

### **NON-DISCRIMINATION STATEMENT**

"Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the "Civil Rights/504/ADA Coordinator" Central Administration Office, Carbon County School District One, P.O. Box 160, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417."

### **Declaracion de Nondiscrimination**

"Carbon County School District One no discrimina en base de raza, color, origen nacional, sexo, edad, incapacidad, religion, afiliacion politica, o creencia en la relacion a la entrada, tratamiento de estudiantes, acceso a programas y actividades, o terminos y condiciones de empleo. Averigua en lo que concierne a Title VI, Title IX, Seccion 504 del Acto de Rehabilitacion de 1973 o ADA puede referirse al Superintendente de Escuelas, Director para la Oficina para Derechos Civiles, Carbon County School District One, P.O. Box 160, Rawlins, Wyoming 82301, (307) 328-9200; el Departamento de Educacion de Wyoming, Oficina para el Coordinador Civil de Derechos, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; o la Oficina para Derechos Civiles, Region VIII, el U.S. Departamento de Educacion, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (307) 844-5695, TDD (303) 844-3417."

File: JBAA/GBAA Sexual Harassment, Students.

"It is the intent of Carbon County School District One to maintain a learning environment that is free from discrimination, including sexual harassment. Harassment on the basis of sex is unlawful; the district prohibits any and all vendors, sales representatives or visitors, employees, and students from sexually harassing Carbon County School District One students in the school environment." If a student believes that he/she has been subjected to sexual harassment, contact the principal/counselor or any teacher. A copy of Board policy is available in the principal's office or the library where information on making a complaint is available.

Highly qualified status of all Little Snake River Valley Schools staff is available upon request.

The Carbon County School District #1 Homeless Policy JLG may be viewed on the school district website.

Under state law and district policy, a student may be expelled for bringing a weapon to school.

Special Education Services

Carbon County School District One provides appropriate special education and related services for children with any disability, as mandated by the Rules and Regulations governing the Individuals with Disabilities Education Act (IDEA) amendments of 1997. Information is available in the principal's office for those parent's suspecting their child has a disability or concerns regarding their child's academic performance.

**TABLE OF CONTENTS**

INTRODUCTION	3	
COMPULSORY EDUCATION	4	
EDUCATIONAL CONTRACT	4	
SCHOOL DAY	4	
FRIDAY SCHOOL	5	
ATTENDANCE REGULATIONS	5	
RETENTION	7	
TARDY POLICY	7	
TRUANCY POLICY	7	
INSURANCE	8	
HIGH SCHOOL CURRICULUM	8	
HIGH SCHOOL GRADUATION REQUIREMENTS	8	
GRADING PERIOD	11	
GRADING SCALE	12	
DROP/ADD POLICY	12	
HONOR ROLL AND NATIONAL HONOR SOCIETY	12	
HIGH SCHOOL AND MIDDLE SCHOOL LOCKERS	12	
HOT LUNCHES	13	
DANCES	13	
STUDENT CONDUCT		
Board Rules	14	
School Rules	16	
School Bus Rules	18	
Four Levels of Inappropriate Behaviors	18	
Consequences Levels for Behavior	19	
No Tolerance Behaviors	20	
DEFINITION OF TERMS	20	
STUDENT DUE PROCESS	21	
CHANNELS OF COMMUNICATION	22	
PRE-SCHOOLERS	22	
USE OF TELEPHONE	23	
BOOKS AND EQUIPMENT	23	
SCHOOL PROPERTY	23	
MISCONDUCT DURING THE LAST PART OF SEMESTER		24
REVOCATION OF PRIVILEGES FOR SENIORS	24	

FIRE DRILLS	24
EMERGENCY CLOSINGS	24
VISITORS	24
MEDICATION	24
SCHOOL SONG	25
CO-CURRICULAR ACTIVITIES	
Carbon County School Dist 1 Activities' Program	25
Carbon County School Dist 1 - Student Behavior Code for Interscholastic Activities	25
Wyoming High School Activities (WHSAA) Handbook	26
LSRVS Co-Curricular Activities Policies	
Academic Requirements	26
Middle and High School Eligibility	26
Attendance at Co-Curricular Activities	27
Returning From Activities	27
Riding in Private Vehicles While on a School-Sponsored Trip	28
Minimum Standards	28
Physical Examination	28
Nine-Day Practice Rule	28
Training Rules	28
Coaching Technique and/or Guidelines	29
General Misbehavior	29
Student Council Elections and Requirements	29
Awards Banquet or Assembly	29
Awards	30

### **GUIDELINES FOR LITTLE SNAKE RIVER VALLEY SCHOOLS**

These guidelines are intended as an introduction to Little Snake River Valley Schools and are the rules that govern our school. Anyone desiring further information should inquire at the principal's office, where copies of the Wyoming Education Code and the Policies and Procedures Handbook of Carbon County School District One are on file.

The official name of our school is "Little Snake River Valley Schools". It consists of a kindergarten through 5<sup>th</sup> grade elementary school, 6<sup>th</sup> – 8<sup>th</sup> middle school and a 9<sup>th</sup> through 12<sup>th</sup> high school. Our school colors are purple and gold, and the mascot is the Diamondback Rattle Snake. The teams are known as the "Rattlers".

Little Snake River Valley Schools are fully accredited with AdvancED and the Wyoming State Department of Education.

Election of Trustees: All members are now elected at large. The patrons of the Little Snake River Valley Schools are also served by a three-member Advisory Board whose duty is to advise the Board of Trustees on education matters concerning Little Snake

River Valley Schools. The District Board meets twice a month, usually in Rawlins. Twice a year, generally once in the fall and once in the spring, the Carbon County School District One Board meets in Baggs at the Little Snake River Valley Schools. The public is welcome and encouraged to attend. The chief administrative office of the District is the Superintendent of Schools, whose office is in Rawlins. The person directly responsible for Little Snake River Valley Schools is the principal.

### **COMPULSORY EDUCATION**

Wyoming law requires any child to attend school who is a resident of this state whose seventh birthday falls on or before September 15 of any year and who has not yet attained his/her sixteenth birthday or completed their sophomore year.

Children entering kindergarten are required to be five (5) years old on or before September 15th for the school year in which they are enrolling. Students entering grade one must be six (6) years of age on or before September 15th. Parents must bring reasonable proof (certified copy of birth certificate or a copy of passport) of your child's date of birth and immunization records in order to complete enrollment. Information can only be disclosed to parents who have custody of their children.

### **EDUCATIONAL CONTRACT**

Since school attendance beyond the sophomore year is not compulsory, a student's enrollment at Little Snake River Valley High School constitutes an agreement between the student, his/her parents and the school. The school agrees to provide educational opportunities which are designed to prepare the student to become a contributing member of society. The student and his/her parents agree to abide by the rules and regulations of the school and to accept the responsibility for his/her share of the learning experience.

### **SCHOOL DAY**

Kindergarten -----	7:55a.m. - 3:13 p.m.
1st - 5th Grade ----	7:55a.m. - 3:13 p.m.
6th - 8th Grade ----	7:55a.m. - 3:55 p.m.
9th - 12th Grade --	7:55a.m. - 3.55 p.m.

**Students in grades K-12 should not arrive at school before 7:45 a.m. nor remain at school after 4 p.m.** unless specifically asked to do so or unless they are involved in a supervised activity. Parents should be aware that children arriving at school before or leaving after the above times are not supervised, and the school will not accept any responsibility for their safety.

**Written permission from the parents will be required of elementary and middle school students who go home for lunch. Elementary and middle school students MUST sign out at the office and sign in on their return from lunch.** The school strongly

recommends that all students eat lunch at the school. High school students may leave the campus at lunch time.

**Any student who has to leave the building during the school day must have written permission or verbal permission from a parent; must sign out at the office at the time of departure and sign in upon return.**

If a teacher requires an elementary or middle school student to stay after school for any reason, the teacher will notify the parents. It then becomes the responsibility of the student and the parents to arrange for transportation home.

If a teacher requires a high school student to stay after school for disciplinary reasons, the student will notify the parents. It then becomes the responsibility of the student and the parents to arrange for transportation home.

### **GRADE LEVEL ASSIGNMENTS**

Little Snake Valley School offers both full day and transitional kindergarten (in cooperation with Little Rascals Preschool). We begin gathering data during a child's preschool years and work with parents to make the best decision on the appropriate track for their child. The final determination on what track is initially appropriate for a child is made by the parent; however, once a child has enrolled in school CCSD#1 board policy IKE Retention/Acceleration of Students will be used to determine appropriate placement. We also do not believe in holding a child back if they are capable of being successful with higher grade level materials. All students will be assessed ongoing basis and the final grade level determination will be determined by the school principal based on feedback from parents and the elementary professional learning community.

### **FRIDAY SCHOOL**

Friday school is every Friday from 8am-11am. Students with a "D" or "F" in any class will be referred to Friday school by their teacher and notified by their mentor that they are required to attend Friday School. If a student is unable to attend Friday school they are required to attend a combination of four zero or 8<sup>th</sup> hour classes the following week to make up for missing Friday. Students not assigned Friday school are also allowed to attend to catch up or receive extra help on their work.

### **ATTENDANCE REGULATIONS**

There are seven reasons listed as acceptable reasons for excused absences. They are: (1) Illness or Injury; (2) Quarantine; (3) Death in the Immediate Family; (4) Medical or Dental Appointment; (5) Court or Administrative Proceedings; (6) Religious Observance; and (7) Educational Opportunity. Please note that Educational Opportunities require approval from the principal prior the absences. [Click here for the forms for Excused Absence for Religious or Educational Reasons.](#)

Our education program here at LSRVS is diverse and challenging. It provides our graduates the necessary skills and knowledge to continue in whatever future education or vocation they choose. We also recognize the close relationship between attendance and achievement. The school cannot teach pupils who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students as well. Everyone loses when someone is not present. High school attendance is the privilege and responsibility of the student and parent or guardian. Students need to attend all scheduled classes and keep absences to an absolute minimum.

Little Snake River Valley School will send letters of attendance home at 5, 10, and 15 absences for the year. School excused absences (such as sports trips) and medically excused absences will not count toward the letter. Any student with ten or more absences in any one school year may be referred to the Board of Trustees for determination that the child is a habitual truant. The Board, in turn, notifies the County Attorney, who then is to initiate proceedings in the interest of the student under the Juvenile Court Act. In addition, Wyoming law allows for the criminal prosecution of any parent, guardian or custodian of any child who willfully fails neglects or refuses to send their child to school

Medically excused absences can only be documented by a note from the doctor, dentist or orthodontist that was visited. A parent call or note will change the absence to Parent Excused. Parent excused absences are counted for the attendance letters.

### **Elementary Attendance**

Elementary teachers and the principal reserve the right to assign Friday School to elementary students who absences are negatively affecting their education.

### **High School & Middle School Attendance**

Parents are requested to call the school either in advance or on the day of the absence if a student is to be absent from school. **A written excuse is required from the parent or guardian upon the students return to school for any absence.**

The school will accept the parents' prerogative to have a son or daughter excused at their request. However, if the student exceeds the maximum number of absences allowed (8 days per semester), no credit shall be given for said class until all of the hours missed are made up. Students may make up their missed time during zero hour, eighth hour, Friday school, or summer school. Absenteeism attested as necessary by medical authority or by the principal in cases involving discretionary circumstances are not counted toward the 8 days.

### **Discretionary Circumstances**

Illness/Family Funeral/Emergencies -- **Illnesses, family funerals, and emergencies are excused absences when accompanied by a written note from a parent, nurse, or doctor.** These excuses are subject to the following limitations: a doctor's written

excuse is required after five consecutive days of illness and after 10 cumulative days of illness per year.

Special Leave -- Approved absence may be granted by the principal for **prior** approved, pre-arranged family trips. This provision will allow families to participate in special occasion activities with the cooperation of the school.

#### Unexcused Absences

Any absence that is not approved or excused by the school will be considered a truancy.

Truancy Examples.

- a. Leaving school without permission or checking out at the office.
- b. Being present in school but failing to attend class.
- c. Obtaining permission to go to a certain place but failing to report.
- d. Excused by the principal

Due Process. Students who exhaust their approved leaves will be given a due process hearing with the principal. The student's attendance record will be reviewed in this conference and the principal may grant exceptions for special cases and/or a "Performance Agreement" to ensure future attendance.

High school attendance will be based on each individual class period.

It is the student's responsibility to arrange to make up class work missed during an absence. He/she will be allowed a reasonable length of time to make up the work missed during the absence.

#### **TARDY POLICY**

K-12 students arriving at school late must sign in at the office.

Excused tardies are allowed under the following circumstances:

- a. Another teacher and/or principal has delayed the student.
- b. The parent has notified the school of an emergency.
- c. The bus is late.

All other tardies will be handled in the following manner: Any student more than 10 minutes tardy to school will be subject to (1) hour detention after school. Three tardies to the same class will result in (1) hour detention afterschool. Repeated offenses will result in an additional (1) hour of detention afterschool, a parent notification, and if necessary a letter to the Board of Trustees and the County Attorney.

#### **TRUANCY POLICY**

If a student is absent from classes for any part of a day without his parents' and the school's permission or if a satisfactory explanation cannot be made to the principal, the

student is truant. Truant students will serve (1) hour of detention afterschool for each class period in which the student was truant.

Any student having five (5) or more trancies in any one (1) school year shall be considered a habitual truant and will be reported to the Board of Trustees and the County Attorney in accordance with state law.

**ALL FINAL DETERMINATIONS OF INTERPRETATION OF THE HANDBOOK WILL REST WITH CAMPUS ADMINISTRATION.**

### **RETENTION**

Please refer to district policy IKE.

### **INSURANCE**

An accident insurance policy is arranged by the district covering accidental injuries sustained by students while under the supervision of the school authority. The coverage will not duplicate the benefits available from other coverage in force that covers the accident but will supplement the coverage already in force. Claim forms and filing instructions are available at the school. While insurance has been provided/arranged for students, this does not mean the District will pay for those items not covered by that insurance. Parents need to be advised that this insurance may or may not cover all remaining medical expenses.

### **HIGH SCHOOL CURRICULUM**

The following classes are offered at Little Snake River Valley School:

Agriculture Education I, II, III, IV, Art, Word Processing, Accounting I and II, Introduction to Business, Business Law, Economics, Speech, Advanced Speech, English 9, English 10, English 11, College Preparatory English, Types of Literature, Health and Physical Education, Health/Fitness, Lifetime Sports, Algebra 1, Geometry, Algebra 2, Pre-calculus, and Calculus, Music, Annual, Independent Study (Newspaper), Earth Science, Biology, Chemistry, Physics, Advanced Biology, Environmental Science, Environmental Chemistry, World Geography, American History, American Problems, American Government, Psychology, Spanish I and II, and School-to-Work.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Fifty (50) credits will be the minimum number of credits needed for graduation. Each student will have the opportunity to earn fifty-six (56) credits during his/her four years of high school. (1 semester = 1 credit)



The credits needed for graduation beginning with the class of 2018 are as follows:

- 8 credits of English (4 years)—Eng. 9, Eng. 10, Eng. 11 & elective
- 6 credits of Math (3 years)—Algebra 1 , Geometry, Algebra 2 and elective
- 6 credits of Science (3 years)—two biological and two physical (Chem, Phys., Earth Sci)
- 6 credits of Social Studies (3 years), including American History, American Government, Economics, and World History/Geography.
- 4 credits of health and physical education (2 years)
- 2 credits of word processing (1 year)
- 2 credits Fine Arts (Music, Art or Drama)
- 2 credits Foreign Language
- C.P.R. Cardiopulmonary Resuscitation is required for graduation. (Given to seniors)

### Hathaway Scholarship High School Requirements for 2016 and Beyond

#### Provisional Opportunity Level (\$800/semester) HS GPA: 2.50 ACT: 17 OR WorkKeys: 12

Beginning with the class of 2013, high school students must meet the following requirements for the Provisional Opportunity Level scholarship:

- Math – Students must meet H.S. graduation requirements which must include at least two years of Algebra I; and/or Algebra II; and/or Geometry.
- Language Arts – Students must meet High School graduation requirements.
- Science – Students must meet High School graduation requirements.
- Social Studies – Students must meet High School graduation requirements.
- Foreign Language/Performing Arts/Career Vocational – Students must pass two or more years in at least ONE of the subject areas.

#### Opportunity Level (\$800/semester) High School GPA: 2.50 ACT: 19

Beginning with the class of 2011, high school students must meet the following requirements for the Opportunity Level scholarship:

- Math – Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved Additional Math Course.\*\*
- Language Arts – Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include Reading, Writing, Listening, and Speaking.
- Science – Students must complete four years of Science, three of which shall satisfy H.S. graduation requirements.
- Social Studies – Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions.
- Foreign Language/Performing Arts/Career Vocational – Students must pass two or more years in at least ONE of the subject areas.

#### Performance (\$1200/semester) or Honors Level (\$1600/semester)

Performance – High School GPA: 3.0 / ACT: 21

Honors – High School GPA: 3.5 / ACT: 25

Beginning with the class of 2013, high school students must meet the following requirements for the Performance & Honors Level scholarships:

Math – Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved Additional Math Course.\*\*

Language Arts – Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include Reading, Writing, Listening, and Speaking.

Science – Students must complete four years of Science to include any of the following courses and an approved Additional Science Course: Physical Science, Physics I, Physics II, Chemistry I, Chemistry II, Biology I, Biology II, Geology I, Computer Science I. \*\*

Social Studies - Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions

Foreign Language/Performing Arts/Career Vocational – Students must pass two or more years in at least ONE of the subject areas.

*Hathaway Scholarship Information available from the Wyoming Dept. of Education website--<http://www.k12.wy.us>*

### **College Courses**

Before enrolling in college courses students need to consult with Mr. Mark Gillies and Mr. Joel Thomas about their eligibility. Students must also understand that when taking dual enrollment courses the grade they receive in the college course will go on their high school transcript, and will affect their GPA. High School students interested in taking courses for dual credit will be subject to the following guidelines.

**LSRV Students who are juniors and seniors with a cumulative GPA 3.0 and higher** are eligible to take WWCC classes (concurrent/On-Campus OR dual enrollment /Off-Campus) if:

1. they are currently earning C's and above in all of their current HS and/or college\* classes
2. Their lowest grade for the quarter/semester prior was a C

**LSRV Students who are juniors and seniors with a cumulative GPA lower than 3.0** are eligible to take WWCC classes (dual enrollment /Off-Campus) if:

1. They enroll in and pass with a C or higher both "Online Learning" and "Student Success"
2. Are currently earning C's and above in all of their current HS and/or college\* classes
3. Their lowest grade for the quarter/semester prior was a C

**LSRV Students who are juniors and seniors with a cumulative GPA lower than 3.0** are eligible to petition for approval to take concurrent (on campus) courses taught/and or facilitated by a LSRV teacher on campus at Little Snake River

Valley School. If they do not pass the course with a “C” or higher, they will need to take “Online Learning” and “Student Success” before enrolling in other courses.

**LSRV Students who are 16 and a sophomore** can take the WWCC “Online Learning” and/or “Student Success” class during after school hours or during the summer. If successful, they are eligible to enroll in other courses according to the Jr/Sr. guidelines above.

**\*If an LSRV student does not earn a “C” or higher in any WWCC class**, in addition to paying the Higher Ed Center for the course, they will likely be required to take a semester of only HS classes and meet eligibility requirements above before they can enroll in WWCC classes again.

### **Credit and Scheduling**

1. If you take classes that are not recommended for your grade level, scheduling during future years may be difficult.
2. If you retake a class for a higher grade, you will only receive credit one time, and the higher of the two grades will be used to calculate your GPA.
3. In addition, you should consider the impact of taking classes that are graded on a S/U basis such as School-to-Work, or specially arranged tutoring classes. You will receive credit, but the class will not be used to calculate your grade point average.

### **Early Graduation**

It is the policy of the Board of Trustees that eight (8) semesters of high school education is the basic requirement for graduation.

In certain instances, a student and his parents may find it necessary to consider graduation at the end of the seventh semester. Where there is a need, graduation at the end of the first semester of the senior year will be allowed, provided that the parents and the student make application to the principal and that the request is approved by the Superintendent. The application may be obtained from the principal. To be eligible for early graduation, a student must have fulfilled all academic requirements for graduation from the high school. Students graduating early will not take part in any school functions after the seventh semester, but they may participate in the graduation ceremony if all other expectations of the school are met.

A secondary school student or parent may request, in writing, to the school administration to have the student's name, address and telephone number not be released to higher education officials and/or military recruiters.

### **GRADING PERIOD**

The grading period of Little Snake River Valley Schools shall be on a nine week basis. Parents or guardians of any pupil performing below the pupil's expected ability to perform shall, at the end of each four-and-one-half week period, be informed by means of a written slip which will indicate the current status of the student's performance.

Teachers may send notices to parents at any time should the situation warrant it. Teachers are encouraged to contact parents at all times and to set up a parent conference when appropriate.

Updated electronic grades are posted weekly for parents and students to access through their personal computer. Passwords are available upon request from the school office.

Parent/Teacher Conferences are held at the end of the first nine weeks and at the end of the third nine weeks.

Students who receive a grade of D in any class may repeat that class for no additional credit, but will receive the better of the two grades. Students who receive a grade of F in any class may repeat that class and receive credit if a higher grade is earned. Students who receive a grade of INCOMPLETE will have 10 school days to convert the grade to a letter grade.

#### **Semester Tests:**

Grades 9-12 will be required to take a semester test in each class at the end of each semester. A modified schedule will be in place to assure appropriate time. The semester test will count as 20% of their semester grade.

### **GRADING SCALE**

The grading scale for LSRVS is recommended as follows:

A =	90 - 100
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 & below

### **DROP/ADD POLICY**

If a student desires to change a class after the beginning of the semester, the change must be pre-approved by the counselor. A drop/add slip must be signed by the relevant

teachers and submitted to the counselor. Class changes are allowed only if class enrollment allows and if sufficient need exists. Changes must be completed within the first 10 days of the semester, unless approved by the principal. Classes dropped after the 10 day period are considered a withdrawal and a “W” will appear on the official transcript. Although a “W” is not factored into the cumulative GPA it may be considered negatively for Valedictorian or scholarship purposes.

### **HONOR ROLL AND NATIONAL HONOR SOCIETY**

The honor roll will be announced at the end of each nine-week grading period and at the end of the semester. A student must have a 3.50 grade point average to qualify. Membership in the National Honor Society is based on the national constitution and local guidelines. Copies of the local guidelines may be obtained from the principal or NHS sponsor.

### **HIGH SCHOOL AND MIDDLE SCHOOL LOCKERS**

6th, 7th, 8th and High School students will be assigned a locker at the time of enrolling for the current school year.

Each physical education student that dresses out for physical education will be assigned a lock and locker in the locker room.

Students are encouraged not to leave articles of value or money in their lockers even if the lockers are secure. The school does not assume responsibility for monies and valuables that have been lost or stolen. Lockers are the property of the school and may be inspected at any time by school officials with reasonable suspicion of some infraction.

### **HOT LUNCHESES**

The lunch period for all students is approximately 20 minutes daily. Hot lunches are available to all students. The cost of lunches are as follows: Kindergarten through Fifth Grades \$2.50; Sixth through Twelfth Grades \$2.75; and Adults \$4.00. One milk is served with lunch; and, additional milk is .45 cents. Payment for lunches will be required prior to your child eating. Breakfast is also served in the mornings. The cost for breakfasts are as follows: Kindergarten through Fifth Grades \$1.60; Sixth through Twelfth Grades \$1.85; and Adults \$3.00. One milk is served with breakfast; and, additional milk is .45 cents. There will be no charging allowed. When the child’s account has two lunches left in it, a printout will be sent home notifying the parents of the account status. Parents can check the status at anytime and sign up for email notification on Power School.

The District has a free- or reduced-lunch program and applications are available at the Office.

Proper conduct in the cafeteria is very important. The following is expected in the cafeteria:

1. Walk to the cafeteria.
2. Refrain from shoving or cutting ahead of others while waiting in line.
3. Practice good table manners.
4. After eating lunch all trays, utensils, and trash are to be taken to the proper counter.

## **DANCES**

All dances will be chaperoned by the sponsor of the organization sponsoring the dance. Students must be academically eligible in order to attend school dances. Any person leaving any of these dances will not be allowed to re-enter the dance. High school dances are open to Little Snake River Valley High School students and invited guests approved by the principal and the sponsor prior to the dance. Guests must be escorted by the student who invited the guest. Determination of appropriate formal dress is left to the discretion of the sponsor(s). Middle school students and students 19 and older are not allowed at high school dances.

Sixth, Seventh and Eighth Grade dances are open to students in the Sixth, Seventh and Eighth Grades and invited guests approved by the principal and the sponsor prior to the dance. Guests must be escorted by the student who invited the guest. High school students are not allowed at middle school dances.

## **STUDENT CONDUCT**

Carbon County School District One prepares young people for life in a complex society, helping them to recognize the responsibilities implied by the privileges of that society. The board believes that most students know what is right and what is wrong. Young people do need guidance to realize their responsibilities. Students are to be counseled on aspects of their behavior that is disruptive to themselves and others.

**BOARD RULES:** The Board has established the following rules on student conduct which must be observed by students and enforced by all principals and staff:

1. **ATTENDANCE.** All students are expected to be in daily attendance in accordance with state law and Board Policy except when properly excused by lawful authority.
2. **DANGEROUS ACTIVITIES.** Any activity on school property and at school activities that would be clearly detrimental to the educational welfare, safety, and/or morals of other pupils is prohibited.
3. **ALCOHOL AND DRUGS.** The possession or consumption of and/or being under the influence of alcohol or illegal drugs, shall not be tolerated on the grounds, in the school building or at any school-sponsored activity. Law enforcement will be contacted if a student violates this law.
4. **POSSESSION OR USE OF TOBACCO IN ANY FORM.** There will be no possession, smoking or use of tobacco in any form in any school building or on the

school grounds, in the school buildings, or at any school-sponsored activity. There are no designated areas for smoking or use of tobacco (Drug-Tobacco Free Campus). Law enforcement will be contacted if a student violates this law.

5. **DISRUPTIVE CONDUCT.** Conduct which materially and substantially interferes with the education process of the school is strictly prohibited.
6. **DISPLAY OF AFFECTION.** Any public display of affection violating generally accepted standards of conduct within the community shall not be tolerated in school buildings, on the grounds, or at any school-sponsored activity.
7. **DRESS AND APPEARANCE.** Dress and appearance shall be proper and in good taste and of such nature so as not to materially and substantially interfere with or disrupt the operation of the school.
8. **COOPERATION WITH SCHOOL PERSONNEL.** Students must obey the lawful instructions of all school district personnel at all times while on school property or attending school-sponsored events. Otherwise, students are guilty of willful disobedience.
9. **OFF-CAMPUS EVENTS.** Students at off-campus events which are school-sponsored shall be considered to be under the rules and authority of the school officials. Failure to obey any lawful instructions of any school authority will automatically result in loss of eligibility to attend such events and be subject to other appropriate disciplinary action.
10. **DEFIANCE.** Defiance shall mean a standing-up against authority and refusing to recognize or obey it, openly resisting, disobeying, or challenging authority.
11. **CRIMINAL ACTS.** The commission of or participation in any criminal acts in school buildings, on school property, or at school-sponsored events is strictly prohibited. Disciplinary action will be taken by the school regardless of whether or not legal charges are filed by county officials.
12. **CRIMINAL ACT-DEFINITIONS.** Conduct and activities prohibited under the laws of the State of Wyoming include, but are not limited to the following:
  - a. **ARSON.** The intentional setting of fire.
  - b. **ASSAULT AND BATTERY.** The rude, insolent or angry, unlawful touching of another person.
  - c. **BOMB THREATS.** Use of the telephone, the U.S. mail, or any method of communication to threaten, intimidate or harass any person or to threaten to inflict injury or physical harm to property of person(s).

- d. BURGLARY. Intentionally entering or attempting to enter property without the consent of the person in lawful possession and with the intent to steal or commit a felony.
  - e. ILLEGAL EXPLOSIVES. Explosives are not permitted on school property or at school-sponsored events.
  - f. EXTORTION, BLACKMAIL, COERCION. Obtaining money or property by violence or threat of violence of forcing someone to do something against his/her will by force or threat of force.
  - g. FIREARMS AND/OR DANGEROUS WEAPONS. Firearms and/or dangerous weapons are prohibited on school property and at school-sponsored events.
  - h. LARCENY. Feloniously stealing the personal property of another person.
  - i. MALICIOUS MISCHIEF (VANDALISM). Malicious or mischievous and willful damage to or destruction of property of another person.
  - j. ROBBERY. Forcible and felonious taking from another person any article of value by violence or threat.
  - k. SALE, USE, OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS. The sale, use, or possession of alcoholic beverages or illegal drugs is prohibited on school property and at school functions.
  - l. TRUANCY. Absence from an assigned station when required without a reason acceptable to school authorities.
  - m. UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITY. Interfering with administrators or teachers by intimidation or threat of force or violence.
13. Any student found in violation of the above rules shall be subject to disciplinary action, including, but not limited to, probation, restrictive probation, suspension and/or a hearing before the Board of Trustees or some other disciplinary action or expulsion.

**SCHOOL RULES:** Each principal shall have the authority and responsibility to develop rules of conduct for his/her own school in line with the above rules. The Board desires that schools be operated on the basis of broad general rules and not by minor rules governing the action of the students in every detail. However, the determiner of this course shall be the students themselves; should their actions prove they cannot or will not act as responsible persons, then such rules and regulations as necessary shall be developed and enforced.

- 1. Each student is responsible for helping maintain an atmosphere for learning and for representing the school in a worthy manner at all school functions. Students are urged to develop high standards of personal conduct, to comply with the authority of teachers and administrators, to obey school rules, and to dress appropriately and maintain habits of personal cleanliness in school and school sponsored activities.



2. Smoking and/or chewing of tobacco by any student is prohibited in all areas of the school, school property, and during school activities. Any student found smoking or chewing tobacco shall be subject to probation and/or suspension or other disciplinary action as determined by the principal.
3. Students are reminded to refrain from public display of affection at school, any offensive or vulgar language or symbols, fighting on school grounds or at school functions, and from running or creating a disturbance in the halls and restrooms. A student doing any of the above will be subject to disciplinary action as determined by the principal.
4. At athletic events, students and fans are expected to show the same good sportsmanship and courtesy expected of the participants on the athletic teams. At all times, students are to show the best possible courtesy to visiting teams and fans. Students attending games are expected to watch them and not run around school. Any student unable to meet these expectations during these events will be dismissed from the school area to go home. If appropriate, the student will be referred for further disciplinary action by the principal.
5. Assemblies and programs are planned to promote education and school spirit. They are a privilege and conduct at all times should be appropriate to the type of program being presented. Pep assemblies are for the purpose of creating spirit and interest in the athletic events of our school. All other assemblies are for the education and enjoyment of everyone. Individual conduct should not be such that it disturbs others; otherwise, the individual or individuals will be excluded from all future assemblies and/or other disciplinary action as determined by the principal.
6. It shall be the policy of the Little Snake River Valley Schools that clothing be appropriate and in good taste. Students are expected to maintain a manner of dress and appearance that will not reflect discredit to either the school or the family. Clothing with abusive language or symbols is not a credit to the Little Snake River Valley Schools. Hats or caps will not be worn in the building at anytime by boys or girls. Bare midriiffs, spaghetti straps, muscle shirts or spandex shorts will not be permitted unless worn under other clothing. Hats, caps and coats will be removed upon entering the school building and placed in your lockers. Clothing, accessories, and including shoes, worn by students will allow for safe and active participation in all school activities.
7. Students who drive cars to school are asked to obey all usual traffic regulations and good driving procedures. Students should park on the west side of the building. **Driving privileges or open-campus privileges of the individual will be at the discretion of the principal. All trash will be picked up daily.**

8. Students in possession of or using fireworks on school properties will be subject to suspension and/or probation. Serious injuries resulting from the use of fireworks may result in other disciplinary action by the principal, or a recommendation for expulsion before the Board of Trustees.
9. The throwing of snowballs is prohibited on school grounds.
10. A student proven guilty of a theft while under school supervision shall be subject to suspension and/or police arrest. Disciplinary action shall be left to the discretion of the administrator and shall be based upon the seriousness of the crime. The person who committed the theft shall be responsible for any restitution for financial loss or damage resulting from the theft.
11. Any student found guilty of behavior which is in the nature of continued willful disobedience of school personnel; behavior which is clearly detrimental to the welfare, safety and morals of other students; harassment, torturing, tormenting or abusing a student or in any way maltreating a student or teacher with physical violence will be subject to suspension and/or other disciplinary action as determined by the principal.

**ALL FINAL DETERMINATIONS OF INTERPRETATION OF THE HANDBOOK WILL REST WITH CAMPUS ADMINISTRATION.**

### **SCHOOL BUS RULES**

1. The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.
2. The driver of a school bus shall be responsible for the safety of the students of his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and the principal of the school if any student persists in violating the established rules of conduct.
3. After due warnings have been given to the student and to his/her parents, the principal may withhold the privilege of riding the school bus from the student.

## **FOUR LEVELS OF INAPPROPRIATE BEHAVIORS**

### **LEVEL IV: SAFE ENVIRONMENT**

**Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:**

- Weapons (possession, threat, or use of)
- Theft
- Fighting-assault or battery of any kind
- Instigating a fight, coercing others to fight
- Intimidation/extortion/threat/harassment
- Gross disrespect toward an adult or student
- Defiance
- Alcohol/Drugs (possession, sale, or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Gambling
- Vandalism
- Filing a false emergency report or false fire alarm
- Tobacco (possession or use of)
- Possession of incendiary devices, fireworks, lighter, matches

### **LEVEL III: ORDERLY ENVIRONMENT**

**Behaviors that are not intended to cause physical or mental harm to another individual are not illegal, but do negatively affect an orderly environment.**

**Examples are:**

- Disruptive behaviors in the hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors at a school activity
- Disruptive behaviors before or after school
- Encouraging a fight by providing an audience
- Truancy/Skipping/Tardiness
- Solicitation (selling unauthorized items at school)
- Inappropriate literature/language
- Inappropriate display of affection
- Dress code violation
- Defiance of authority/Insubordination

### **LEVEL II: PRODUCTIVE CLASSROOM ENVIRONMENT**

**Behaviors that occur in the classroom or hallway and interfere with the learning of others. In some extreme instances these may be treated as Levels III or IV. Examples are:**

- Failing to follow reasonable request of the teacher
- Talking out
- Horseplay
- Disturbing another student in any way
- Being out of set without permission
- Showing disrespect/defiance
- Improper use of equipment
- Profanity
- Cell Phones, Radios and CD Players are not allowed

**LEVEL I: PRODUCTIVE PERSONAL ENVIRONMENT**

**Behaviors that occur in the classroom and affect only the misbehaving student. Examples are:**

- Not having appropriate equipment
- Sleeping
- Being off task, but not disturbing others
- Failure to turn in homework/failure to complete assignments
- Possession of nuisance items (iPod, cell phone, electronic games, cards, etc.)
- Littering

**POSSIBLE CONSEQUENCES**

The following are the consequences used in this school in order of severity from minimum to maximum. Athletic/Activity participants may face additional consequences as a result of their behavior, please check with the coach/sponsor for this information.

Least Severe

- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal reprimand
- Informal talk
- Isolation
- Teacher-Parent conference
- Behavioral contract
- Referral to the principal
- Work Detail
- Principal-Teacher-Parent conference
- Restitution
- Detention
- In-School suspension
- Removal from the bus

- Suspension from school related activities
- Out-of-School suspension
- Referral to local agencies (i.e., police)
- Referral to alternative district programs
- Long-Term suspension
- Expulsion for the remainder of the year
- Expulsion for 150 days

**MOST SEVERE**

**NO TOLERANCE BEHAVIORS**

Possession of weapons, illicit drugs/alcohol, fighting, violence toward others, smoking or use of tobacco in any form will not be tolerated and will result in immediate and severe consequences. Defiance, disrespectful behavior and foul language will also not be tolerated.

**ADMINISTRATIVE DISCRETION**

1. Anything not covered in the policies of the Wyoming Education Code of 1969 as amended, the School Board policies, or specifically dealt with in this handbook will be handled in a fair, reasonable and consistent manner by the principal. Combined breaking of rules, such as truancy, willful disobedience and swearing, could receive combined penalties as determined by the principal.

**DEFINITION OF TERMS**

**Detention:** The student is required to spend time after school in a supervised situation.

**Probation:** May include a verbal or contractual agreement between the student and the principal which includes conditions for expected behavior for a period of time along with defined consequences for violation of expectations.

**Restrictive Probation:** A student is forbidden to attend or participate in school activities before or after school, that is participation or observation of athletic events, plays, dances, concerts, class related activities, or other school events will not be allowed. A student guilty of a serious offense when he/she is on restrictive probation will be recommended for expulsion before the Board of Trustees.

**Suspension:** There are two types of suspension, in-school and out-of-school suspension. A student who is suspended may not participate in or attend any school activity nor be present on school premises after 3:55 p.m.

1. **In-School Suspension:** The student is allowed to do his school work in a designated area and receive credit for the work, but the student is not allowed to attend class.
2. **Out-of-School Suspension:** A student is not allowed to attend classes during a specified period.

3. The principal may suspend a student for ten (10) days or less. A suspension of more than ten (10) days requires the action of the Board of Trustees.

Expulsion: The removal of a student from school by the Board of Trustees.

### **STUDENT DUE PROCESS**

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

The basis of good discipline and the exercise of disciplinary authority rests on the concept of consistency and fairness.

Every effort shall be made by administrators and faculty members to resolve problems of students through effective utilization of School District resources in cooperation with the students and their parents or guardians.

Every student shall be given an opportunity to contest facts and circumstances which may lead to disciplinary action of that student, or to contest the appropriateness of that action imposed by any disciplinary authority at whatever level.

1. **Ordinary Discipline:** Any student, parent or guardian of that student who believes that the ordinary disciplinary action taken against that student is unfair or unjust shall have the right of appeal to all echelons in the School District, including the Board of Trustees. Ordinarily this method of appeal begins with a conference with the teacher; then to the assistant principal or principal of the school involved; then to the central office; and, if satisfaction is not gained, then to the Board of Trustees.
2. **Suspension and Expulsion:** In all instances of suspension and expulsion, the District shall follow the procedural rules and regulations that have been adopted by the Board of Trustees in accordance with the Wyoming Education Code of 1969 as amended and hearing procedures which have been filed with the Carbon County Clerk.

If a disciplinarian has reasonable cause to believe that a student's conduct presents one or more grounds for suspension or expulsion, then the following procedure will be followed:

1. The disciplinarian shall give the student either oral or written notice of the charges against him/her and a full explanation of the evidence which the school authorities have to support the charges.
2. The disciplinarian shall give the student an opportunity to be heard and to present the student's version of the charges and the evidence to support that version. This

opportunity must be given as soon as practicable after the alleged misconduct has occurred, subject to the conditions set forth in #3 below.

3. If the student's presence in school endangers persons or property, or threatens disruption of the academic process, then the opportunity to be heard does not need to be given immediately to the student; instead, the student may be removed immediately from school. After such immediate removal from school, the student must be given the opportunity to be heard as soon as practicable and not later than 72 hours after the student's removal, not counting Saturdays and Sundays.
4. In every case the disciplinarian shall send written notice of the student; suspension (which shall include all salient information concerning the misconduct, evidence supporting the suspension, grounds for the suspension) to the student's parents, guardians, or custodians, as the case may be within 24 hours after the decision to suspend the student has been made by the disciplinarian.

(Authority for the above and foregoing guidelines is found in Section 21-4-305 and 21-4-306, Wyoming Statutes as amended).

### **CHANNELS OF COMMUNICATION**

The school recommends that, if a problem should arise between a staff member and a student or the parent, the student and/or parent should first contact the teacher involved. If satisfaction is not met with the teacher, the student and/or parent should contact the principal. In a sport situation, the activities coordinator should be contacted prior to the principal. If satisfaction is not met at this level, the parent then contacts the Superintendent. If satisfaction is not met at this level, the student and/or parent's next step would be to request a meeting with the Board of Trustees.

### **PRESCHOOLERS**

The use of playground and/or equipment by preschoolers requires parental supervision. The playground and/or equipment may not be used by preschoolers when they are in use by school children.

### **USE OF TELEPHONE**

There is a public telephone in the hall near the office primarily for the use of students. The telephones in the office are maintained for business purposes but may be used by the students in an emergency, after they have gained permission. *Except in an extreme emergency, a student will not be called out of class to receive calls. The caller will be asked to leave a message and the student can then contact the caller during lunch period or after school. Cell phones are allowed in school; however, they are not to be a distraction to the education of any student. All cell phones that are taken away are to be brought to the office. On a first offense the student may have their phone back afterschool, on the second offense a parent will have to come and pick up the phone,*

*and a third offense in the same school year will result a the phone being locked in the school safe until the end of the school year.*

### **BOOKS AND EQUIPMENT**

With a few exceptions, books and equipment are supplied to students for their use at no cost. Although books and equipment are not paid for directly by each student or by his/her family, the cost is borne indirectly by all and represents a part of the tax dollar. Therefore, common sense dictates that books and equipment which may be used year-after-year should be cared for by students and made available for the next group of students.

Replacement value for any book or equipment which is lost may be charged to the student before new equipment or books are issued. Payment may be assessed at any time if it becomes evident that students are not caring in a reasonable manner for the materials issued them.

Athletic uniforms and practice gear are provided by the school in some instances. The students are required to wear this clothing only at practices and/or games. If the clothing is lost or stolen, the student will be required to pay for the cost of replacement.

Every student will check out of school at the end of the year as instructed, and all financial obligations must be paid before final grades are issued. Transcripts will not be sent to other schools unless the student has met all financial obligations and checked in his/her books and equipment.

### **SCHOOL PROPERTY**

The school and the students are judged somewhat by the way school property is kept. This includes the streets, the lawns, parking lots, buildings and furniture in the classroom. Students are urged not to throw trash of any nature on the grounds, in the rooms, or in the halls. Students who willfully deface or destroy school property will face disciplinary action and will pay for any damage done. School property is public property paid for by the taxpayers of the School District. Good care of school property is one of the best evidences of good school citizenship.

### **MISCONDUCT DURING THE LAST PART OF A SEMESTER**

Students who violate rules during the last weeks of school will be subject to having disciplinary action carried into the next school year, or be subject to alternative discipline. Students who violate rules at the end of the first semester may have their disciplinary action carried into the second semester.

### **REVOCAION OF PRIVILEGES FOR SENIORS**

Seniors guilty of violations which are less serious than those which require a board hearing may be subject to losing graduation ceremony privileges and/or loss of other privileges.



## **FIRE DRILLS**

A plan of evacuation has been developed for the building in case of fire or other emergency. Copies of this plan are posted throughout the building. Each student should know which exits are to be used for each part of the building. When the alarm is sounded, students should move out of the building in an orderly manner. During an evacuation, the students are under the supervision of the instructors present and should move away from the building but remain in a group.

## **EMERGENCY CLOSINGS**

The responsibility for dismissal or cancellation of a school day is exclusively that of the Superintendent. Notification will take place through normal channels.

Suitable arrangements for rural students who cannot safely be sent home will be made in Rawlins or Baggs.

Little Snake River Valley School will utilize the school messenger system to contact parents in case of emergency and/or school closing. It is imperative student phone contact number be updated in the school office.

The local news and social media will be used to inform patrons of the district in the event school has to be called off or dismissed early.

If rural conditions are materially different and represent a serious hazard in the view of a bus driver, he or she may contact the Superintendent for instructions.

## **VISITORS**

Visitors are welcome to our school at any time, and arrangements to visit must be made in the office prior to the beginning of school on the day of the visitation. All visitors to the school during the school day must report to the principal's office.

## **MEDICATION**

It is the policy of Carbon County School District One that school employees will not administer any medication, prescription or non-prescription, to students without written permission and without the procedures set forth in District policies JHCD-E and JHCD-R.

## **SCHOOL SONG**

The school song is sung to the tune of "Washington and Lee Swing."

"Oh every Rattler team is quite a treat; they're just a hundred per from head to feet. They've got the style, the smile, the winning way. And everywhere you go, you'll recognize the team and say, well there's a team I'd like to know. They've got that good Ol' Rattler Pep and Go, and just to cheer for them is quite a treat, it's hard to beat a Rattler team, HEY!"

## **CO-CURRICULAR ACTIVITIES**

To supplement the course offerings, a variety of co-curricular activities are offered in our schools. Requirements for participation in the co-curricular activities are listed in the Co-curricular Section. Activities available for students include:

1. Elementary students (K-5): Academic/Science Fairs, Field Day, Class Officers.
2. Sixth, Seventh and Eighth Grade Students: Academic/Science Fairs, Football, Basketball, Volleyball, Track, Dances, and Class Officers.
3. High School Students: FFA, National Honor Society, Music Concerts, Art Show, Football, Volleyball, Basketball, Track, Science Fairs and Symposiums, Class Activities, Student Council, and Science Club.

Co-curricular activities at Little Snake River Valley Schools are governed by the following rules, regulations, and policies:

1. Carbon County School District One's Student Behavior Code for Interscholastic Activities
2. Wyoming High School Activities Association's (WHSAA) Rules and Regulations
3. Little Snake River Valley School's Co-curricular Policies

It is the school's intent that this section should clarify the responsibilities required of the students involved in the different programs. Students will be expected to make a commitment to all the rules and regulations. Hopefully, it will encourage those involved to continue the excellent effort that has made our program one of which we are all proud. Both students and parents should read and discuss the expectations required of the student when he or she participates in co-curricular activities.

## **CARBON COUNTY SCHOOL DISTRICT ONE - STUDENT BEHAVIOR CODE FOR INTERSCHOLASTIC ACTIVITIES.**

It shall be the policy of the Board and administration that rules of training, dress, and conduct be established for all activities of an interscholastic nature. These rules must be written and agreed to by the principal, coordinator of co-curricular activities, coaches and sponsors involved. They include the following:

1. A standard of eligibility consistent with Wyoming High School Activities Association rules.
2. A no-drinking, no-tobacco policy.
3. Such other regulations as may specifically apply to the activity involved.
4. No person under violation of any policy may participate.

Although, the primary responsibility of outside supervision resides with the parent, it shall be the duty of the principal to see that each parent or guardian of the participant is notified of the above policy and his or her cooperation solicited.

Coaches and supervisors shall make no exceptions in the enforcement of rules set forth. All reasonable means of supervision shall be employed and reports of rule violations shall be rigorously, fairly and impartially investigated.

### **WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION (WHSAA) HANDBOOK**

The WHSAA regulates interscholastic high school activities in an attempt to eliminate excesses and abuses of over-enthusiastic promotion which accompanies unrestricted interscholastic activities. Copies of the WHSAA Handbook are available in the principal's office, the activities coordinator's office, and online at [whsaa.org](http://whsaa.org).

### **LITTLE SNAKE RIVER VALLEY SCHOOLS CO-CURRICULAR POLICIES**

To participate in any co-curricular activity a student must be academically eligible and must follow the "Absence From School Policy". If that activity should take the student out of town he or she must be familiar with the policy concerning "Returning From Activities" and the policy concerning "Riding in Private Vehicles While on School Sponsored Trips". The student must also abide by any additional requirements set forth by the club and/or the sponsor.

If a student participates in an interscholastic sport, he or she must have a physical, must be academically eligible, must follow the "Absence From School Policy", must follow the "Nine-Day Practice Rule", must follow the "Training Rules", must be familiar with the policy concerning "Returning From Activities", and the policy concerning "Riding In Private Vehicles While on School Sponsored Trips". The student must also abide by any additional requirements set forth by the coach or sponsor.

Academic Requirements: - All students are reminded that the classroom is the primary focus. Co-curricular activities offered at Little Snake River Valley Schools are in addition to academics.

Middle School and High School Eligibility – In middle and high school, the eligibility to participate in co-curricular activities (Co-curricular activities are not limited to athletics; they also include any competitive or extra school event ie: Science Fair, History Fair, FFA Convention, Spelling Bee, Prom and other school dances, etc.) will be determined on a weekly basis, using the following guidelines:

1. Students must be passing all courses with a (D) or better in order to be eligible without restriction.
2. Students with one (F) will be on probation for one week, and if they still have an (F) in any class the following week, they will be ineligible for at least one week or longer until they can show all passing grades, no F's.

3. If a student has 2 or more (F)'s, they are immediately ineligible and will remain ineligible until they are passing all of their classes when their weekly grades are pulled.
4. Grades will be pulled on Wednesday mornings each week and students and parents will be informed if a student is ineligible or on probation.
5. Students with any D's or F's on their weekly grade report are RECOMMENDED to attend Friday school from 8:00-11:00 am. Students with Friday school slips are REQUIRED to attend Friday school unless other arrangements have been made with the Friday school slip teacher and parents. Those students who are given a Friday school slip and do NOT show up for their Friday school time will meet the consequence of attending a combination for four Zero or 8th hours the following week. Zero hour is 7:00-8:00 am and 8th hour is 4:00-5:00 pm.
6. Eligibility is figured on a weekly basis; therefore, quarter grades are used to determine eligibility at the end of each nine weeks. If a student has a failing 9 weeks grade, they will either be on probation or immediately ineligible according to rule #2. IF a student gets a failing grade for the fourth nine weeks, they are ineligible until they have established no F's at the beginning of the first nine weeks of the following fall. The F at the end of the fourth nine weeks carries over week to week in the summer until the student can begin the fall semester and establish all passing grades. When the student demonstrates all passing grades, they will be deemed eligible again after school has started in the fall.

To keep parents up-to-date on student's progress, they will receive reports as follows:

0. Weekly through "Powerschool" and by telephone call from son/daughters' advisor.
1. Halfway between the beginning of the quarter and midterm.
2. Midterm
3. Halfway between midterm and the end of the quarter
4. Quarter grade

Attendance at Co-Curricular Activities - Students must attend school for a **FULL** day in order to PARTICIPATE OR OBSERVE any extra-curricular activity which occurs after school. *Exceptions shall be made for the student excused for non-communicable medical reasons with a note from the physician. A student with a medical excuse must still be in school for 4 hours or more in order to participate in a game or practice that day.*

If a student must miss school in an emergency situation, the principal will review the situation and determine if the student may participate in the co-curricular activities of that day. Each individual case will be judged on its own merit.

It is understood by the school that if a student is sick on Friday, it is possible for the student to get well and attend or participate in co-curricular activities on Saturday.

Returning From Activities - Carbon County School District One requires students who travel on the activity bus to return on the bus. Exceptions will be made for students who bring a note signed by their parents stating that the parents want their children to ride home with them (the parents). Students will only be released to their parents at that event. If an emergency arises concerning this, please contact the principal or activities coordinator.

Riding in Private Vehicles While on a School-Sponsored Trip - While on out-of-town trips, students may not ride in any private vehicle without first obtaining permission from the coach or sponsor.

Minimum Standards - The rules and regulations listed in this handbook are minimum standards and individual coaches or sponsors may add to these rules and regulations. The additional rules and regulations must be approved by the principal. They will be written and given to each student before he or she participates in any activity.

Physical Examination - In order to participate in any of the co-curricular sports, a student must obtain a physical examination. It must be taken sometime after June 1, but prior to the first practice.

Nine-Day Practice Rule - Students must attend practice for nine days before any competition. Football has different requirements please check with the football coach.

Training Rules - Training rules will go into effect beginning with the day of the first practice and will stay in effect until the season ends. Athletes, managers, are prohibited from using the following substances during the season:

ANY ILLEGAL DRUGS

ANY ALCOHOLIC BEVERAGES

ANY FORM OF TOBACCO INCLUDING CHEWING TOBACCO

Possession of these substances may be considered as use. This is the only warning that a student will receive and, if it is determined that one of the above rules has been broken, the offender will be removed from participation in that activity for the remainder of the season.

Coaching Techniques and/or Guidelines - It should be recognized that even though coaches may at times establish different philosophies or approaches to running their particular programs, the goals and objectives for the participants are basically the same. Coaches will determine the starters for a contest and also the playing time for each team member. Coaches' decisions should be based on what is in the best interest of individuals and the team.

If a student has a problem with a coach or sponsor, the student should discuss the problem with the coach/sponsor and then if the problem is not resolved, the parent should make an appointment to meet with the coach and/or activities coordinator and/or principal to see if they can resolve the problem.

No high school athlete will be guaranteed a certain amount of playing time. The playing time will be determined by how much effort is given in practice. At this level, effort is very important. At the seventh and eighth grade level, the coaches will try to play as many athletes as possible.

No athlete is guaranteed trips out-of-town. At times the school is required to limit the number of students allowed to make trips. Also, on some trips, students are required to bring sack lunches from home.

General Misbehavior - Any behavior which in the judgment of the school officials is detrimental to the education, welfare, safety or morals of other students is ground for suspension and/or removal from the activities as well as imposition of other disciplinary measures.

Student Council Elections and Requirements - The Student Council president, vice-president, secretary, treasurer and the class representatives will be elected in the month of May by the student body as prescribed by Student Council constitution. The student body will consist of the eighth, ninth, tenth, and eleventh grades. All candidates must have a grade point average at or above 2.5. Candidates running for the office of president must have a minimum of one year experience in the Student Council. Representation from each class shall be based on population: 1 member from classes with 1-10 students; 2 members from classes with 11-20 students; 3 members from classes with 20-30 students.

Awards Banquet or Assembly - The Annual Awards Banquet or assembly is sponsored by the Student Council. It is a time when high school awards are given. High school students, their families, and special guests are invited.

The Elementary Awards Assembly is in the spring and is held during school time. At this assembly all the awards earned by students in grades Kindergarten through Eighth are presented. Awards given in sports consist of Certificates of Participation. Individual sport awards are not given.

Awards - Following is a list of awards given at past high school banquets and assemblies, with the criterion for each award.

*Art Awards* - Students selected by the instructor receive a certificate.

*Music Awards* - Students selected by the instructor receive a certificate.

*Speech and Debate Awards* - Students selected receive a certificate and medal.

*Business Awards* - Students selected for excellence in classroom work receives awards.

*Outstanding Art Student* - Chosen by the instructor for the student exhibiting artistic talent, consistent working abilities, and having the desire to reach out and learn more about art; not only in the classroom but outside as well. Student selected will receive a certificate and medal.

*Outstanding Music Student* - A gold medal and certificate is given to the outstanding music student.

*Outstanding English Student* - A gold medal and certificate is given to the outstanding senior student in English. Other English awards are given to the best overall grade in each class.

*Outstanding Spanish Student* - A gold medal and certificate is given to the outstanding Spanish student.

*Outstanding Math Student* - Medals and certificates are given to the two students scoring the highest among Little Snake River Valley High School students in the two divisions of the state mathematics contest.

*Outstanding Science Student* - A gold medal and certificate is given to the outstanding science student based on grades in the science class, participation and awards received at fairs and symposiums during the year.

*State Science Fair/History Day Winners* - A plaque is given to students who finish first at the State Science Fair.

*Student Council Members* - Past and present members receive the office pin.

*National Honor Society Members* - Members receive a certificate and pin.

*Volleyball* - The Most Improved Volleyball Player Award goes to a junior varsity or varsity player who has shown the most improvement in skills during the season. The Outstanding Volleyball Player Award is given to the varsity player who has proven that her skills and attitude are a most important part of the varsity team. Players selected to All-Conference teams and/or All-State teams will receive a plaque.

*Boys Basketball* - The junior varsity's Most Valuable Player Award is given to the most valuable player as voted by the coaches. The Sportsmanship Award is given to the player selected by the coaching staff based on his display of sportsmanship on the basketball court during games and practices. The Most Improved Player is selected by the coaching staff and is given to the player who has shown the most improvement over the season. The Hub Duncan Memorial Award is given to the outstanding player on the team and is selected by the coaching staff. Players selected to All-Conference teams and/or All-State teams will receive a plaque.

*Girls Basketball* - The Most Improved Basketball Award is presented to a junior varsity or varsity player who has worked at and has been successful in improving her skills. The Sportsmanship Award is given to the player who has displayed good sportsmanship on the court during games and practices. The Outstanding Basketball Award goes to the player who has been a leader on and off the court and she helped in a total team effort. Players selected to All-Conference teams and/or All-State teams will receive a plaque.

*Football*- Awards will be for an individual player who shows improvement and good sportsmanship through out the season. The Most Improved Football Player Award goes to the player who has shown the most improvement throughout the season. The

Sportsmanship Award is given to the player who has been a leader on and off the field and has helped in the total team effort. The Outstanding Football Player is given to the player who has demonstrated the best skills and attitude over the course of the season. *Track* - The Sportsmanship Award is given to a male or female athlete that has displayed outstanding sportsmanship throughout the season. The Most Improved Track Award is given to the male or female athlete who has trained and improved his or her skills throughout the season. The Outstanding Track Award is given to a male or female athlete who scores the most points at the State Track Meet.

*Female Athlete of the Year* - This plaque is presented to the female athlete who received All-State honors in all three sports offered at LSRVS or in three sports which may include a sport in which they participated in at another school where a combination school agreement was in effect with LSRVS. If more than one female qualifies, the qualifying females will share the award. If no female athlete qualifies for the award, the coaching staff will select an Outstanding Female Athlete of the Year.

*Male Athlete of the Year* - This plaque is presented to the male athlete who received All-State honors in all three sports offered at LSRVS or in three sports which may include a sport in which they participated in at another school where a combination school agreement was in effect with LSRVS. If more than one male qualifies, the qualifying males will share the award. If no male athlete qualifies for the award, the coaching staff will select an Outstanding Male Athlete of the Year.

*State Championship Teams* - L.S.R.V. High School will provide special patches for team members that win the State Championship in their sport.

*Varsity Letters* - To earn a varsity letter an athlete must complete the season successfully and fulfill the following requirements:

*Football* – Play in half of the quarters during the regular season.

*Volleyball* - Play in half of the matches for entire season. Example: If there are eighteen regular season matches and 6 postseason matches, the athlete must play in 12 matches.

*Basketball* - Play in half of the quarters during the regular season.

*Track* - Participate in two events at the district meet and qualify for the State Meet in one of them.

*Managers* - Complete the season successfully.

*Junior Varsity Letters* - Each junior varsity athlete must complete the season successfully to earn a junior varsity letter. Junior varsity athletes are given one small felt letter for the first award and from then on they receive a certificate.

*Twelve Letter Award* - This plaque is given to any athlete who earns 12 varsity letters during his/her high school career.

Coaches reserve the right to letter athletes who display an attitude deserving of a varsity letter, although the athlete may not have played in the required number of quarters or games. In case of athletic-related injuries or any other unforeseen circumstances, the coaching staff will determine if an athlete deserves a varsity letter.



1. Each athlete is given one large felt letter during his high school career. After the felt letter is given (purple for girls and gold for boys), an athlete will receive a certificate and pin each time he or she letters.

**Little Snake River School  
Handbook Signature Page  
School Year: 2018-2019**

Please turn this page into the school office once you have read the handbook completely with your student.

We/I the parent/s of \_\_\_\_\_ have read through the CCSD#1 Little Snake River Valley Schools Handbook and agree to the rules and expectations.

Parent's Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Student's Name (please print): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date