See listing of potential consequences, NCS D Student Handbook; see also potential consequences for NCS D employees and third parties, ¶16(A), above.

d. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

9. Student Bullying Policy Education for Students, Certified and Classified Personnel, Parents, Volunteers and the Community

a. Students. Bullying training and education curriculum shall be standardized, based on age group, throughout the District. Students shall be provided a copy of the Student Bullying Policy prior to December 31, 2009 and annually thereafter during registration and/or orientation. Each building principal or his or her designee shall be responsible for assuring the delivery, and documentation of the delivery, of this orientation information. Documentation of the delivery of bullying orientation information shall be sent to the Safe Schools Director within three (3) school days of delivery.

b. Students. Beginning in Fall, 2010, the Student Bullying Policy and procedures shall be discussed annually at each school during student orientation or at an alternative time to be determined by the principal or his or her designee prior to October 1. Each building principal or his or her designee shall be responsible for assuring the delivery of this standardized orientation information. Documentation of the delivery of bullying orientation information shall be sent to the Safe Schools Director within three (3) school days of delivery. In the event of a report of bullying or retaliatory behavior, substantiated or unsubstantiated, a student accused of a bullying or retaliatory behavior shall be re-educated concerning the District's Student Bullying Policy. Each building principal or his or her designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.

c. Students and Parents. A version of the Student Bullying Policy shall be included in the *Natrona County School District No. 1 Student Handbook* beginning in Fall of 2010. On-line versions of the *Student Handbook* shall include a link to the Student Bullying Policy and administrative regulations no later than December 31, 2009.

d. Certified and Classified Personnel. All NCS D personnel shall be provided with a copy of the Student Bullying Policy and administrative regulations prior to December 31, 2009. Beginning in Fall, 2010, the Student Bullying Policy and administrative regulations shall be presented annually at classified and certified personnel orientations for those personnel who have substantial contact with students, or at an alternative time to be determined by the building principal or his or her designee prior to October 1. Each building principal, supervisor or his or her designee shall be responsible for assuring the delivery of this orientation information, and documentation of delivery.

e. Certified and Classified Personnel. Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and classified personnel who have substantial contact with students. Documentation of the delivery of bullying education shall be sent to the Human Resources Executive Director within three (3) school days of delivery.

f. Volunteers. All school volunteers with substantial contact with children shall be provided a copy of the Student Bullying Policy and administrative regulations beginning no later than December 31, 2009 or at the time the volunteer begins participating in volunteer activities in the schools. Each building principal or his or her designee shall be responsible for assuring the delivery of this orientation information.

g. Students, Parents, Certified and Classified Personnel, Volunteers and Community Members. The Student Bullying Policy and administrative regulations shall be posted on the Natrona County School District No. 1 website by December 31, 2009. The Communication Team supervisor shall be responsible for assuring the website posting and updating of the Student Bullying Policy and administrative regulations. No later than December 31, 2009 the Natrona County School District No. 1 Communication Team shall develop, adopt and begin implementing a Student Bullying Policy community education plan.

h. Students, Parents, Certified and Classified Personnel, Volunteers and Community Members. The District may establish bullying prevention programs or other initiatives and may involve school staff, students, administrators, volunteers, parents, law enforcement and community members.

10. Continuous Review and Revision

The District shall annually review and update Student Bullying Policy and procedures as needed.

Effective Date: December 31, 2009

Adopted: November 23, 2009

Revised: May 13, 2013

Reference: Board Policy <http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94XT9W7656CB>

Standard Operating Procedures

INTERNET USE / HIGH ACCESS SCHOOLS

Board Policy Code: 6260

Internet and email access are available to students and staff in Natrona County schools. This service is provided to promote educational excellence in schools by facilitating research, resource sharing, innovation and communication in support of the curriculum and individual academic needs. Access to e-mail and the Internet will enable learners to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Users are warned, however, that some materials accessible via the Internet are controversial and, by some standards, offensive. We believe that the valuable information and positive interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our schools. Users are expected to behave in an ethical, responsible, legal manner, accessing information and engaging in activities consistent with the educational goals of the schools.

Responsible users may:

- Use the Internet for educational research purposes
- Use the email function to collaborate with others for educational purposes.
- Use only assigned accounts
- Report security risks or acceptable use violations to a teacher or administrator.
- Communicate only in ways that are kind and respectful
- Recognize that e-mail is not guaranteed to be private.
- Download accumulated e-mail or other research files from the fileserver to save storage space.

Responsible users may not:

- Purposefully access, send or display offensive or inappropriate messages or pictures.
- Engage in commercial for-profit activities.
- Give their password to another person.
- Use another's password or seek unauthorized access to files or networks.
- Disrupt or modify any network, software or hardware.
- Intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
- Plagiarize
- Forward any person's e-mail without prior permission.
- Use obscene or threatening language.
- Use any electronic communication device to convey a message in any form (text, image, audio, or video) that

defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

- Reveal personal information (age, phone number, address, etc.) about yourself or others.

The school district maintains the network, software and equipment upon which Internet and email access is provided and will assign and have access to all user accounts, including e-mail. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. E-mail or other storage of files, if used to excess, may be cleared as a general maintenance of the network. Use of the Internet, e-mail and other online services through the school district is a privilege; therefore, violations of this agreement may result in the loss of access as well as other disciplinary measures per Board Policy 5370 - "Discipline and Conduct," or legal action. Updates and changes in policy may be implemented when needed by publishing modifications on the network system. When not restricted through parental request, student use of online services of the school constitutes acceptance of the conditions within this agreement.

Care of School Property Damage: unauthorized taking of or destruction of school property shall be the basis of disciplinary action. Further, any student damaging, taking without authorization, or destroying school property, shall be deemed to be indebted to the school district for the cost of repair or replacement thereof, and said student may be denied a diploma or credit for successful course completion until the indebtedness is fully

satisfied (Wyoming Statutes, 1977, §21-4-308(b)).

Natrona County School District #1
Online Safety Pledge

NCSD#1 students will be using the First Class system for communication. It is a closed system so the NCSD community will be the only users. Students cannot access the Internet through First Class. Please be advised that the Internet/home e-mail are open systems.

I, _____ understand that there are certain rules about what I should do online. I agree to follow these rules:

- I will be responsible in my use of e-mail or the Internet.
- I will be a good online citizen and not do anything that harms other people, is against school policy, or is against the law.
- I will not bully or engage in behavior that is harassing, intimidating, or threatening to others.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents/guardians right away.
- I will not use any articles, stories or other works I find online and present it as my own work.
- I will obey copyright laws.
- I will not use inappropriate language online.
- I will practice safe computing by not clicking on e-mails from people I do not know or clicking on attachments I do not recognize.
- I will not give out personal information such as my address, telephone number, parents'/guardians' work address/telephone number, or the name and location of my school to anyone I meet on the internet.
- I will tell an adult right away if I see inappropriate language or pictures on the Internet or if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.

I understand that violating this pledge may lead to a loss of e-mail and or/Internet privilege and other consequences as my school and/or parent/guardian(s) see fit.

Student's Signature _____ Date _____

As a parent/guardian, I understand my student has access to email. I will do my best in supporting acceptable use of this tool.

Parent's Signature _____ Date _____

Phone _____

E-mail _____

Natrona County School District #1
2017-2018 Laptop Responsibilities and Terms

Natrona County School District #1 owns the laptop and its contents and it is loaned to you for educational purposes.

Parent Responsibilities and Terms	Student Responsibilities and Terms
<p>Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the NCS D Use Agreement be followed to ensure safe, efficient and ethical operation of the district's computer.</p> <p>In order for your child to use the laptop in class and take it home you must be willing to accept the following terms and responsibilities.</p> <ul style="list-style-type: none"> • I will read and sign the NCS D On-line Acceptance Use Agreement. • I will supervise my child's use of the laptop at home. • I will make sure my child recharges the battery nightly, if applicable. • I will prioritize my child's laptop use so that homework is done first while the battery is charged. • I will make sure my child brings the laptop to school each day. • I will discuss appropriate use of the Internet and supervise my child's use of the Internet. • I will not attempt to repair the laptop. • I will report any problems, damage, or theft/loss of the laptop to my child's school within 24 hours. • I will not change or attempt to change the configuration of the software. • I will not download any programs or files from the Internet or other sources. • I will not attempt to remove any program or files on the laptop except for personal documents. • I understand the laptop is for my child's education. • I will make sure the laptop is returned to my child's school when requested and upon my child's withdrawal from the school. 	<p>Your laptop should be used for educational purposes. In order to use the laptop in class and to take it home, you must be willing to accept the following terms and responsibilities:</p> <ul style="list-style-type: none"> • I will adhere to the terms of the NCS D On-line Acceptance Use Agreement. • I will recharge the laptop each night, if applicable and bring it to school each day. • I will prioritize my laptop use so that homework is done first while the battery is charged. • I will keep the laptop in its protective case when not being used. • I will treat the laptop with care by not marking on it, dropping it, getting it wet, leaving it outdoors or in a car, or using it with food or drink nearby. • I will adhere to the guidelines each time the Internet is used while at school or at home. • I will make the laptop available for inspection by an adult upon request. • I will use appropriate language in all communications. • I will abide by copyright laws. • I will use my legal name in all educational activities. • I will not give out personal information. • I will not change or attempt to change the configuration of the software. • I will report all problems and damage immediately to the help desk at my school. • I will not download any programs from the Internet or other sources. • I will not attempt to remove any program or files on the laptop except for personal documents. • I will not attempt to repair, alter or make additions to the laptop. • I understand it is my responsibility to regularly back up my files using the method defined by my school. • I will be a good online citizen (no harassing, bullying, derogatory remarks, intimidating, and/or profanity). • I will return the laptop to my school when requested and upon my withdrawal from the school. • I will report any problems, damage, or theft/loss of the laptop to my school within 24 hours.

Responsibilities and Terms are subject change.

At Home Internet Use Policy - NCSD#1

The Internet links thousands of computer networks around the world, giving students access to a wide variety of computer and information resources. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. NCSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Internet access at home will not be mandatory. All laptops have installed software that can be used to download Internet web pages and other online information at school, which can then be viewed offline when the laptops are used off campus. The laptops are capable of connecting to the Internet via cable modem (Ethernet), or wireless network. If parents have a subscription with an ISP, they will be able to connect to the Internet at home using the laptop. Parents and guardians of students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. For this reason, it is important that parents discuss proper use of the Internet with your student. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use as they exercise with information sources, such as television, telephones, radio, movies, and other possibly offensive media. Parents will be responsible for monitoring student Internet access at home.

As the parent or legal guardian of _____, I have read and understand this home Internet use policy. I understand that the district's computing resources are designed for educational purposes. I understand that the laptop loaned to my child has no Internet filtering software installed. Furthermore, I accept full responsibility for supervision when my child's Internet use is not in a school setting.

Parent/Guardian: _____

Date: _____

Phone: _____

E-mail: _____

**NATRONA COUNTY SCHOOL DISTRICT
PARENT/GUARDIAN AND STUDENT AGREEMENT
FOR LOAN OF NATRONA COUNTY SCHOOL DISTRICT (NCSD) LAPTOP
COMPUTER**

PARENT (S)/GUARDIAN AGREEMENT

I am the parent/guardian of a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. Should my student have 10 or more consistent absences, or within 10 days of the last day of school, whichever is earlier, I agree to return the laptop and its accessories (power adapter, power extension cords, and carrying case) to school authorities in their original condition (good and fully operable). Upon the return of the laptop, I agree to keep the return receipt I will receive. *If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, legal charges and/or actions may result.*

STUDENT AGREEMENT

I am a Natrona County School District student who is being loaned a laptop computer by NCSD for the current school year. I agree to return the laptop and its accessories in their original condition (good and fully operable), to school authorities should I have 10 or more consistent absences or within 10 days of the last day of school, whichever is earlier. Upon the return of the laptop, I agree to keep the return receipt I will receive. *If damages or loss of the laptop and accessories occur, I acknowledge and agree that I may be sued in civil court. I understand that if I do not return the laptop and its accessories as agreed in this document, or if I cannot produce the return receipt, legal charges and/or actions may result.*

PARENT(S)/GUARDIAN AND STUDENT

We understand and agree that in exchange for the loan of the laptop computer for educational purposes, it is our responsibility to take the best possible care of the laptop computer loaned to this student by the Natrona County School District (NCSD) and to return the computer and all accessories on time and in good, fully operable condition. *By signing this agreement, we accept the obligation to pay for the full repair/replacement cost within 10 days of notice each time that this student's NCSD laptop computer is lost, stolen or damaged due to gross negligence or intentional acts. If a laptop is lost or stolen, a police report must be made within 24 hours to activate the investigation and to be covered under the NCSD#1 insurance agreement.* This report may be made at the school office or the school's Security Office during school hours, or at the Casper Police Department over holidays or extended breaks. We understand and agree that refusal to sign this agreement may result in the student not being able to take the laptop computer home, although the student may have restricted use within the school. By signing this agreement, we acknowledge that both parent/guardian and student have completed the online training at www.natronaschools.org.

Student's Printed Name

Student's Signature

Grade

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

2017-18 NCSD Student/Parent Handbook

NATRONA COUNTY SCHOOLS
MIDWEST SCHOOL

ACKNOWLEDGEMENT OF RECEIPT
2017 – 2018 PARENT / STUDENT HANDBOOK

We have received and reviewed the 2017-18 Natrona County School District Student/Parent Handbook from Midwest School. By signing this form you acknowledge that you have read, understand, and agree to the rules and expectations within.

Student: I agree to follow the handbooks rules. I understand that my failure to follow the handbook rules may result in consequences or disciplinary action.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

_____/_____/_____/_____
Grade level for Student(s)

Parent: I understand that the handbook rules apply to my student and that s/he must follow them. I understand that my student's failure to follow the handbook rules may result in consequences or disciplinary action.

Parent Signature

Date

Date Received by School

Checklist:

After reviewing the information please place a checkmark on the line stating that you have read and understand these policies and responsibilities.

Parent Student

- | | | |
|-------|-------|-------------------------------------|
| _____ | _____ | Sexual Harassment |
| _____ | _____ | Online Safety Pledge |
| _____ | _____ | At Home Internet Policy |
| _____ | _____ | Cafeteria Policy |
| _____ | _____ | Electronic (Cell Phones) Policy |
| _____ | _____ | Bullying Policy |
| _____ | _____ | Attendance Policy |
| _____ | _____ | Student Rights and Responsibilities |
| _____ | _____ | Parent Rights and Responsibilities |
| _____ | _____ | Compact (Brochure) |
| _____ | _____ | Insurance Information (Packet) |

_____ Please sign and return the Wyoming Health Registry form.

Student(s) Name: _____

Parent Signature: _____

Date: _____



Commit to your health.
visit www.health.wyo.gov



Thomas O. Forslund, Director Governor Matthew H. Mead

School Nurse WyIR Access Agreement

To ensure the Wyoming Department of Health is aligning with the Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule, Wyoming School Nurses must obtain parent/guardian agreement before accessing a student's immunization record within the Wyoming Immunization Registry (WyIR). No student record shall be accessed in the WyIR by a School Nurse without parent/guardian agreement.

I, _____, am the parent/guardian of
(Parent/guardian name)

_____ and agree that the School Nurse representing
(Student's name)

_____ can access this student's immunization
(Name of school)

record in the Wyoming Immunization Registry.

Parent/Guardian Signature

Date

