



Every Day Counts: Educate, Engage, Empower

Dubois K-12 School Student Handbook 2019 -2020

Home of the Dubois Rams!!



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Under the Every Student Succeeds Act, all parents/guardians have the right to request information about the qualifications of their child's teacher. If you wish to obtain this information, please contact the K-12 Principal, Mr. Tad Romsa at 455-5510.

Fremont County School District #2 does not discriminate on the basis of race, color, national origin, sex, disability, age or religion, and it provides equal access for all in its programs, activities and employment. For additional information, please refer to the district's non-discrimination Policy AC. The following person has been designated to handle inquiries regarding non-discrimination: Marty Gale, Superintendent, P O Box 188, Dubois, WY 82513 (307) 455-5545.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410* or call 1-800-795-3272 (voice) or 202-720-5964 (TTY). USDA is an equal opportunity provider and employer. If you feel that you have been discriminated against in any manner, please refer to the District's Policy Manual for all grievance policies and procedures. Policy Manuals are located at the Central Office and on the F.C.S.D. #2 website. For further information, please contact the Superintendent at 455-5545. It will not let me type on the next page, but the board members have changed.

ADMINISTRATION

Superintendent / Special Ed and Title I Director ... Martha Gale
Phone: 307-455-5545 / Fax: 307-455-2178
mgale@fremont2.org

K-12 Principal and Curriculum DirectorTad Romsa
Phone: 307-455-5510 / Fax: 307-455-2654
tromsa@fremont2.org

F.C.S.D. #2 BOARD OF TRUSTEES:

Board Chairman:	Peggy Miller	pmiller@fremont2.org
Board Vice Chair:	Laurie Yaracz	lyaracz@fremont2.org
Board Clerk:	Jill Judd	jjudd@fremont2.org
Board Treasurer:	Adria Trembly	atrembly@fremont2.org
Board Member:	Shawn Hess	shess@fremont2.org
Board Member:	Brad Lindsey	blindsey@fremont2.org
Board Member:	Erin Miller	emiller@fremont2.org



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FREMONT 2 PERSONNEL: 2019 - 2020			
Akins, Autumn	Kindergarten Teacher	aakins@fremont2.org	ext 5520
Baker, Tina	Physical Education Teacher	tbaker@fremont2.org	ext 5551
Bodar, Susan	Title I Teacher	sbodar@fremont2.org	ext 5574
Bowles, Jennifer	7-12 Language Arts Teacher	jbowles@fremont2.org	ext 5562
Claar, Sandra	Supt. & Board Administrative Asst. & Acct Payable	sclaar@fremont2.org	ext 5545
Damveld, Roberta	Facilities / Custodian	rdamveld@fremont2.org	ext 5564
Day, Karen	Extended Day Teacher	kday@fremont2.org	ext 5519
Dingman, Katrina	7-12 Social Studies Teacher	kdingman@fremont2.org	ext 5558
Dixon, Nancy	Human Resources/Payroll	ndixon@fremont2.org	ext 5556
Foote, Kegan	Bus Driver	kfoote@fremont2.org	ext 5540
Foster, Matt	K-12 Custodian	mfoster@fremont2.org	ext 5564
Gale, Marty	Superintendent / SPED Director / Title I Director	mgale@fremont2.org	ext 5516
Gilgen, Dani	Student Resource Officer	dgilgen@fremont2.org	ext 5552
Harbaugh, Kate	Food Service Assistant	kharbaugh@fremont2.org	ext 5522
Harder, Ryan	5th Grade Teacher	rharder@fremont2.org	ext 5505
Haughey, Lidia	MS/HS Career Tech Ed & Ag Teacher	lhaughey@fremont2.org	ext 5550
Henry, Diane	K-12 Custodian	dhenry@fremont2.org	ext 5512
Hinkle, Anna	School Nurse / Food Services Director	ahinkle@fremont2.org	ext 5511
Horn, Jason	K-12 Music Teacher	jhorn@fremont2.org	ext 5513
Hutchison, Megan	SPED Paraprofessional	mhutchison@fremont2.org	ext. 5518
Kelley, Patricia	6th Grade Teacher	pkelley@fremont2.org	ext 5523
Lee, Janet	2nd Grade Teacher	jlee@fremont2.org	ext 5502
Maier, Zoe	7-12 Math Teacher	zmaier@fremont2.org	ext. 5507
Marcus, Mike	K-12 Counselor	mmarcus@fremont2.org	ext. 5554
McCabe, Jo Ellen	K-12 Administrative Assistant / Office Mgr.	jmccabe@fremont2.org	ext 5524
Miller, Nicole	K-12 Academic Resource Teacher	nmiller@fremont2.org	
Miller, Stacey	K-12 Academic Resource Teacher	smiller@fremont2.org	
Mock, Denny	Transportation / District Maintenance	dmock@fremont2.org	ext 5540
Neale, Caleb	Technology Director	cneale@fremont2.org	ext 5546
Qureshi, Malia	1st Grade Teacher	mqureshi@fremont2.org	ext 5501
Romsa, Tad	K-12 Principal / Curriculum Director	tromsa@fremont2.org	ext 5510
Sabatka, Paula	District Librarian	psabatka@fremont2.org	ext 5515
Sayers, Danita	K-12 Art Teacher	dsayers@fremont2.org	ext 5559
Schueneman, Katrina	Speech Therapist/Academic Resource Teacher	kschueneman@fremont2.org	ext 5517
Schwessinger, Samantha	7-12 Science Teacher	sschwessinger@fremont2.org	ext 5507
Seabolt, Katie	3rd Grade Teacher	kseabolt@fremont2.org	ext 5503
Shaw, Diana	Pre-K Teacher / Extended Day Director	dshaw@fremont2.org	ext 5519
Sincavage, Lori	4th Grade Teacher	lsincavage@fremont2.org	ext 5504
Slawiak, Joe	SPED Paraprofessional	jslawiak@fremont2.org	ext 5553
Thompson, Kary	Food Services Head Cook	kthompson@fremont2.org	ext 5522
Trembly, David	Math / Physical Education	dtrembly@fremont2.org	ext 5567
Wadge, Rebecca	Extended Day Teacher / Paraprofessional	rwadge@fremont2.org	ext 5519
Ysen, Amanda	Business Office Manager	aysen@fremont2.org	ext 5542
Ysen, Chad	Bus Driver / Custodian	cysen@fremont2.org	ext. 5540

Principal's Welcome

Parents and students are responsible for knowing and abiding by the regulations in this Student Handbook which has been approved by the Board of Education.

August 2019

Dear Students and Parents,

Welcome to Dubois K-12 Schools! As a staff we are excited to begin this school year. We are prepared to help each student meet educational goals.

This handbook was developed to help you be informed of school policies and practices.

The vision of Dubois Schools is to develop a community of enthusiastic, responsible learners.

The mission of Dubois Schools is Every Day Counts: Educate, Engage, Empower.

Dubois K-12 School is known for its high expectations, high academic performance and high levels of parent involvement. Our staff works closely together to insure the success of each child. Our small class sizes allow teachers to focus on the individual learning of each student.

Dubois K-12 parents and volunteers are the best! We have countless hours volunteered each year to help us provide many wonderful learning opportunities for our students.

We believe that every student must leave our school with the essential skills to be college and career ready. Dubois K-12 School is a place where students can feel safe and supported as they strive to accomplish academic success.

We look forward to welcoming your student and for the start of a wonderful school year.

Sincerely,
Tad Romsa
K-12 Principal

www.fremont2.org



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Twitter - <https://twitter.com/FremontCSD2>



Instagram - [Instagram@fremontcounty2](https://www.instagram.com/fremontcounty2)



Our Vision
Develop a community of enthusiastic, responsible learners.

Our Mission
Every Day Counts: Educate, Engage, Empower

Our Goal
To Ensure All Students Achieve at High Levels

Strategic Plan

Priority #1: Become a professional learning community of collaborative teams to ensure classroom instruction produces the desired gains.

- Train all teaching staff in the Solution Tree PLC framework
- Dedicate weekly time for collaborative team meetings
- Create results orientation at the team level

Priority #2: Effectively engage all stakeholder groups in school improvement efforts.

- Identify key stakeholders and analyze ways to engage them
- Use climate and culture surveys to understand and align stakeholder expectations
- Communicate clearly

Priority #3: Provide responsive support systems for monitoring the health and growth of the district.

- Maintain positive school environments that promote responsible, respectful, and safe behavior
- Utilize a continuous improvement model to address efficient and effective operations
- Conduct annual performance reviews for all employees

Attendance Policy & Procedures

Please call the school to notify us if your child will not be attending school on a specific day. It is our practice to call parents when students are absent if we have not received a phone call from the student's parent or guardian. In the event that no contact was made, please send a note excusing your child's absence when they return to school. An unexcused absence occurs when the parent/guardian has not notified the school of their child's absence prior to the start of school on the day following an absence.

Students in grades 6-12 that are tardy three times in one class will be required to serve a 30-minute after-school detention.
Code: JE-R

HIGH SCHOOL ATTENDANCE POLICY

It is the school board's duty to set criteria for receiving credit for classes. To successfully complete a class and receive credit, a student must:

- a) earn a passing grade
- b) have satisfactory attendance as defined by this policy.

When a student has missed ten (10) or more classes in any semester, this equates to more than 10% of the total class time. The board believes that except in exceptional circumstances when a student misses more than ten (10) classes in any one semester, that there has not been adequate participation in the class to receive credit. Although a student, under this policy, may be absent for any reason, for up to ten (10) times without endangering their ability to earn credit, this is not to be considered a grant to be absent in any case where absence is avoidable; therefore, any absence except those for school activities will be recorded as an absence. All out-of-school suspensions shall be considered chargeable absences.

GENERAL ATTENDANCE PROCEDURES

Definitions

- **Tardy:** Any student who is not in class by the time the final bell signifying the start of class rings shall be tardy unless a written note excusing the tardy is provided by another teacher or administrator. Classroom teachers will handle the issue of student tardiness through their classroom rules as identified in the class syllabus.
- **Absence:** An absence means not being in attendance at any class in which the student is enrolled but shall not include an absence as a result of participation in school activities. College visitations by seniors will not count as an absence.
- **Excused Absence:** An excused absence is when a note or phone call from a parent is given to the school before school starts on the day of the absence or on the day following the absence.
- **Unexcused Absence:** An unexcused absence is an absence for which notification required for an absence to be excused is not received prior to the start of school on the day following the absence.

ABSENCES

1. When a student is absent between two (2) and five (5) times during any semester, and the teacher determines that the absences are affecting the student's progress toward earning credit for the class, the teacher shall contact the parent or guardian to notify them of the importance of regular attendance. Documentation of this contact will be given to the building principal.

2. When a student is absent between five (5) and eight (8) times during any semester, the teacher shall contact the parent or guardian to notify them of the importance of regular attendance and, if necessary, arrange time either before or after school to assist with make-up work. Documentation of this contact will be given to the building principal.

3. When a student is absent for a total of nine (9) times during any semester, the principal shall send written notification to the student and parent or guardian stating the class or classes which the student has been absent from for nine (9) times specifically notifying the parent of the importance of good school attendance and informing them that more than ten (10) absences may result in an inability to earn credit in that class for the semester.

4. Any student who is absent from class more than ten (10) times during the semester may request an attendance hearing to keep the class credit. The student may be allowed to remain in class pending the hearing. The hearing shall be scheduled within three (3) school days beginning with the day the attendance hearing is requested. The student and his parent or guardian shall be required to attend the hearing along with the building principal. If the student and parent or guardian can demonstrate that the eleventh absence was due to extenuating circumstances that could not be prevented including hospitalization, required medical, dental, orthodontic, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergency which the

principal believes warrants continuation of class credit, then the principal, in consultation with the classroom teacher, may grant an exception to the attendance policy. The principal as a condition to granting these exceptions may require that the parent or student enter into a written agreement between the principal and parents or students, any subsequent absence shall result in an inability to earn credit, however, the student may request a subsequent attendance hearing in which event the same procedures as set forth above shall be followed.

5. In the event of the principal's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent or guardian, if they have complied with the attendance hearing process may appeal the principal's decision to the superintendent. In the event the parent/guardian and/or student desire to appeal the principal's determination, they shall do so in writing to the superintendent within five (5) days after the final determination of the principal.

6. In the event of the superintendent's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parent or guardian, if they have complied with the attendance hearing process may appeal the superintendent's decision to the board of trustees. The board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witnesses either side desires. While the appeal is pending, the student shall be permitted to remain in the class. The board's determination shall be final.

Adoption Date: September 20, 2011

Amended: August 20, 2013

Amended: November 17, 2015

Pre-arranged Absence Slip (please get from the K-12 office)

Name _____

Date _____

Reason _____

Teacher
(Please initial)

Assignments

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |

This student has prearranged the absence(s) for the following dates(s). Please provide the student with expected make-up work and due date.

A note or phone call from a parent/guardian is required for every absence except school related absence.

Daily Schedules

K-5 Daily Schedule

- 7:40-8:10 am Breakfast Program
- 8:10 am 1st Bell
- 8:15 am Class Begins
- 11:30am-12:10pm Recess/Lunch Break
- 3:30 pm Elementary Dismissal



*Please do not bring your children to school in the morning prior to 7:40 a.m.

*Students who are not active in after-school programs, study hall or athletics are requested to leave the building at the time of dismissal.

2019-2020 DUBOIS K-12 SCHOOL DAILY SCHEDULE

Teacher /Class Hour	1st Hour	2nd Hour	3rd Hour	4th Hour	RTI for 6-12 / K-5 Lunch	Middle and High School Lunch	5th Hour	6th Hour	7th Hour
	8:00 - 8:55	8:58 - 9:53	9:56 - 10:51	10:54 - 11:49	11:52-12:11 (19 min)	12:14-12:40 (26 min)	12:43 - 1:39	1:42 - 2:38	2:41 - 3:36
BAKER, Tina	Prep	Prep	9th Grade Health	7-8th Grade P.E.	RAM Time	L u n c h	3-4 Grade PE (12:43-1:11) 5-6 Grade PE (1:11-1:39)	1-2 P.E. (1:42-2:10) K P.E. (2:10-2:38)	9-12 Lifetime Sports
BOWLES, Jennifer	Prep	12th Grade English Composition	11th Grade American Lit	9th Grade General Literature	RAM Time		10th Grade World Literature	MW 6th Grade ELA TTH 7th Grade ELA	FRI TBD
DINGMAN, Katrina	Prep	11th Grade Government	12th Grade Government	10th U.S. History	RAM Time		9th Grade World History	MW 7th Grade SS TTH 8th Grade SS	FRI TBD
HAUGHEY, Lidia	9-12 Agriculture	Prep	7th Grade Engineering	HS Engineering Design/Eng Applications.	RAM Time		8th Grade Engineering	9-12 Grade 21st Century Skills	9-12 Grade CAD
HORN, Jason	7-12 Grade Band	Title 1	Title 1	Prep	RAM Time		11 5th-6th (1:11-1:39)(MW-3rd); (TTH 4th)	9-12 Grade Individual Music and Choir	2:38-3:03 1st (M&W) 3:03-3:28 2nd (TTH)
KELLEY, Patricia	6th Grade	6th Grade	Title 1	6th Grade	RAM Time		Prep	6th Grade	6th Grade
MAIER, Zoe	Prep	9-10 Grade Geometry	8th Grade Algebra	11th and 12th Grade Pre Calc	RAM Time		11th Grade Geometry	11th and 12th Grade Calculus	Algebra 2
MILLER, Nicole	Academic Resources						Academic Resources		
MILLER, Stacey	Academic Resources						Academic Resources		
SAYERS, Danita	7-12 Grade Art	Prep	6th Grade Art	Ethnobotany	RAM Time		12:43-1:11 K(MW)1(T&TH) (1:11-1:39) 2(MW)3(T&TH)	9-12 General Art	4th (MW 2:40-3:20) 5 (TTH)
SCHWESSINGER, Samantha	Prep	7-8th Grade Science	10th Grade Biology	11-12th Grade Geology	RAM Time		11-12th Grade Physics	9th Grade Physical Science	11-12th Grade Anatomy
TREMBLY, David	Applied Math/Computer Science and College Algebra	Prep	8th Grade Pre Algebra	7-8th Grade P.E.	RAM Time		7th Grade Math	9-12 Health or Physical Conditioning	9-12 Physical Conditioning
SCHUENEMAN, Katrina	Study Skills				RAM Time			Study Skills	Study Skills

BREAKFAST AND LUNCH PROGRAM

Daily Student Breakfast Fees			Daily Student Lunch Fees		
	Regular	Reduced*		Regular	Reduced*
K-5 Students	\$ 1.50	\$.30	K-5 Students	\$2.50	\$.40
MS Students	\$ 1.75	\$.30	MS Students	\$2.75	\$.40
HS Students	\$ 2.00	\$.30	HS Students	\$3.00	\$.40

Milk \$0.35 Staff/Guest Breakfast \$2.75 Staff/Guest Lunch \$4.25 Staff/Guest Salad Bar \$3.50

- FCSD #2 operates a nutritious breakfast and lunch program daily. Students are also welcome to bring a sack lunch. Students may purchase extra milk or juice.
- **Extra milk /or/ juices as well as extra a la carte items such as pop tarts, bagels, etc. are not covered through the Free & Reduced lunch program.**
- **Students must take a full menu choice to receive a free or reduced meal.**
- **Students are not to bring sweetened drinks or pop to school for lunch. 100% fruit juice is okay.**
- If a student is not a big eater or does not like certain foods, please request a smaller portion so food is not wasted.
- Please keep our lunchroom clean and neat; use your best manners while eating.
- Parents are welcome to eat lunch with their children. Please call in the morning to make your reservation.



UNPAID LUNCH BALANCE FOOD SERVICES Code: EFDA

FCSD #2 discourages households and staff from charging meal accounts into a negative balance. Students and staff will continue to receive a regular scheduled meal if their account has a negative balance. The meal account will be charged as normal. Communication will be focused between the school and the household rather than the student. Payments to household accounts can be made online using VANCO via Infinite Campus or in the K-2 office. Students may continue receiving meals with a negative lunch balance so long as parents/guardians are taking actions to rectify their account. A copy of this policy will be provided to every household at the beginning of each school year and to all new students upon enrollment.

THE BOARD OF TRUSTEES OF FREMONT COUNTY SCHOOL DISTRICT #2 RESERVES THE AUTHORITY TO DEEM NO CREDIT, GRADE OR DIPLOMA TO BE EARNED UNTIL SUCH TIME A STUDENT HAS MET THE DISTRICT'S REQUIREMENTS FOR SUCH CREDIT, GRADE OR DIPLOMA AND THE STUDENT HAS MADE PAYMENT FOR ALL INDEBTEDNESS DUE THE DISTRICT.

Free & Reduced Breakfast/Lunch Program

Free & Reduced lunch applications are available at the front office upon request. Please feel free to apply or reapply anytime throughout the school year.

Families who qualified for the free and reduced meals program in the 2018-19 school year will carry their free/reduced meals status over into the new school year for the first 30 calendar days after school begins. **After October 14, 2019 those families who have not reapplied for the program will have their child's meal accounts reverted to full pay.** Please call the office if you have any questions at 455-5524

DISTRICT AND STATE ASSESSMENTS

All students of F.C.S.D. #2 will participate, at the appropriate level, in any testing required by FCSD #2 and/or the State of Wyoming to meet the required standards of education as required by the District and the State. The resulting scores of these tests are recorded on the official transcript of high school students and will remain on the student's permanent record and may be used as a condition of graduation.

Opportunities are provided for a variety of tests to be administered through the school year. Purposes of such tests may be to qualify for college admission, to explore career planning, and to inform instruction.

Elementary and Middle School:

WYTOPP-

Wyoming Test of Proficiency & Progress
April 14- May 8, 2020 Grades K-10

NAEP –

National Assessment of Educational Progress
as required by state and federal regulation in
alternating years. February, Grades 4 & 8

STAR 360 –

Screening of early literacy, math and reading to inform
lesson/unit planning. Grades K-4

High School:

WYTOPP- Wyoming Test of Proficiency & Progress
April 15- May 10, 2020 Grades K-10

ACT TEST is available to any high school student during national test dates in Oct, Dec, Feb, and April. Pre- registration is required. High School Juniors take a scheduled ACT test which is paid by the district.

State assessment for Juniors: April 4, 2020.

Dubois Student Recognition Program

- **Our philosophy** is best described as seeking to demonstrate positive behaviors and correct negative behaviors. Students are treated with respect, but also carry the responsibility of treating others respectfully. FCSD #2 subscribes to a tiered system of support regarding discipline. Teachers are responsible for managing their classroom discipline. The office staff support this work and intervene when issues escalate.
- **Our goal** is to give students the opportunity to make the right choices, to help them correct negative behaviors and to grow through their experiences.
- **Recognitions** - Parents and guardians are invited to attend these celebrations and help us applaud good choices in our school.
 - **Citizenship** – Students who “pay it forward” or assist others, demonstrate maximum effort, overcome adversity, and students with no referrals to the office will be recognized on a weekly or monthly basis.
 - **Attendance** - Students with perfect attendance will be recognized on an annual basis.
 - **Students of the Month** are selected by nomination and voting by all middle & high school staff. To be nominated students should be prepared for class, complete all assignments on time, show honesty and integrity, follow school rules, and be respectful to self, adults and peers. One male and one female student will be chosen monthly between September and April. They will have their photos in the Dubois Frontier, receive a gift certificate from Kiwanis and Country Store, and are eligible for Student of the Year honors in May from the current year's “Students of the Month” chosen candidates.

Student Conduct and School Policies

Please discuss all components of this behavior plan with your child and support us in its implementation.

Classroom Rules

Teachers formulate classroom rules specific to their classrooms. Consequences for breaking classroom rules will be addressed by teachers or referred to the principal.

High School student performance expectations:

- Students are expected to perform to the best of their ability academically and socially.
- Students who are failing a class are encouraged to meet with their teacher to schedule extra time for support.

Our School staff promise to assist students and treat them as an individual by:

- *Personalizing student instruction*
- *Challenging student potential each day*
- *Focusing on student strengths*
- *Listening to student concerns*
- *Treating students fairly by recognizing their needs*
- *Enforcing rules consistently*
- *Providing a network of individuals to meet student needs*
- *Providing resources for student educational needs*
- *Providing a safe environment for learning and growing*

School-wide Rules

RULES APPLY TO HALLWAYS, PLAYGROUND, COMMONS and CLASSROOMS:

1. **Respect** the personal space of others. Keep hands and feet to yourself. Be verbally appropriate.
2. **Be safe** at all times. Walk in the halls, play safely, and treat others with respect.
3. **Any form of bullying, harassment, intimidation, or hazing of other students will not be tolerated.**
4. Resolve disagreements by addressing the problem with the person involved rather than using physical means.
5. Students will comply with requests made of them by any supervisory authority.

Student Vehicles

Parking on school property is a courtesy extended to students and others by the Board. Students are expected to adhere to all traffic regulations established by the Wyoming Department of Transportation.

- ❖ Park in the student parking lot located on the south side of the school. Please park in the rear of the lot.
- ❖ Avoid “No Parking”, Fire Lanes or Handicapped areas.
- ❖ Avoid parking in the rear activities parking area during school hours.
- ❖ Weapons are not allowed in vehicles at the school.
- ❖ Stay within the 10 M.P.H. speed limit around the school.
- ❖ Please drive safely and respectfully.
- ❖ Avoid riding on fenders, bumpers, hoods, back ends of vehicles, etc.
- ❖ Exit the student lot carefully onto First Street and watch for pedestrians & bicyclists.

Dubois K-12 School assumes no liability for damage to student vehicles or for any loss while these vehicles are operated or parked on the campus. Please keep vehicles locked at all times.

Playground Rules

- Use all equipment safely.
- Remain within the playground boundaries.
- Fighting, wrestling, and roughhousing are not allowed.
- Always dress for the weather.

Bus Rules

- Students need a note or phone call from parents to change their bus routes when special needs arise.
- Riding the bus is a privilege, breaking the rules will result in the loss of bus privileges.
- Changes from the student's normal routine are strongly discouraged!
- Please help us monitor children's safety by being as consistent as possible in busing routines.
- Keep the bus clean.
- The bus driver needs cooperation of students to alleviate distractions.
- Students will remain off the road at all times and behave in a safe manner while waiting for the bus.
- Remain seated at all times.
- Keep head, hands, and feet inside the window.
- Items left on the bus may be picked up at the school lost-and-found area.
- Cell phones may only be used on the bus by permission of the sponsor or driver.

School behavior expectations, rules and discipline policies apply to students while being transported to and from school, on field trips and activities.

STUDENT DISCIPLINE

Student behavior issues, interventions and consequences will be documented in the student behavior log.

General Rules of Conduct (Policy JIC)

Student conduct that interferes with the learning environment will not be tolerated. Reasonable requests from a teacher or other school official made in attempt to modify such student behavior must be followed. Failure to comply with such a request is considered willful disobedience and/or insubordination and may result in suspension from school.

Students are expected to accept responsibility for their actions. Accepting responsibility means cleaning up after oneself, admitting to mistakes, getting class work completed, and staying on track toward reaching the goal of high school graduation.

Students are expected to conduct their behavior while attending off campus activities with the same behavior as is expected at Dubois High School. Students visiting other campuses and communities are representatives of Dubois, and should model the exemplary nature of our school and community.

Summary of Student Expectations

1. Students are expected to comply with the student code of conduct (policies JIC & JICFA) including guidelines for dress code, public display of affection, automobile use and academic honesty.
2. Students are expected to comply with classroom expectations. Be ready for class, participate, and be respectful of others' right to learn.

Student Conduct Code: JIC

District policy and general rules of conduct for students ensure the rights and welfare of all students, and are designed to prevent the disruptive few from interfering with the education of all.

When students violate rules, the district will take appropriate action. Students not under the authority of a parent or guardian will assume full responsibility for their behavior.

All students are expected to comply with printed school regulations, specifically including conduct requirements set forth in the DHS student handbook, as well as other commonly accepted standards of good behavior, and to learn behavior patterns which will enable them to be responsible, contributing members of society.

Students will be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority of all district employees; the educational purpose underlying all school activities; the widely shared use of school property; and the rights and welfare of other students or property of other persons.

Potential Behavioral Corrections for Common Offenses (Policy JKD/JKE)

The following menu will be used for common school offenses such as minor willful disobedience, disruptive classroom behavior, inappropriate language, dress code, public display of affection, automobile use, academic dishonesty, leaving campus, excessive tardies and absences:

- Removal from regular setting to the office or another classroom
- Lunch detention
- Meeting with parents or guardian to create contract or discuss solutions
- Behavioral plan coordinated with parents or guardian, school staff and principal
- Suspension (Policy JKD/JKE)
 - In-School Suspension: Student will be given work assignments to complete on school campus.
 - Out-of-School Suspension: Student will not be eligible to attend for a determined period of time and will be required to complete all school assignments while at home.
- Continued failure to adhere to pertinent consequences will result in an out-of-school suspension with a possible recommendation for expulsion.

OSS and Activity participation:

While serving an Out of School Suspension (OSS), students will not be allowed to participate in any athletics or school activities. If OSS continues, the Principal will determine eligibility for participation.

Discipline Menu and Corrective Actions for Major Offenses (Policy JKD/JKE)

The following Discipline Menu for Major Offenses includes violations of ethics, or actions which have high potential for personal injury or constitute open defiance of school authority or violation of federal, state, county or municipal law: *weapons possession or use, theft, arson, trespassing, severe disorderly conduct, vandalism, illegal substances (possession, use &/or distribution), tobacco & alcohol, battery (fighting), hazing, harassment, sexual battery or harassment, indecent exposure, and severe computer / cell phone misuse:*

- Contact parents (and law enforcement if deemed necessary).
- Pertinent charges filed.
- Required behavior contract coordinated with appropriate parties.
- Students who pose a danger to themselves or others may be physically restrained using CPI.
- 1 to 10-day out-of-school suspension with a possible recommendation for expulsion. This can be reduced if the student and parents agree to obtain counseling or help from agencies specializing in the area of the offense.
- Course work is due upon the return day and any assignments not turned in at that time will be recorded as a zero. Students are expected to use their time away from the regular setting to complete school work.

Major Offenses

Major offenses includes the violations of ethics, or actions which have high potential for personal injury or constitute open defiance of school authority or violation of federal, state, county or municipal law: *weapons, theft, vandalism, illegal substances (possession, use &/or distribution), sexual harassment or battery, tobacco & alcohol, assault (fighting), hazing, harassment, exposure, and/or computer / cell phone misuse.*

Alcohol/Tobacco/Drug Abuse by Students: JICG/JICH

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances.

The responsibility of correcting an identified problem is that of the student and his/her parent(s). Any student who violates this policy shall be subject to discipline up to and including suspension and/or expulsion from school.

Hazing/Harassment Code: JICFA

Hazing is a violation of the rights of students and interferes with their educational opportunities. Students shall not engage in hazing, which is defined as physically or psychologically torturing, tormenting or abusing a student or in any way maltreating a student.

In our efforts to provide a safe learning environment for every person at this school district, harassment has been defined as unwanted, unsolicited, demeaning or sexual remarks (both written and unwritten), actions or gestures. This is especially true when a person has made it known that they object.

Any student who is proven to have engaged in hazing or harassment of a fellow student may be suspended from school by administrative action or expelled from school by board action. In addition, legal authorities will be notified when appropriate of hazing/harassment incidents. A written report will be placed in the student cumulative records of both the complainant and accused documenting the findings of the investigation and any disciplinary actions taken.

Bullying

Bullying is a form of harassment and taken very seriously. FCSD#2 recognizes the negative impact that bullying can have on health and safety of students, staff, and the learning environment. Bullying includes intimidating, threatening, abusive, or harmful conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the one or more persons engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; (2) occurs in a pattern or is a continued behavior; and (3) may materially and substantially interfere with a person's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.



***Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger or better than them.
Bullying is never okay, cool or acceptable.***

Reporting Procedures:

- Victims: All students who believe they have been the victims of bullying shall promptly report the bullying to a school staff member. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Witnesses: All students who witness bullying shall immediately report the bullying to a school staff member. Any school staff who witness bullying shall immediately intervene and take appropriate action to stop the bullying.

4 KIDS What to do if someone is bullying you:

- Tell someone you trust about it. If it is easier for you, write that person a note.
 - People you might want to tell are: parents, teachers, the principal, or older friends.
- If the person you told cannot help you or does not do anything, find someone else.
 - Never keep being bullied a secret.
- Try not to let the bully see you are upset.
 - Bullies are looking for signs that you are upset and they may do it more.
- Avoid areas where the bully feels comfortable picking on you.
 - Places where teachers cannot see you such as corners of the playground, empty hallways, and behind large furniture in the classroom or library.
- Try to surround yourself with friends and people who will stand up for you.

What to do if you see someone who is being bullied:

- Get friends together and TALK to the bully.

- Let the bullies in your school know that bullying is not accepted at your school.
- Don't cheer the bully on or stand around to watch.
 - The bully might like the attention, and pick on the person even more.
- If you see someone being bullied, find someone to help stop it.
 - Get another friend, a teacher, or the principal.
- Be nice to, include, and get to know the people who are being bullied.
- Try to make friends with the bully, too.
 - Show them other ways to interact.
 - They don't need to bully others to be accepted or cool.

Weapons in School: JICI

Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.

A student who possess articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or the possessor actually used or intended to use the article to inflict bodily harm or to intimate other persons shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one year.

Items in the following categories are defined as weapons:

1. Type 1: Deadly weapon (W.S. '6-1-104(a)(iv). "Deadly weapon" means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury
2. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.
3. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

Activities (Policy JJI)

Student Activities Participation Policy

Administration, teachers and students consider activities to be an important part of the educational process; we encourage all students to participate. This is a time for exploring different activities, and we hope your child will take advantage of the activities offered. Although activities enhance your child's school experience, academics should always be a top priority.

- **A one-time annual student activity fee of \$15 will be required for participation** in any athletic extracurricular activity. Fees are due during the first week of participation. Failure to pay fees will result in lack of any activity participation opportunity.
- Students are expected to attend all practice sessions and events when participating in school activities. It is the student's responsibility to inform sponsors and coaches of anticipated absence. Exception would be in the case of illness or family emergency; all absences should be pre-arranged with sponsors and the office. Sponsors may further delineate requirements for participation.
- A student missing a period or more of school on the day of competition may not be eligible to participate that day. The principal and activity sponsor will determine eligibility in these cases with allowances made for doctor appointments and family circumstances.
- Students who are absent from school on the day prior to a competition may not be able to participate in that event. The principal and the activity sponsor will determine participation based upon whether or not the school absence was prearranged and or an excused absence was approved by the administration.
- Disciplinary action may affect a student's participation in sports or activities. Students who are assigned OSS or those awaiting potential expulsion will not be eligible to participate in certain circumstances.

- Students who engage in illegal activities such as drugs, alcohol, and tobacco or who engage in any other illegal activity will lose their right to represent the school in any extracurricular activity: i.e.: student council, sports or field trip opportunities for a period of time to be determined by the principal.
- Students who have been excused from physical activity as a result of injury, surgery or other medical condition will be required to have a physician's consent to participate in activities or other school events that require physical participation. Forms are available from the office or the P.E. Department.

Extra-Curricular and Co-Curricular Activities

- Volleyball, Basketball, Wrestling and Track may be available for students in grades 5-12. Football is available to students in 6th-12th grade. Speech & Debate and Drama are available to High School students.
- Students enrolled in music may participate in Music Clinic and Music Festival .
- Other contests may be offered based on academic competition.
- Student Council participation is by election. MS/HS officers are elected by the entire student body for a term of one school year using the democratic process.

For eligibility, please refer to the Academic Eligibility section of this handbook.

Activity Sponsor Expectations and Procedures

Each coach will set the team requirements, makeup policy, and eligibility for their culminating tournament, when applicable. It is our goal that students will understand their role on the team through effective communication from the coach and have a positive experience as a team player.

Playing time will be determined by the coaches according to the level of competition.

To be eligible for activity awards, students must successfully complete the current season for that sport.

Parents should instill a positive attitude by encouraging their students to do their best and by helping them understand their role on the team. If students have difficulties with other team members or a coach, the parents need to help their children resolve the situation in a positive and productive manner. Complaining to friends, team members, or others is discouraged, and is counter-productive to team unity. We encourage communication between students, coaches and parents.

We encourage all students to ride both to and from contests with the team on the bus. We believe that we win as a team and lose as a team, and developing and maintaining team unity is an important part of the experience. If the need arises for parents to take their children after events, a release form must be signed and dated by the parent. Parents may sign their students out at the event with the coach. If the student is not being released to a parent, a written note from the parent must be given to and approved by the Principal prior to leaving for the event.

Code of Conduct for Student Activity Participation (Policy JJIB)

As a participant in WHSAA-sanctioned activities, you represent Dubois Public Schools when traveling as well as hosting activities in Dubois. We are proud of our school and expect your behavior and dress to demonstrate your pride in Dubois K-12.

You are expected to follow school rules during all school activities. The student discipline portions of this handbook are in effect during all school activities. If you violate a major school rule during a school activity/season, consequences spelled out in this handbook will be used as well as the following suspensions from the activity:

- **First Offense: Three (3) weeks.** Suspensions will begin the day of official confirmation of the offense and end three weeks from that date. Practice is mandatory unless you are suspended from school.
- **Second Offense: Five (5) weeks.** Suspensions will begin the day of official confirmation of the offense and end five weeks from that date. Practice is mandatory unless you are suspended from school.
- **Third Offense: Eight (8) weeks.** In most cases, this will be the majority of the activity season and at this point, participation may not be allowed by the sponsor of the affected season. A suspension for substance abuse may be reduced to the second offense if you enter and stay in a behavior assistance or drug and alcohol rehab program at you or your family's expense for the length of time recommended by the program. Suspensions will begin the day of official

confirmation of the offense and end eight weeks from that date.

- For any violations after the third offense, the minimum suspension will be that for a third offense.

Major violations will be accumulated during the entire high school career. Records of such violation will be kept on file in the student's cumulative file. Major violations also result in the student being excluded from consideration for all post season awards and honors (all conference, all state, all-star teams and lettering).

Violations of common rules will result in the activity sponsor disciplining the offending student. The activity sponsor, just like the classroom teacher, is always the first change agent for inappropriate behavior. The activity sponsor may bring the offense to the principal to enforce the consequence as a means of changing the inappropriate behavior or may impose a consequence befitting the offense.

Academic Eligibility and Student Activities (Policy JJIC)

Dubois Middle/High School believes participation in student activities is a privilege, not a right. Students must be passing their classes to participate in *any* WHSAA sanctioned event.

Eligibility at the beginning of a semester

You must have been enrolled in the immediate preceding semester.

You must meet WHSAA requirements for the previous semester (passing 5 classes).

Eligibility during the season:

- You must pass all classes.
- There are no additional eligibility deadlines (e.g. at quarter or semester) to the WHSAA requirement mentioned above.
- You will be given one week of probation to bring up failing grades. You must have at least a 2.0 GPA and no F's to compete.
- Weekly eligibility reports (The D & F Lists) will be distributed by the office on Monday to the activity sponsors listing the students' status for the current week.
- The principal, counselor and/or activity sponsor may communicate with the student prior to Monday in an effort to be proactive and help the student avoid being on the "F" list.
- Probation status starts at the beginning of each season.
- **1st week with an F:** Student will be placed on probation and may be required to go in before or after school to complete make-up work or get other help to improve their grade. The student may still practice and participate/compete in the activity however, lost practice time may affect contest playing time.
- **2nd week with an F:** Student will meet with the teacher(s) before and/or after school until the "F" grade is rectified then they may practice afterward but may NOT participate/compete in the activity that week. At this point you are considered ineligible until you no longer have an F in that subject when eligibility checks are performed the following week.
- If participating in an activity with a D or F, a student will be encouraged to take every opportunity to work on improving grades.
- You may begin a new sports season if you have no more than three failing grades.
- If you begin practicing for a sport that occurs during the winter or spring and you have an "F" in one or more classes, you will have your first probation notice given the Monday of the first week of practice and so on.
- During an activity season, if you receive your third ineligible notice in the same class, you will be dismissed from the activity.
- If the semester ends during a sports season, you must meet WHSAA requirements to continue participating in that sport (passing 5 classes).

Activity Dress Code

All student participants and managers are required to wear the following:

- A Dubois Middle/High School blue polo shirt (these may be purchased from Mrs. Baker).
- Shirts and Ties may be worn in lieu of polos.
- Navy, black or khaki pants. No blue jeans or denim are permitted.
- Activity sponsors may allow dresses or skirts as long as they adhere to district dress code standards.
- Nice tennis shoes (not torn or stained) are permitted. No slippers allowed.
- Staff supervising WHSAA activities other than sports may dictate specific dress requirements applicable to that event.

Dubois High School Graduation Requirements

- * 4 units of Math
- * 4 units of Language Arts
- * 4 units of Science
- * 3 units of Social Studies
- * 1 unit of PE
- * 1 unit of Health
- * 1 unit of Fine/Performing Arts
- * 1 unit of Career-Vocational Education
- * 5 units of electives

A score of proficient on the US/Wyoming constitution test
(This test is offered to students taking American Government/Economics)

**Graduation requirements are based on course completion
and attainment of 24 Carnegie Units / Credits.**



HATHAWAY SCHOLARSHIP REQUIREMENTS



	HONORS \$1,680 per semester	PERFORMANCE \$1,260 per semester	OPPORTUNITY \$840 per semester	PROVISIONAL \$840 per semester
MAX AWARD AMOUNT				
	8 full-time semesters			4 full-time semesters. Students with a certificate can extend for an additional 4 full-time semesters at a community college.*
WHERE YOU CAN USE IT	May be used at a WY community college or UW			Must start at a WY community college
LANGUAGE ARTS (years)	4 (9-12 grade only)			Current HS graduation requirements
MATH (years)	4 <small>Algebra I, Algebra II, Geometry and one "additional math" course taken in grades 9-12</small>			Current HS graduation requirements; at least 2 of these courses: Algebra I, Algebra II, Geometry
SOCIAL STUDIES (years)	3 (9-12 grade only)			Current HS graduation requirements
SCIENCE (years)	4 (9-12 grade only) <small>One year may include an "additional science" course.</small>			Current HS graduation requirements
Fine and Performing Arts or Career and Technical Education or Foreign Language	4 Years*** <small>2 years must be a sequenced pathway</small>			Current HS graduation requirements
	2 years of CTE, FPA or FL <small>(2 years foreign language must be sequenced)</small>			
ACT SCORE	25	21	19	17 <small>(Or score a 12 on WorkKeys)</small>
HIGHSCHOOL GPA	3.5	3.0	2.5	2.5

2019 and 2020 graduate can use either the 2018 Hathaway Success Curriculum (HSC) or the current. 2021 graduates will be required to use the current HSC.

*Students with an associates degree can extend for an additional 4 full-time semesters at UW

**All AP, IB and dual/concurrent courses (+1000 level and above) will be weighted.

***2 years must be a sequenced pathway, the other two years can be in the same or a different subject area.

HATHAWAYSCHOLARSHIP.ORG

General Information

Academic Honesty

Honesty is a value that guides a person's life. It is a quality that is highly valued in our society and indicates what a person stands for. You should build a reputation as an honest, trustworthy person.

Academic dishonesty will not be tolerated. Unless otherwise indicated, all work is expected to be that of the individual responsible for the assignment. Dishonesty includes cheating, plagiarism, and any conscious act by a student which gives him or her undue advantage over fellow students. Cheating involves obtaining and making unauthorized use of answers to examinations, quizzes, and written work, copying from fellow students or submitting work that has been done by someone else. Plagiarism is copying or using ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Assemblies

Students must behave courteously at school assemblies. Students should give full attention to the performers or speakers, and show appreciation only through the clapping of hands. Visitors often form a lasting impression of our school and community by behavior at assemblies. Students planning assemblies must obtain approval from sponsor and principal a minimum of 2 days prior to event.

Bicycle / Scooter / Skateboard Riders

All students who ride bikes or scooters to school are expected to wear safety helmets for their protection. Review proper bike safety and rules of traffic safety with your child. Riders must cross in identified crosswalks and walk bikes, scooters and skateboards on campus during the school day. (A bike rack is provided in front of the school.)

Can I leave campus?

Students will not be sent on errands off the school grounds except where the activity is related to the course or school activity being pursued by the pupil and unless a parent release JHE-R is signed. **Campus will be closed at lunch to all students and all courses are offered on campus. In order to leave school during lunch, students may be picked up and checked out of the office by a parent or guardian. Notes or telephone calls will not be considered an excused absence during lunch time.**

Care of School Property by Students

Students are responsible for the care of equipment and materials assigned to them. Lost or damaged items may result in replacement fees. Any student found to be causing damage to or destroying school property will be required to reimburse the district for the repair or replacement of the property and may be subject to legal action.

Cell Phones and Other Electronic Devices



Policy

Students may not use cell phones or other non-district, electronic devices during the school day. Students must power off any personal device and store all devices in their backpack, locker or a school provided Yondr pouch upon entering the building.

Rationale

FCSD#2 is committed to providing a safe and supportive educational environment. The University of Chicago Press notes a study in which "Results from two experiments indicate that even when people are successful at maintaining sustained attention—as when avoiding the temptation to check their phones—the mere presence of these devices reduces available cognitive capacity." Cell phones and other electronic devices have become major sources of distraction and have been substantially disruptive to the educational process within our school community. In addition, the use of these items both in school and outside of school have led to unhealthy and unproductive conversations which distract.

How does this work?

1. ENTRANCE – Upon entering first class period, student phones/electronic devices are powered off and placed in their locker, backpack or a personal locking Yondr pouch.
2. EXPERIENCE – Students retain possession of their locked phones throughout the school day. Teachers are able to instruct and students learn without cellular distraction.
3. EXIT – Upon exiting the school, student phones/devices are unlocked and they are free to use their devices to coordinate transportation and contact family members.

What communication devices are permitted (stored in their locker or Yondr pouch) in the building?

Students are permitted to bring the following communication/electronic devices, provided they fit in their locker, backpack or the Yondr pouches: cell phones, ipods or music players, smart watches, headphones.

How will Yondr work with phones and other permitted devices?

Before entering the building, students will turn off their phones and other electronic devices.

How will families contact a Dubois student?

Parents, guardians or emergency contacts noted as such in the FCSD#2 student information system may call the main office at (307) 455-5524 to reach their child for emergency purposes. We ask that families not disrupt the instructional day for non-emergency concerns. Please alert guidance staff of any emergencies (such as a death in the family or an accident) so we can effectively support your child. Changes in travel and pickup plans can be communicated directly to your children as they will be able to turn on devices and access messages upon dismissal from school.

What will happen in the event of an emergency and evacuation to another building?

In the event of an emergency, to ensure the safety of all in the Dubois community, students must follow all directions provided by administrators, faculty, staff, and Building Response Team members. If necessary, students will proceed to an evacuation site and the school will contact all families. In addition, school staff will transport an unlocking device to the evacuation site where students who use the pouches will be able to unlock their devices and make contact with a parent or guardian.

What happens if a student vandalizes or damages a Yondr pouch?

Yondr pouches are school property. We expect that students will safeguard the pouches as they do their electronic devices within them. Any vandalism or damage to the Yondr pouch will result in a fee to replace the pouch.

What will happen if a student forgets or willfully withholds electronic devices and is found with the device in his or her possession?

The device will be confiscated and will not be returned directly to the student. A parent or guardian will need to pick up the device from the principal or designee between the hours of 9am and 2pm. Devices may be held by a school official for up to 10 days before release. Additional disciplinary action can and will be taken for repeat offenders.

Communication

- K-12 Website: www.fremont2.org
- Staff email addresses are available in this handbook and on the school's website under SCHOOL INFO /Teachers & Staff.
- Generally, teachers are available for phone calls after school until 4:00 p.m.

Computer Use

Students will be expected to follow all school guidelines for computer and internet use; failure to do so may result in loss of privilege.

Dances for Dubois High School

- All school parties and dances are for students of Dubois High School. The following provisions will apply:
- Dance hours will be 8:30 p.m.- 11:30 p.m. on Fridays or Saturdays only.
- Students and guests must arrive within one hour after the function begins. The sponsor may grant exceptions.
- Any student leaving the function after it begins forfeits the right to return.
- Guests must have attended high school within two years or currently be enrolled in high school elsewhere, be under the age of 21 and be approved by the principal in advance of the function.
- Sponsors/chaperones will enforce all pertinent rules.
- All school-sponsored functions must be held in the school unless the board grants special permission.

Dress Code (Policy JICA)

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety, and does not disrupt the educational process. Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents, however, students will not be permitted to wear:

- a) Clothing which creates an offensive environment by the display of slogans, objects, or pictures that are sexually suggestive, or promotes the use of drugs, alcohol, or gang activity; or
- b) Immodest clothing which is sexually offensive; or
- c) Unsanitary clothing which poses a health problem.

If your dress is not appropriate, you will be given clothing to wear until appropriate clothing can be obtained. If a student refuses to wear the clothing that is offered they will not be able to return to class and the behavior will be viewed as willful disobedience. If you repeatedly violate the dress code, you will be considered willfully disobedient and may be subject to disciplinary action.

Administration will determine the appropriate nature of clothing. Here are some examples of clothing guidelines:

- No clothing with any words, designs or pictures that make any reference to alcohol, tobacco, or drugs, are sexually suggestive, or use profanity.
- Shoes must be worn at all times.
- Pajamas and slippers are not appropriate for school.
- Pants need to be pulled up so undergarments are not seen.
- Clothing should be clean and without excessive or revealing holes. Hats may not be worn in the building.

Fees, Fines and Charges Code: JQ

The school shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Costs of major projects in woods, crafts or industrial arts classes, when the items produced will be retained by the student, will be paid by the student. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost.

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage. All credits, report cards, and grades will be upheld until proper settlement of fines, bills, or assessments is rendered.

Field Trips

Educational field trips will be scheduled to enhance our classroom experiences. Parents will be informed in advance so preparations can be made. Occasionally, parental involvement will be requested to help with supervision. Permission slips will be required for field trips **except** for in-town trips or Gilligan's Island (the outdoor classroom).

It will be the student's responsibility to inform their parents of planned local field trip activities. A permission/medical release slip is to be filled out for each student at the beginning of the current school year for local field trips.

Food, Candy, Beverages

Food, candy and beverages are not allowed in the classrooms unless special arrangements have been made by the classroom teacher. In both middle and high school, only clear water bottles containing water will be allowed. In elementary classrooms, supervised snack time is allowed and students are expected to keep their classroom clean.

Gym

The gym is open to students only when an adult is available to directly supervise.

Internet Access of Student Information

Parents and students may access current grades of middle and high school students, attendance, and lunch balance via the internet. Each student will be assigned a confidential ID and password, as well as their parents. The website location is www.fremont2.org. Families who do not have internet access are welcome to use a computer at the school to check information. The system is secure and will not allow data to be changed through parent/student access. Middle & high school teachers will update student grades weekly.

Internet Use

The use of the internet is a privilege. Students will be given instruction in appropriate internet usage and will be required to sign an Acceptable Use Contract before using the Internet at school. Violation of policy will result in loss of privileges.

Leaving School Grounds

Students are not to leave the school grounds without parental permission during school.

- Release of students to their parent/guardian will be recorded in the Student Check- In/out log located at the office.
- Release of children to individuals other than their parent/guardian will require either verbal or written permission.
- Students will not be sent on errands off the school grounds except where the activity is related to the course or school activity being pursued by the pupil and unless a parent release JHE-R is signed.
- **Campus will be closed at lunch to all students as all courses are offered on campus. In order to leave school during lunch, students may be picked up and checked out of the office by a parent or guardian. Notes or telephone calls will not be considered an excused absence during lunch time.**

Lockers / Locks

Lockers are the property of the school and the school retains the right to open and inspect the contents of any student locker. Lockers should be kept neat and clean at all times. Locker damage is often caused by overfilling; students may be required to clean their lockers. Students are to close lockers after each use to protect belongings and to treat lockers with respect. ***Locks are available for check out through Mrs. Baker; **only these locks** will be allowed on student lockers.

Lost and Found

Be sure your child's belongings are well marked so they can be identified. If your child loses an item, please have him/her check the lost and found. Students are especially reminded not to leave books, backpacks and other personal belongings on the hallway floors, on the counter of the school store, or in Commons areas.

Make-Up Work

You can never truly make-up work from missing a class. Unexcused absences will result in a zero for any missed assignments. Make-up assignments are at the discretion of the teacher. **It is your responsibility to get any make-up work within 48 hours of an excused absence.**

If you know you are going to be absent, please get a pre-arranged absence slip from the office with a call or note from a parent/guardian.

Medical Release

Students who have been excused from physical activity as a result of injury, surgery or other medical condition will be required to have a physician's consent to participate in activities or other school events that require physical participation. Forms are available from the office or the P.E. Department.

Medication Policy

The complete medication policy can be found on our school website www.fremont2.org -It is also available upon request from the school nurse. All students must have a completed health form on file with parental permission before any medications are given. If your child requires a specific over the counter medication or prescription medication brought from home to be administered during the school day, a Request for Administration of Medication form must be submitted. All medication must be in the original bottle from the pharmacy with the students name, date, medication name and physicians name. Over the counter medications must also be in original packaging. No zip top bags or old medication containers please.

New Student Transition Program

Each new student will meet with the district guidance counselor for assistance in the transition to Dubois Schools. The counselor will be a resource to new students and parents to help each child learn about our school and to become acquainted with others and to enable our staff to learn the needs of each student. Our purpose is to integrate new students within their new school setting as quickly as possible.

Off Campus Activities/Passengers in School Vehicle

Students attending off-campus, school sponsored events are governed by the same rules and regulations which apply to their daily campus behavior. The discipline policy remains in effect while riding in a school bus or any other district vehicle.

Parent Advisory Committee (P.A.C.)

Dubois K-12 School maintains a parent advisory committee that meets regularly with the building principal. The purpose of this committee is to involve parents with the continuous school improvement process. The parent advisory committee is also used to facilitate stakeholder input with building-level improvement efforts. In addition, the Board of Trustees maintains open communication with the community through regular meetings and work sessions.

Parent Teacher Association (P.T.A.)

The Dubois PTA's mission is to enrich every child's learning experience and to make every child's potential a reality by connecting the home, school, and community. The Dubois PTA will work or side by side with the district, the faculty, and parents to ensure the success of our mission and offer the most benefit to the students of Fremont County School District #2.

Party Invitations

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are excluded.

Personal Items

Students may not bring toys, games or inappropriate materials to school. Items brought to school for classroom sharing will remain in the classroom at all times.

- Dubois K-12 School will not be responsible for lost or stolen items. If there is an argument over ownership, the item will be confiscated by the teacher/principal until rightful ownership can be established.
- The bicycle racks are not locked and the district cannot assume responsibility.
- Movies which are taken on bus trips are limited to G and PG rating **only**.
- Electronic/musical devices may be used on activity buses, if permissible by sponsor. These are not to be used at school.

Prohibited Items

Items that are disruptive to school activities are not permitted at school. Such items include, but are not limited to: water balloons, water pistols, yo-yos, caps or poppers, and other explosive devices. These items disturb classrooms, and create possible unsafe situations for students. State law prohibits firecrackers, matches, firearms of any type, weapons of any type, tobacco, alcohol, and illegal substances. Possession of these items will lead to disciplinary action at school, including suspension and/or expulsion. If a student has inadvertently brought prohibited or questionable items, please contact a teacher or principal.

Public Display of Affection

Public display of affection must be tempered with some modesty. Students need to limit display of affection for each other to holding hands while in the building or on school grounds. There is zero tolerance for lack of respect to this policy.

RAM TIME

RAM Time is a dedicated time each day in the classroom for the following:

- 1) Individualized intervention when students need support or extension.
- 2) Literacy enrichment to develop lifelong readers.
- 3) The opportunity for students to build relationships with an adult advocate and to learn proactive behaviors that build our school community.

Report Cards

Report cards will be disseminated at the end of each 9-week grading period.

- **Elementary Report Cards** provide a score of 1 to 4 on standards in each Wyoming Content and Performance Standard for grades 1-5. Standards Reports indicate your student's proficiency toward grade level standards.
- **MS Grade Scale:** Passing: 60% and above; Failing: below 60%. *No letter grades are given in Middle School.*
- High School Grade Scale A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = Below 60%
- Parent-teacher conferences will be scheduled at specific times throughout the year. Please watch for notices.
- Special conferences may be requested by parents and teachers.

School Closure

KTAK 106.3 is our official radio station in case of school closure. Announcement will be made by 7:30 a.m. on the day of closure.

School Nurse

The school nurse will be available during her posted hours. All student health problems should be brought to the attention of the school nurse and the child's teacher. The school nurse will screen students annually in selective grades for vision and hearing. When completed, parents will receive these results. While our registration is done online, our Student Health Information Form will be sent home and must be completed before any over the counter medication will be administered. Please take your time and be specific when filling out this form for your child. Specific environmental and food allergies will be listed on this form.

In general, we ask that you keep your child home from school if he or she has any of the following symptoms or diagnosed illnesses:

- Fever greater than 100 degrees (orally)
- Vomiting/diarrhea
- Coughing: deep, barking, congested, or productive mucus
- New or sudden onset of rash
- Brown, gray, tan, or yellow drainage from the nose, eyes, or any other part of the body
- Unusually sleepy, lethargic, or grumpy
- Strep throat
- Bad cold with a runny nose and/or bad cough, especially if it has kept the child awake at night
- Communicable disease such as conjunctivitis (pink eye), impetigo, head lice, ringworm, or scabies

Students may return to school when symptom free for 24 hours (no vomiting or diarrhea), on antibiotic/antivirus for 24 hours or without fever for 24 hours without anti fever medications.

Immunizations

Wyoming State Law Requires your child to be properly immunized as designated by the State Health Officer. Your child will be conditionally enrolled for 30 calendar days, (not school days). If requirements are not met by the end of the 30 calendar days, your child will be excluded from school until requirements are met. School immunization requirements are as follows:

Prior to starting Kindergarten:

- DTaP-5 doses
- Hib-Completed valid series of 1-4 doses
- Hep B- 3 doses
- MMR- 2 doses
- Polio (IPV)- 3-4 doses
- Varicella (Chickenpox)- 2 doses or documented history of the disease.

11 years and older:

- Tdap Booster-1 dose

A copy of the above must be given to the nurse for all newly enrolled students and students entering Kindergarten within 30 calendar days.

School Resource Officer - SRO

Our School Resource Officer is a law enforcement officer who provides security and crime prevention services in our school. SROs work closely with administrators in an effort to create a safer environment for both students and staff. The responsibilities of SROs are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers typically have additional duties to include mentoring and conducting presentations on youth-related issues such as the D.A.R.E. program. Please contact the school office to be connected with our SRO.

School Services/Programs and Activities

We have many special services and activities available to children throughout the school year including but not limited to:

- Music, Band & Choir
- Physical Education
- School Counselor
- Foreign Languages
- Special Education
- Speech/Language Therapist
- OREO Days for Middle and High School
- Title I Intervention
- Art
- Book Fair and Library Program
- Pre-Kindergarten Program
- High School Speech & Debate

- Drama
- Yearbook
- Career and Technical Education for Middle & High School
- Field Trips
- Missoula Children's Theatre
- Student Council and National Honor Society

Sexual Harassment

Students will be instructed on requirements of behavior with regard to sexual harassment. Students will review the law and be required to sign that they understand the policies. Complaints from students of sexual harassment must be investigated and handled as per the law.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting, touching, or pinching
- Intentional brushing against a student's or an employee's body
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- Any sexually motivated unwelcome touching
- Sexual violence which is a physical act of aggression that includes sexual act or sexual purpose

Solicitation

Students may not solicit for fund raising activities during the school day. (Policy KH)

Student Insurance

The school district carries student accident insurance to provide coverage for students during school hours or school activities. This policy is intended as supplemental insurance coverage. This plan is secondary to any health insurance which families may have. Claim information may be obtained from the school office.

Study Hall

Students may be offered study hall before and after school Monday through Thursday for assignment make-up, sports eligibility or other situations as assigned and conducted by their classroom teacher. Study hall appointments should be mutually communicated between the teacher and the student.

Supplies

F.C.S.D. #2 will furnish textbooks and workbooks. Your child's teacher will inform you of other necessary supplies. Classroom Supply lists are published annually and are available at the office and on the district's website.

Telephone Messages

Messages will be accepted at the office until 3:10 p.m., after that time there will be no guaranteed delivery.

Visitors/Parents

Classroom Visitation

Appointments with teachers or staff members should be scheduled by telephone or email indicating the staff member and the date and time requested for the visit. Visits should be scheduled at least one full school day in advance to allow for teacher notification. The school day extends from 8:00 a.m. to 3:36 p.m.

All campus visitors must:

- Sign in at the front desk of the school when arriving on campus.
- Obtain from the office, and prominently display on their person, a visitor's pass approved by an administrator or administrative designee before proceeding to the designated location on campus, and return the pass and sign out upon departure.
- Visitors may be asked to exchange a driver's license or other official photo i.d. (tribal i.d., state i.d., passport, etc.) for the visitor's pass.
- Enter and leave the school through the main door and be as quietly as possible.

- Not interfere with any school activity during the visitation.
- Not disrupt or cause disorder to any class, office, or school activities.
- Any individual who disrupts a school site or fails to follow school rules and /or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Volunteers

- You are encouraged to volunteer to help in a variety of ways at our school.
- Parents are encouraged to participate in our Parent Advisory Committee which meets regularly.
- Your child's teacher may ask you to volunteer in the classroom to model reading, listening to children read, help organize a classroom party, etc.
- Please visit the principal or secretary for more information about volunteering.
- Your ideas and thoughts concerning assisting in other areas, or volunteering are *welcome* and *valued*.
- Volunteers will be asked to sign in with the office.
- The Booster Club is a parent organization which supports student activities.

Withdrawal from School

- Withdrawal from school requires that a student check in all books, laptop/electronics, and other district property. Transcripts, report cards or any other records may be held until all fees, books, laptop/electronic devices, library fines, lunch accounts, and any other financial obligations have been paid. Checkout forms must be obtained from the principal's office.
- The Board of Trustees of F.C.S.D. #2 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.
- EARLY CHECKOUT: If a student checks out before the school year is over, they may receive 0's on missed work including final exams. Final exams will not be given early unless prior arrangements are made with the teacher. The only excused absences will be: medical-with documentation from doctor, funeral-immediate family.
- A parent/guardian signature will be required on the student check-out form.

Code: JRA

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Data in the cumulative record shall be factual and objective. The cumulative records shall be limited to identifying data, academic work completed, level of achievement, attendance data, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, students, parents and legal guardians of the student. Any other access will require a subpoena or the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded the parents of the student shall be accorded to the student.

District officials will forward transcripts from the cumulative record upon the request of bona fide educational institutions, parent, legal guardian, or the student if he has attained eighteen years of age or is attending an institution of post-secondary education.

With the exception of the high school transcript, high school grade reports, and attendance records, all material in the student cumulative record shall be destroyed five years after the student has or would have completed the 12th grade in the school district.

Adoption Date: September 20, 2011

THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT Subtitle VII-B, is a federal law that entitles children who are homeless to a free, appropriate public education, and requires schools to remove barriers to their enrollment, attendance, and success in school. Fremont County School District No. 2 complies with all facets of this legislation.

Please visit the following websites for additional information about this act:

(Please note that these links will take you outside of Fremont County School District #2 website.)

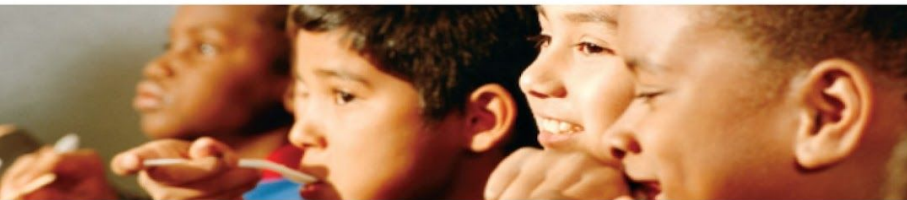
<http://www.ed.gov/programs/homeless/guidance.pdf>

http://www.serve.org/nche/downloads/briefs/who_is_homeless.pdf

NOTICE OF CHILD FIND

Fremont County School District #2 is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in the district. This includes children ages 3 through 21 years of age who are in public schools, private schools, are being homeschooled, or are kindergarten eligible, but not enrolled. Early identification and intervention is essential to help ensure school success. If a child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, he/she may be a child with a disability. For support, referral or evaluation please contact Tad Romsa, K-12 Principal at 307-455-5510. The district provides voluntary Child Find screening services through coordination with Child Development Services of Fremont County. Fremont County School District No. 2 meets the mandated Child Find requirements of the IDEA

INFORMATION FOR PARENTS



**IF YOUR FAMILY LIVES IN ANY OF
THE FOLLOWING SITUATIONS:**

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.



Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.

* If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

		Local Liaison	State Coordinator
		Tad Romsa, FCSD2 K-12 Principal (307) 455-5510	Shannon Cranmore 307-777-3672

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

PUBLIC NOTICE

Code: KIB

SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The district shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

CODE: JRAC

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL

The parents of a student enrolled in Fremont County School District Number Two shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child. The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes; illegal, antisocial, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or the student's parents; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Fremont County School District Number Two may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Principal's office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection

within a reasonable time following receipt of such written request. The materials shall be open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency,

invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The school district may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy, according to District Policy and Procedures JRA and JRA-R.

Each parent of a student at Fremont County School District Number Two shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

Code JB **EQUAL EDUCATIONAL OPPORTUNITIES**

To the extent possible every pupil of this school district will have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion. No student shall on the basis of sex, race, color, national origin, age or disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the District specifically including, but not limited to, access and participation in course offering, athletics, counseling, employment assistance, and extracurricular activities. The District shall comply with its policy relating to nondiscrimination on the basis of sex, race, color, national origin, age, religion or disability as is specifically set forth in Policy AC.

Code: AC **NONDISCRIMINATION**

This district is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap, and religion. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business.

The school staff should establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- a) respect for the individual regardless of economic status, intellectual ability, race, color, national origin, sex, age, handicap, or religion;
- b) respect for cultural differences; home language;
- c) respect for economic, political, and social rights of others;
- d) respect for the rights of others to seek and maintain their own identities.

The school district, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended.

The district shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to race, color, national origin, sex, age, handicap or religion. In order to accomplish this statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Superintendent of Schools or his/her designee.

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their race, color, national origin, sex, handicap, or religion. To the extent that a prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of his limited English language skills.

Counselors shall not use counseling materials and activities or promotional and recruitment efforts that discriminate in any manner and counselors shall not direct or urge any student to enroll in a particular class program on account of that student's race, color, national origin, sex, handicap, or religion. All students shall have equal opportunities available to participate in cooperative education, work study, and apprenticeship training programs either now offered or which may be offered in the future.

All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their race, color, national origin, sex, age, handicap, or religion. Students with handicaps shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids, to the extent reasonable to accommodate the handicapped. To the extent possible, handicapped individuals shall be placed in regular vocational education programs and education courses.

Legal reference: W.S. 21-4-301, 21-7-302, Wyoming Constitution, Article 7, 10 Civil Rights Act of 1964 as amended in 1972, Title VI, 34 CFR, Part 100, Title VII Executive Order 11246, 1965, as amended by Executive Order 11375. Equal Employment opportunity Act of 1972, Title VII Education Amendments of 1972 Title IX (P.L. 92-318), 34 CFR Part 106, Section 504 of the Rehabilitation Act of 1973, 34 CFR, Part 104 and the Age Discrimination Act of 1975 and as amended

Adoption date: September 20, 2011

FREMONT COUNTY SCHOOL DISTRICT #2
Notification of Rights under FERPA
For Elementary and Secondary Schools

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Fremont County School District #2 will make available to the public directory information pertaining to students at Fremont County School District #2. Directory information includes the following: the student's name, address, telephone listing, electronic mail address, photograph, video or any other electronic media, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

Adoption Date: September 20, 2011

Amended: May 15, 2012

JRA-E (3)

FREMONT COUNTY SCHOOL DISTRICT NO. 2

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent *before* students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"] if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use -
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The School District has developed and adopted policy/administrative regulation JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out

of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office / U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

Adoption Date: September 20, 2011

Fremont County School District No. 2

Section 504

Annual Publication of Notice to Parents/Guardians

Policy of Nondiscrimination on the Basis of Disability in Programs and Activities

1. Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation for people with disabilities.

The legislation is designed to prevent any form of discrimination based on disabilities.

Under Section 504, a person is considered to have a disability if that person

- 1) has a physical or mental impairment which SUBSTANTIALLY LIMITS one or more of such person's MAJOR LIFE ACTIVITIES
- 2) has a record of such impairment, or
- 3) is regarded as having such an impairment

The act defines MAJOR LIFE ACTIVITY as functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. "Parents Rights in Special Education" (P.R.I.S.E.) is a handbook prepared by the Wyoming Department of Education and is available through the school district's Special Education Department and sets out the rights assured by the IDEA. It is the purpose of this document to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA.

To find out if your child is eligible for Section 504 services:

1. Contact the principal to make a formal request for assistance for your child. Be prepared to discuss your child's special needs, and how it is affecting one or more major life activity, contact Cindy Lewis the FCSD#2 Schools' 504 Compliance Officer, at (307)-455-5511 to receive 504 information and guidance concerning the district's 504 procedures.
2. Once you provide the necessary information, and after further investigation and assessment, a decision will be made about whether your child is eligible for Section 504 services. You will be asked to participate in the assessment(s) and determination of eligibility. You will be informed of the decision within 30 days of the determination.
3. If your child is eligible for Section 504 services, a 504 Accommodation Plan will be developed to insure implementation and documentation of services.
4. If you as parent/guardian disagrees with the determination made by the district you have the right, under Section 504 to procedural safeguards. Section 504 regulations listed below include but are not limited to the following rights for parents and students.
 - right to be informed by the district of specific due process rights
 - right for the child to have access to equal academic and non-academic school activities
 - right for the child to have an appropriate education in the least restrictive setting, which includes accommodations, modifications and related services
 - right to notice regarding referral, evaluation, and placement

- right for the child to have a fair evaluation conducted by a knowledgeable person(s)
- right to an administrative appeal process
- right to examine and obtain copies of all school records

Publish: Dubois Frontier, Legals – August and January annually

Code: JII

STUDENT (OR PARENT) GRIEVANCES

A grievance is a written allegation by a student and/or the student's parent of a violation of Board policy, administrative regulation, or of a written school rule or regulation pertaining to students. The term "grievance" will not apply to any matter for which the method of review is prescribed by law or where the Board is without authority to act. The school district has prescribed other policies pertaining to complaints involving discrimination and/or sexual harassment. Any student or his parents having a complaint involving discrimination or sexual harassment should use the applicable policies and procedures pertaining to those kinds of complaints.

For grievances as defined in this policy, the student is encouraged to present such grievance first to his/her teacher if the grievance involves the teacher, and if not, then to the building administrator. In those instances where satisfactory results or adjustments cannot be made by the teacher, the matter may be taken up with the building administrator.

If the matter cannot be satisfactorily resolved by the Principal within five (5) working days after the grievance is submitted in writing, then the matter may be referred to the superintendent.

If the grievance is not satisfactorily resolved by the superintendent within five (5) working days thereafter or any extension agreed to by the grievant, then the matter may be referred to the Board of Trustees.

Any grievance submitted to the Board of Trustees must first have been considered by the building administrator and the superintendent. The Board shall consider the grievance at its next board meeting first occurring not less than five (5) working days after submission of the grievance to the Board of Trustees. The decision of the Board of Trustees shall be final.

SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Fremont County School District Number 2 are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact Martha Gale, the District's Superintendent (*P O Box 188, Dubois, WY 307-455-5516*).

Adoption Date: September 20, 2011 Amended: July 16, 2013

Code: KBDA

PARENT AND FAMILY ENGAGEMENT POLICY (TITLE I SCHOOLS)

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children's education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and parents. It shall be provided to parents and educators of children participating in Title I programs. This policy shall be evaluated annually to determine that worthwhile strategies to encourage and maintain parental involvement are in place. This policy sets forth how the District will involve parents in developing its Title I plan and how parents will be informed of ways they can be included in decision-making for the program. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child's learning. Meaningful efforts will be made to ensure involvement, along with community members, "mainstream" students' parents, parents of students with disabilities, limited English proficiency, and other categories often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September, through newsletters to parents, website postings, media reporting, and building-level Parent Advisory Council meetings, inform parents regarding the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), "Every Student Succeeds Act" (ESSA), student achievement results and concerns, and explain the program and the rights of parents to have meaningful involvement in the planning, review and

improvement of the Title I program. The District shall offer, in addition to an annual meeting, a flexible number of meetings at times determined most appropriate to gather parental involvement in developing, reviewing and evaluating on an ongoing basis this Parent and Family Engagement Policy.

Parents shall be notified of:

- a. their right to examine staff members' qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child (see policy GBJ);
- b. their rights regarding their child's attendance site or participation in programs focused on school improvement;
- c. assurances that all students in the District shall be involved with state-required assessment, with alternate assessments or exclusions only as allowed under Wyoming Department of Education guidelines;
- d. the District's commitment to offering training annually, to parents, related to activities in the home which reinforce student progress in such areas as reading, mathematics, science, self-esteem, and others;
- e. their right to be informed about progress and to be involved with decision-making regarding their child's educational program, and in a language appropriate to their circumstances;
- f. Consolidated Grant resources available for use in parent activities including training, out-of-district school site visitations, and support for meeting expenses including child care, transportation, and supplies;
- g. that the District shall provide opportunities for parents to meet individually with staff, at times as convenient as practicable, to discuss student progress and concerns. Evening sessions often allow more extensive parent participation, due to constraints resulting from employment considerations. Parents will be informed of internet-based, secure information which they may retrieve, on a daily basis if so desired.
- h. their right, if they are homeschooling parents, to have access to federally-funded programs such as Title I, Special Education, and staff development training, and that their children may participate in annual state-mandated assessments;
- i. requirements as mandated by State standards, State assessments, and requirements for graduation.

The School District and parents will develop a school-parent compact that outlines how parents, students and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate. The School District will offer assistance to parents in understanding the education system and the state standards, and how to support their children in achievement. The District will provide materials and training to help parents work with children. The District will educate teachers and other school staff, including school leaders, in how to engage families effectively. The District will coordinate with other federal and state programs, including preschool programs. The District will provide reasonable support the parents may request and provide information in a format and language parents can understand.

District Title I Parent Advisory Council/School-Parent Compact

A District Title I Parent Advisory Council, composed of 1 to 2 parents from each of the District's Title I schools, shall meet a minimum of twice annually with the District Title I Director and Title I staff to address the areas described below. The required meetings shall occur in October and May, following building-level meetings in September and April.

October:

1. Review of present implementation progress from previous May's planning and parent input.
2. Information regarding training opportunities for parents and staff.
3. Review of current priorities and solicitation from parents for additional considerations.
4. Review reports from building-level meetings and consider for adoption recommendations from those meetings.
5. Make recommendations having the intent of encouraging parent participation in Title I-related activities.

May:

1. Review parent training activities from the present school year, and make recommendations regarding their continuation, expansion, or modification.
2. Provide input into the proposed Title I activities for the following school year, under the Consolidated Grant application prepared annually in June.
3. Recommend additional parent training activities for the next school year.
4. Report on parent input at the building level to school improvement planning.
5. Review this Parent and Family Engagement Policy and School-Parent Compact for content and effectiveness of the policy in improving the quality of District Title I schools. Recommendations will be made, if necessary, for changes.

Building Level Parent Involvement/School-Parent Compact

Each Title I school shall have a committee composed of parents of Title I students, which shall meet a minimum of twice annually (September and April) with building Title I staff and administration. Each such committee shall select the parent representative(s) who will serve on the District Title I Parent Advisory Council. Among the responsibilities of each committee shall be:

- a. providing support as appropriate for the school's parent conference activities including information gathering, registration, and other help to improve school-community communication;
- b. providing input to the building's School-Parent Compact, particularly in areas related to parent training, instructional support in the home, and other topics focusing on student performance;
- c. providing building-level recommendations to be taken to the District Title I Advisory Council, addressing the topics listed in that body's description of responsibilities;
- d. involving, as appropriate, staff from "feeder" preschools.

Each Title I school shall provide written progress reports to parents concerning their child's academic performance, on a regular basis, and shall schedule parent conferences a minimum of twice annually for individual sessions. In some instances, meetings may be held more frequently to address significant concerns or problems.

Title I parents will be involved in the School-Parent Compact. The Compact shall outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will communicate, build and develop a partnership to help children achieve the District's high standards.

Of the Title I funds received by the District, not less than one percent (1%) shall be mandated to fund family engagement with the District sending at least ninety percent (90%) of those funds directly to the Title I school.

Adopted: September 20, 2011 Amended: March 20, 2018

Policy: ACE

TITLE I STATE AND LOCAL DISTRICT REPORT CARD INFORMATION

State and local school district report cards are critical tools for promoting accountability for schools, local school districts, and States by publicizing data about student performance and program effectiveness for parents, policy makers, and other stakeholders. Report cards help parents and the general public see where schools and districts are succeeding and where there is still work to do.

A well-informed public is an important resource in the school and district improvement process.

In the same way that data enable educators to make better decisions about teaching and learning, data can also help parents and other community members work more effectively with educators and local school officials to promote school change. Additionally, the more parents and community members know about the academic achievement of their children and their schools, the more likely they are to be involved in their local schools and the public school system. Equipped with information on academic results and teacher quality, parents and community members can make better decisions and choices. For these reasons, States and LEAs receiving Title I funds must prepare and disseminate annual report cards.

Please see the following link for our district and State report cards:

<https://sites.google.com/fremont2.org/fcsd2districtreportcard/home>

Fremont County School District #2
2019-2020 Dubois Elementary & Middle School
Title I School-Parent Compact

Dubois Elementary & Middle School and the parents of the students participating in the activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Dubois Elementary & Middle School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

In order to assure achievement of this goal, Dubois Elementary & Middle School will:

- Implement a curriculum that aligns to the appropriate grade-level standards.
- Monitor teachers' preparation for implementation of a standards-aligned curriculum through lesson planning.
- Support the use of differentiated instructional techniques in every classroom, including the use of technology when/where appropriate.
- Implement the use of data to drive instructional decisions throughout the year using multiple measures.
- Implement a Response to Intervention (RTI) Program to meet the needs of identified students who are struggling in Math and ELA.
- Focus professional conversations around the three essential questions for student achievement:
 1. What do we want each student to learn?
 2. How will we know when each student has learned it?
 3. How will we respond when a student experiences difficulty?

- 2. Hold parent-teacher conferences during which this compact will be the foundation as it relates to the individual child's achievement.**

Dubois Elementary & Middle School hosts an annual Back to School Night as well as two parent-teacher conferences. Dubois Elementary & Middle School encourages a two-way open-line of communication. At any time, a parent or teacher may request a meeting.

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

- Dubois Elementary and Middle School provides quarterly report cards to all students.
- Students receiving additional services through RTI or Special Education receive additional updates of their progress.
- All teachers use a live parent portal that includes up-to-date attendance and academic achievement data. (Infinite Campus)
- Assessment results and related reports are communicated to parents.

- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

At Dubois Elementary and Middle School, we believe questions are best addressed at the appropriate level. Therefore, any concern related to the classroom is first referred to the classroom teacher. Parents are encouraged to

e-mail or directly phone their child's teacher with any concerns. We work to provide parents a response within 24-48 hours of any contact.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

Parents may:

- Attend field trips with students
- Attend special classroom events and student presentations
- Attend special school-wide events

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitor attendance.
- Ensure that homework is completed
- Volunteer in child's classroom.
- Participate, as appropriate, in decisions relating to my child's education.
- Stay informed about my child's education and communicate with the school by promptly reading all notices (including those posted to the website) from the teachers, the principal, and other district administration.
- Serve to the extent possible, on parent advisory/involvement groups.
- Support school discipline and attendance policies and procedures.

STUDENT TECHNOLOGY USE POLICY

Acceptable Use

The intent of this section is to ensure that **ALL** uses of the district's computer network are consistent with the district's mission statement, strategic plan and Fremont County School District #2 graduation criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials.
- Reinforcing the specific subject matter taught.
- Requiring the use of critical thinking skills.
- Promoting tolerance for diverse views.
- Teaching socially appropriate forms of civil discourse and expression.

These expectations do not attempt to define **ALL** required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user **MUST** exercise good judgment and appropriate conduct. For purposes of these expectations, the district's "computer network" includes all the district's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the District's local and/or WiFi network, and access to the Internet through district computers or the district's local and/or WiFi network.

Opportunities and Risks of Computer Network Use

Fremont County School District #2 believes the value of information, interaction and benefits that access to the district's computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The District has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources. This "best effort" basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- User training

Fremont County School District #2 does not support or condone access to educationally inappropriate resources. Users **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The district will provide students with a student email account that can be accessed through any computer with Internet access. The district may review all files, including electronic communications, that are created on, stored on or sent to, from or via the computer network. The district reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the district's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the district's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The district cannot be held accountable for information that is retrieved through the use of technology.

User Conduct and Responsibilities

Guidelines for access to the district's computer network within this document apply to **ALL** students, administrators, faculty, staff and other employees of the district. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as its policy on student behavior and staff contacts.

The district's computer network is part of the educational curriculum and not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. **ALL** users of the district's computer network are expected to abide by district policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the district's computer network for **educational or professional purposes only**. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via the district's computer network and acknowledge the source of information when appropriate.

ALL users of the district's computer network are representatives of FCSD #2 and should act accordingly. Guidelines for acceptable use include, but are not limited to, the items listed below. Users will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Note that email is not guaranteed to be private. People who operate the school information systems do have authorized access to email; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology-related activities that they borrow or are used under their account or password.
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.

Misuse of the district's computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school.
- Threaten the integrity or efficient operation of the district's computer network.
- Violate the rights of others.
- Are socially inappropriate or inappropriate for a student's age or maturity level.
- Are primarily intended as an immediate solicitation of funds.
- Are illegal or for illegal purposes of any kind.

Use of the district's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Examples of district computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue.
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Harassing other users.

- Using another user's account(s).
- Misrepresenting oneself as another user.
- Violating the rights of others or their privacy and safety.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Accessing district blocked Websites, via codes or other improper routes.
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling.
- Vandalizing data, programs, networks or information resources.
- Degrading or disrupting systems or equipment.
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage.**
- Spreading computer viruses.
- Gaining unauthorized access to resources or entities.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the district's computer network. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

District Responsibilities and Confidentiality

The district reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from district personnel as it relates to the use of the district's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside our district. FCSD #2 reserves the right to deny individual users access to specific technology as a consequence of misuse.

Disciplinary Actions

Failure to comply with these expectations and/or the regulations governing the use of the district's computer network will result in disciplinary action. FCSD #2 reserves the right to deny individual users access to the district's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (**Note:** Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion

Seclusion And Restraint In Schools Code: JLJ-R

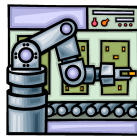
It is the policy of Fremont County School District No. 2 to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. '21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules. This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint. For further information, read the entire policy. [JLJ-R Seclusion and Restraint](#)

Adopted: Revised: 10/27/11 06/06/18

CAREER & TECHNICAL EDUCATION OPPORTUNITIES FOR STUDENTS OF FCSD#2

Fremont County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of their operations. Fremont County School District #2 Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including Animal Systems, Natural Resources Systems, Design/Pre-Construction, Manufacturing Production Process Development, Engineering & Technology. The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Fremont County School

District # 2 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Martha Gale, PO Box 188, 700A North First Street, Dubois, WY 82513



Middle & High School Activity Sponsors

HS Football Head –	David Trembly
HS Football Asst. –	Monte Baker
HS Volleyball Head –	Tina Baker
HS Volleyball Asst. –	Leeanna Horn
HS Girls BB Head –	Joe Slawiak
HS Girls BB Asst. –	Leeanna Horn
HS Boys BB Head -	Kyle Miller
HS Boys BB Asst. -	Kolter Leseberg
HS Wrestling Head –	David Trembly
HS Wrestling Asst. –	
HS Track Head –	
HS Track Asst. –	Katie Seabolt
MS Volleyball Head –	Katrina Dingman
MS Volleyball Asst. –	Anna Hinkle
MS Football Head –	
MS Football Asst. –	
MS Boys BB Head –	Patricia Kelley
MS Boys BB Asst. –	
MS Girls BB Head –	Joe Slawiak
MS Girls BB Asst. –	Tricia Kelley
MS Wrestling Head –	Monte Baker
MS Wrestling Asst -	
MS Track Head –	Tina Baker
MS Track Asst. –	Leeanna Horn
MS Track Asst. –	



Middle & High School Activity & Club Sponsors

- 6th / 7th/ 8th Grade Sponsor..... tbd
- Freshman Sponsor.....David Trembly / Samantha Schwessinger
- Sophomore Sponsor.....Lidia Haughey / Zoe Maier
- Junior SponsorTina Baker / Katrina Dingman
- Senior Sponsor.....Jason Horn / Jennifer Bowles
- Athletic DirectorTina Baker
- Drama Coach.....Christine Snow
- Missoula Children’s Theater..... Paula Sabatka
- NHS Sponsor.....Mike Marcus
- Speech & Debate..... Jennifer Bowles
- Student Council: MS & HS..... Lidia Haughey & Tina Baker
- Yearbook Club..... Jennifer Bowles

CRISIS MANAGEMENT PLAN

KEEP IN A SAFE PLACE FOR REFERENCE

August, 2019

PARENTS, TO ENSURE THE HIGHEST LEVEL OF SAFETY FOR YOUR CHILD, THE FOLLOWING INFORMATION IS BEING PROVIDED RELATIVE TO A VARIETY OF EMERGENCY SITUATIONS THAT MAY OCCUR WHILE YOUR CHILD IS IN SCHOOL. IT IS VERY IMPORTANT THAT YOU TAKE THE TIME TO REVIEW AND UNDERSTAND THE INFORMATION CONTAINED IN THIS LETTER.

To ensure the greatest security possible, Fremont County School District No. 2 administrators and the district safety and security team continually review and update the district's Emergency Response Plan. The purpose of this plan is to help the school prepare for emergencies. It guides the school administrators and staff on the basic steps to take in case of natural disasters (floods or tornadoes, etc.), man-made disasters (fire, hazardous materials incidents, etc.), and terrorist emergencies (such as bomb threats, active shooters, etc.).

In order to be self-reliant during the initial stages of a disaster, everyone, including children, need to cooperate and help each other. Practice drills teach children where to go, what to expect and how to behave in case of various kinds of emergencies. They vary in nature, but usually include the following types of scenarios: fire drills, weather-related events, or lock-down procedures. Please discuss with your child the purpose of these drills and how this knowledge helps to ensure safety should an emergency occur.

Guidelines of the ~~Crisis~~ Emergency Response Plan include lockdown and evacuation procedures and alternative evacuation sites. Preparation for possible related incidents such as bomb threats and suspicious devices has also been addressed.

The primary emphasis of emergency response training in Dubois schools is as follows:

1. FIRE - Students are evacuated to specified areas outside of the building. If the building cannot be re-entered, students will be relocated to the designated alternate location (Search and Rescue Barn; Bus Barn and/or Mt. Calvary Lutheran Church) for the school until parents are notified and arrangements have been made to pick up the children.

2. TORNADO – Students are sheltered in designated areas within the school building. Depending upon the severity of the damage and the availability of communications, children will be released to their parents when an “all clear” message has been received.

3. LOCK-DOWN PROCEDURES occur when a potential threat such as: an intruder approaches or enters the building and makes some kind of threat. Building interior and exterior doors are locked. Students are kept in their rooms until the teachers have been notified that it is safe to return to normal operations.

4. BOMB THREATS – Students are evacuated while the building is searched. If weather conditions are unfavorable, the students will be relocated to the designated alternate location for each school. District Administrators will determine when the building is safe to re-enter.

5. IMPENDING INCLEMENT WEATHER – In the event of impending inclement weather, the district will initiate early dismissal procedures. In case of early dismissal, the following procedure will occur. Those students who are transported to and from school by bus will be sent home early on the school bus. Parents must arrange transportation home for students who walk or are picked up after school. Please ensure the school has a current phone number and an emergency phone number update in Infinite Campus. (If you entrust your child to daycare or after school care, please inform them of these procedures). We want to make sure that every student has a place to go if something should happen.

6. WAR/TERRORIST ATTACK (BIOLOGICAL/ CHEMICAL/NUCLEAR) “SHELTER IN PLACE” – Should the nature of the crisis or incident so require, the school district will shelter students and staff at each school site. It is important to note that schools are able to take care of student and staff needs related to food and drink until the Emergency Services Personnel can mobilize.

Fremont County School District No. 2 has consulted with the Fremont County Emergency Management Agency in affiliation with the U.S. Department of Homeland Security regarding precautions for such things as terrorist attacks (including biological, chemical or nuclear attack).

The reaction of the school district to a particular incident will depend upon the nature of the incident. Some crisis situations will

allow us to dismiss early and send students home as quickly as possible. **Other crisis attack situations such as weapons related, chemical, biological or nuclear will require that we “shelter in place” or keep the students and staff at the schools.** If the nature of an incident allows us to send children home, then our early dismissal procedures will be implemented and students will be sent home as quickly as possible. If the nature of the incident is such that we cannot get students home safely, we are prepared to shelter both students and staff at the school sites.

Notification of such incidents will be broadcast on all local radio and television stations.

The school district has taken guidance from the emergency agencies relative to their recommendations for “shelter in place” actions. If the district implements the “shelter in place” emergency plan, the following will occur:

- Notification of “shelter in place” will be broadcast on regional radio and television stations and will also be posted on the district’s website as well as disseminated via Infinite Campus Messenger.
- School will implement their emergency crisis plan for “shelter in place”.
- School will be locked down for safety. No one will be allowed to leave or enter (exception emergency officials). By locking down, and activating other plans, the school will be setting up their own “safe environment” to include preserving current air quality that may be compromised by opening doors and windows if a chemical agent is active outside.
- If the district uses the “shelter in place” plan, parents should not attempt to pick up their children or call the school. Doing so will cause traffic gridlock and emergency communication slowdowns that could stop necessary emergency processes from happening.
- If parents or guardians cannot pick up their students once the all clear has been given and friends or relatives have been directed to pick up their children, they must have a picture ID before school officials will release the children to their care.

Once again, notification of such emergencies will be broadcast on regional radio and television stations and will also be posted on the district’s website as well as disseminated via Infinite Campus Messenger.

In some crisis situations, the school must relocate students to an alternate site. Should an emergency that requires you to pick up your child at the alternate site occur, you will be notified by telephone or through radio and television broadcasts.



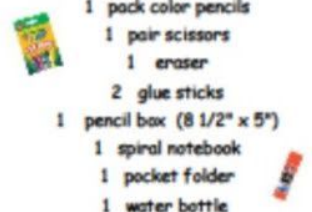



If you have any questions or concerns about these emergency procedures, please contact your child’s school.

The school district assures parents and guardians that we will take every effort and precaution to safeguard your child should emergencies/crisis arise while students are at school.

For more information on emergency preparedness, you are encouraged to visit the Fremont County Emergency Management website at the following address: <http://fremontcountywy.org/emergency-management-agency/>

Dubois K-5 School Supplies List

2019-2020

Mrs. Akin's Kindergarten	Mrs. Qureshi's First Grade	Mrs. Lee's Second Grade
<p>1 backpack with name labeled 1 set of twistable crayons 1 pack of erasers 4 glue sticks (purple glue color if possible) 1 spiral notebook 2 boxes of facial tissues 2 large containers of disinfectant wipes 1 pkg of quart-sized ziploc bags 1 extra set of seasonally appropriate clothes *Gym Shoes: Non-Marking Soles ONLY</p> 	<p>5 pencils, #2 lead 2 box of crayons, 24 count only, please 4 glue sticks 1 pair scissors 1 pencil box (8 1/2" x 5") no bags, please 1 spiral notebook 1 pack of erasers 1 box of ziploc sandwich-or-snack baggies 1 backpack *Gym Shoes: Non-Marking Soles ONLY</p> 	<p>5 pencils, #2 lead 1 box regular crayons 24 ONLY, please 1 pack color pencils 1 pair scissors 1 eraser 2 glue sticks 1 pencil box (8 1/2" x 5") 1 spiral notebook 1 pocket folder 1 water bottle 1 large container of disinfectant wipes 1 large box facial tissues 1 backpack (label with name) *Gym Shoes: Non-Marking Soles ONLY</p> 
Mrs. Seabolt's Third Grade	Mrs. Sincavage's Fourth Grade	Mr. Harder's Fifth Grade
<p>5 pencils, #2 lead 3 spiral notebook 2 plastic/vinyl pocket folders 1 pack of markers 1 metric/standard ruler 1 glue stick 3+ dry erase markers 1 pack colored pencils 1 pair scissors pencil box 1 large container of disinfectant wipes water bottle 2 large boxes facial tissues 1 backpack with name labeled *Gym Shoes: Non-Marking Soles ONLY</p> 	<p>4 1-subject wide-ruled notebooks 2 pink erasers 1 pocket folder 1 composition book 1 pack colored pencils 2 boxes of facial tissues 1 water bottle 1 backpack-or-bookbag (label with name) * Gym Shoes: Non-Marking Soles ONLY</p> 	<p>25 pencils, #2 lead 1 pack colored pencils 5 erasers 2 spiral notebooks 1 pkg. highlighters 1 pair scissors 1 pencil box 2 large boxes facial tissues 1 large container of disinfectant wipes 1 water bottle 1 backpack-or-bookbag (label with name) *Gym Shoes: Non-Marking Soles ONLY</p> 
<p>PLEASE LABEL ALL SCHOOL ITEMS WITH STUDENT'S NAME IN PERMANENT MARKER</p>		
<p>K-12 Gym Shoes: Non-Marking Soles Only</p> <p>All gym shoes will be for GYM USE ONLY. No shoes worn outside will be permitted as their soles and/or dirt damage the floor.</p>  <p>NO SKATER SHOES, PLEASE!</p>	<p style="text-align: center;">Dubois</p>  <p style="text-align: right;">1st day of School is Aug. 26, 2019</p> <p style="text-align: right;">.....</p> <p style="text-align: right;">Log on to our website for the most current information:</p> <p style="text-align: right;">www.fremont2.org</p>	

Dubois Middle & High School Supplies List

2019-2020

DUBOIS MIDDLE SCHOOL

6th Grade	7th/8th Grade Language Arts	7th/8th Grade Social Studies
4 composition books, lined not spiral bound 1 binder w/ 8 dividers (for Social Studies) 3 highlighters of different colors 1 pkg. colored pencils 12 pencils #2 lead 3 pads Post-it notes (3 colors) 3 pkgs 3 x 5 note cards, lined 1 spiral notebook 4 folders with pockets 2 large boxes of facial tissues 1 container of disinfectant wipes 1 clear water bottle 1 backpack-or-bookbag <i>(label with name)</i> *Gym Shoes: Non-Marking Soles ONLY	1 1/2" binder w/ 8 dividers highlighters (4 colors) thin marker set -or- flair pens 1 pkg loose leaf college-ruled paper small scissors glue sticks scotch tape black pens 1 pkg #2 pencils 1 box of tissues -or- disinfectant wipes For Classroom: 7th grade: 1 pkg post-it notes 8th grade: 1 pkg colored pencils 7th/8th Grade Math 1 notebook 5 dry erase markers Post-it notes 1 pkg. colored pencils	1- 1" binder w/ 8 dividers 1 binder pencil holder 1 composition book: college-ruled Highlighters (4-colors) #2 pencils 2 2-pocket folders 1 pkg colored pencils 7th/8th Grade Science 1-composition book, lined, not spiral bound 12 colored pencils 3 post-it pads (different colors) 3 x 5 notecards 2- blue ink pens 1 1/2" 3-ring binder w/ 8 dividers ruler w/ centimeters (cm)

GYM SHOES FOR GRADES K-12 are required to have non-marking soles only - no skater shoes, please!

DUBOIS HIGH SCHOOL

Social Studies	English/Language Arts	Math
1- 1" binder w/ 8 dividers 1 binder pencil holder 1 composition book: college-ruled Highlighters (4-colors) #2 pencils 2 2-pocket folders (9th & 10 grade) 1 pkg colored pencils (9th & 10th grade) For Classroom: Black Expo Markers (9th grade) 1 box Kleenex (10th grade) 1 container of Disinfectant Wipes Astrobright paper-1pk 24lb, 100 sheets (12th gr)	1 1/2" binder w/ 8 dividers highlighters (4 colors) thin marker set -or- flair pens 1 pkg loose leaf college-ruled paper small scissors glue sticks scotch tape black pens 1 pkg #2 pencils 1 box of tissues -or- disinfectant wipes For Classroom: 9th grade: 24lb astrobright paper (100 sheets) 10th grade: 1 pkg post-it notes 11th grade: black expo markers 12th grade: 1 pkg. white cardstock	1 notebook 5 dry erase markers Post-it notes 1 pkg. colored pencils TI84 calculator <i>(optional)</i> Science 1-composition book, graph ruled, not spiral bound 1-composition book, lined, not spiral bound 24-colored pencils 2 sets of post-it pads w/ 3 different colors 2- blue ink pens 2 -3" ring binder w/ 8 dividers ruler w/ centimeters (cm) 1 pkg of mechanical pencils
P.E. / Physical Conditioning/Health & Fitness		
Gym Shoes for gym use only. Non-marking sole only		



All students will need a clear water bottle & a backpack -or- book bag. (Please write name on both)

1st day of School: Aug. 26, 2019

Log on to our website for the most current information:

www.fremont2.org

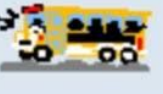
2019 - 2020

7/22/2019

F.C.S.D. #2 Bus Route Schedule

SCHOOL LEVEL:	SCHOOL HOURS:
Elementary : K - 5 grade Middle & High School: Grades 6-12	8:15 - 3:30 8:00 - 3:36

7:05	Red Creek Ranch	 EAST ROUTE BUS	3:42	School Departure	
7:10	Leave Parking Area		3:45	Lights On Drop-off	
7:15	Red Rocks		3:47	414 Meckem St (Lights On bldg)	
7:20	East Fork		3:49	Lander / Welty	
7:28	Jakeys Fork		3:50	3rd / Welty	
7:30	Kingfisher Rd.		3:54	Painted Hills	
7:32	Painted Hills		3:56	Kingfisher Rd.	
7:35	414 Meckem St (Lights On bldg)		3:59	Jakeys Fork	
7:37	Lander / Welty		4:08	East Fork	
7:38	3rd / Welty		4:13	Red Rocks	
7:43	School		4:18	Red Creek Ranch	

A.M.	Pick-up Location:		P.M.	Drop-off Location:
7:00	Diamond D	 WEST ROUTE BUS	3:42	School Departure
7:05	Buffalo Buttes		3:46	Diamond D
7:25	Dunoir Station		3:50	Buffalo Buttes
7:33	Mustang Meadows		4:00	Taylor Creek/Warm Springs
7:36	Taylor Creek Exxon/Warm Springs		4:05	Mustang Meadows
7:38	Rhoades Street		4:15	Dunoir Station
7:39	Fremont Street		4:25	Rhoades Street
7:40	Bighorn Lane (Sheep Center)		4:26	Fremont Street
7:45	K-12 School			

NOTE: Drop-off/pick-up times are estimated only. Students should be at their bus stop 5 minutes before the time indicated above. Adjustments will be made to accommodate other students along each route. If you live further than two miles from the listed bus route stops, please contact the District's Central Office for an Isolation application. To talk to your bus driver or for further information, please call Denny Mock at our Transportation Center at (307) 455-5540

2019 - 2020

7/22/19

ACTIVITIES BUS ROUTE SCHEDULE

Drop-off Time:	Drop-off Location:	
5:40	K-12 School Departure	
5:44	Painted Hills	East
5:45	Kingfisher Road	
5:47	Jakeys Fork	
5:55	East Fork Rd	
6:00	Red Rocks	
6:02	Red Creek Ranch	
6:05	Dinwoody Parking Area	
6:25	Clubhouse Drive	West
6:26	Taylor Creek/Warm Springs	
6:28	Mustang Meadows	
6:32	Stoney Point Rd	
6:36	Dunoir Station	
6:45	Rhoades Street	

NOTE: Drop-off/pick-up times are estimated only. PARENTS/GUARDIANS should be at their child's bus stop 5-minutes before the time indicated above. Adjustments will be made to accommodate other students along each route. For further information, please call Denny Mock at the School Transportation Center at 455-5540



