

**Powell  
High  
School**

**2008-09 Handbook**

### **Public Notice to Parents, Legal Guardians, and Eligible Students**

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request.
2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)
5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.
6. If the school agrees with the request, the records will be amended and you will be advised, in writing, of the amendment.
7. If the school does not agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. The request should be made to the Superintendent of Schools.
8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.
10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following: the student's name, address, telephone listing, 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 educational 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.

Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of each respective school. Records are kept at each school that the student attends.

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IV, Title IX, Section 504 and ADA may be referred to Park County School District #1, Civil Rights Coordinator, 160 North Evarts Powell, Wyoming 82435-2730, or 307-754-2215 or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO, 80204-582, or 303-844-5695 or 303-844-3417.

### **Guidance Services**

The guidance services are provided to help make your high school career more enjoyable and more profitable. To get the most out of high school, you should take advantage of these services.

Following is a list of services available from the guidance office:

1. Counseling (individual and group)
2. Information/High School Planning
3. Career Awareness/Development of (4) four year plans
4. Community Resources
5. Post High School Planning/Scheduling and Financial Aid

### **Attention Students & Staff**

Installation or modification of ANY software constitutes a violation of the District Network/Internet Usage Administrative Regulation/Operational Procedure.

### **Graduation Requirements**

### **CREDIT REQUIREMENTS:**

Twenty-four (24) credits are required to graduate from Powell High School.

Since college entrance requirements are generally stated in terms of credits in English, social studies, mathematics, science and foreign languages, students are cautioned to be certain they have an acceptable balance between those courses and other offerings of Powell High School.

**SUBJECT REQUIREMENTS:**

**A. FOUR UNITS OF ENGLISH**

4 credits

1. The successful completion of eight (8) semesters of English is required for graduation from Powell High School.

**B. THREE UNITS OF SOCIAL STUDIES**

3 credits

1. World studies is required of all freshmen - also required of transfer students without acceptable social studies credit.

2. One-half unit (one semester) of Free Enterprise is required for graduation.

3. U.S. History is required in the sophomore year.

4. One-half unit (one semester) of American government is required.

**C. THREE UNITS OF MATHEMATICS**

3 credits

1. Although only three years (3) of mathematics are required for graduation, it is highly recommended that more be taken.

2. A student who receives lower than a "C" in any math class is not recommended for the next level course. It is the recommendation of the mathematics department that the student take the course over for a better understanding of the material. If the student receives a letter grade higher the second time through, he/she will receive an additional credit for the course but not toward the three (3) credit requirement. The student will still have to take three (3) different math classes to meet the school requirement of 3 credits. No one may receive more than two (2) credits for any one math class.

3. STANDARDS MATHEMATICS 1 & 2 is designed for the student who has a lack of confidence in math and wants to meet the requirements of the school as well as be prepared for the WyCAS state test. This course is for the student who is not planning on post-secondary training.

**D. THREE UNITS OF SCIENCE**

3 credits

**E. ONE YEAR OF PHYSICAL EDUCATION** (Classes of 07, 08, 09)

1 credit

1. One year of Physical Education is required during the freshman year.

2. Students with special health problems who cannot participate in the regular program will meet this requirement through a modified program upon the recommendation of the student's doctor.

**F. HEALTH EDUCATION**

.50 credit

One semester of Health Education is required.

**G. VOCATIONAL TECHNOLOGY**

1 credit

Example courses:

- CAD
- Computer Graphics
- Photography
- Building Trades
- Wood Fabrication
- Mechanical Drawing
- Welding & Welding Fabrication
- Computer Application

**H. FINE ARTS**

1 credit

Example courses:

- Art
- Band
- Choir
- Computer Graphics
- Music Theory
- Photography
- Woods

Students may meet Foreign Language standards before entering high school. All students that are planning on attending 2- or 4- year colleges are encouraged to take two years of Foreign Language in high school.

Standards - Proficient performance on the uniform student content and performance standards and the common core of knowledge and skills as outlined in State Board requirements. Starting with the class of 2006, this means proficiency in at least five of the nine areas.

Keep in mind that one course can not be used to meet a requirement in two areas. For example: Photography can count toward either Fine Arts or Vocational Technology but not both.

Students may apply four (4) correspondence courses or two (2) credits toward graduation. Correspondence courses are to be completed by May 1 before graduation. All lessons, requirements and exams must be completed by the student by May 1 for grades to be received by Powell High School no later than one (1) week before graduation. All correspondence courses must meet local standards to get P.H.S. credit toward graduation.

With the new credit requirements for graduation, it has been determined that the following minimum credits must be earned cumulatively at the end of each year in order to be promoted to the next grade level:

	9th Grade	10th Grade	11th Grade	12th Grade
Class of 2004-2007	6	12	18	24

Powell High School is fully accredited by the North Central Association of colleges and schools and by the Wyoming State Department of Education.

### **Shoshone Learning Center**

A student from Powell High School must meet the following in order to be considered a viable candidate for the SLC:

1. Legitimate credit recovery (3 semesters of consecutive failure in one class, i.e., English 9) (Eligible students in grades 10-12)
2. Legitimate reason for seeking enrichment courses (Seniors)
3. Legitimate scheduling conflict at PHS (Seniors)

### **PHS Valedictorian / Salutatorian Selection**

The student(s) selected for this award are Powell High School's best. Powell High School has determined that there will only be **ONE** student selected for each classification. Students who qualify for this prestigious honor will be selected based on the following criteria:

\*4.0 GPA

\*Highest ACT score

\*\*\*All students earning a 4.0 GPA will be recognized at graduation.

### **Hathaway Scholarship Information**

#### **\*Incoming Freshman Graduating in 2011**

**Honor Scholarship:** \$1600 per semester at UW or community college; high school GPA of 3.5/ACT score of 25; scholarship maintenance GPA of 2.5

- 4 years of math (Algebra I, Algebra II, Geometry & student choice)
- 4 years of language arts (reading, writing, listening and speaking)
- 4 years of science (3 years from among physics, chemistry, biology, geology and computer science and 1 year student choice)
- 3 years social studies in world history, geography, American history and government and economics
- 2 years foreign language (at least 1 year taken in grades 9-12)

**Performance Scholarship:** \$1200 per semester at UW or community college; high school GPA of 3.0/ ACT score of 21; scholarship maintenance GPA of 2.5

- 4 years of math (Algebra I, Algebra II, Geometry & student choice)
- 4 years of language arts (reading, writing, listening and speaking)
- 4 years of science (3 years from among physics, chemistry, biology, geology and computer science and 1 year student choice)
- 3 years social studies in world history, geography, American history and government and economics
- 2 years foreign language (at least 1 year taken in grades 9-12)

**Opportunity Scholarship:** \$800 per semester at UW or community college; high school GPA of 2.5/ACT score of 19; scholarship maintenance GPA of 2.25

- 4 years of math (Algebra I, Algebra II, Geometry & student choice)
- 4 years of language arts (reading, writing, listening and speaking)
- 4 years of unspecified science (3 years of which satisfy high school graduation requirements)
- 3 years social studies in world history, geography, American history and government and economics

Demonstrated proficiency in foreign cultures/languages common core component

**Career Scholarship:** \$800 per semester at community college;

high school GPA of 2.5/ACT score of 17 or WORKEYS cumulative score of 12; scholarship maintenance GPA of 2.25

High School Graduation Requirements:

- 3 years of math (except two of three years must be from the following courses: Algebra I, Algebra II and Geometry)
- 4 years English
- 3 years of unspecified science
- 3 years social studies in history, American government and economic systems and institutions

D e m o n s t r a t e d p r o f i c i e n c y i n  
F o r e i g n L a n g u a g e / C u l t u r e  
c o m m o n c o r e k n o w l e d g e a n d  
s k i l l s .

**\*Current High School Students**

**Concurrent Enrollment Program**

***3 year Pilot Project***

***Project Scope***

**Northwest College offers college classes, both general education (GE) and career and technical education (CTE) courses, to high school students in our service area high schools for both college credit and high school credit. The classes will be delivered according to the college standards, but on the high school calendar and bell schedule, and be staffed by appropriate faculty.**

***The Curriculum***

College courses administered through this program are Northwest College catalogued courses and are approved through the regular course approval process of the college. These courses have the same departmental designation, number, title, and credits and adhere to the same course description and deliver the same learning outcomes. Learning outcomes are enumerated in a college syllabus that is to be given to every participating student.

General Education classes will primarily be introductory, freshman-level classes. For Career/Technical Education classes, curriculum must be aligned with the high school program and have a written pathway. In all classes, content must maintain college rigor.

College classes on the high school campus are bound by the same rules for minimum and maximum numbers as on campus. Eight students minimum are required for a class to run. Maximum enrollees vary depending upon the type of class offered. Exceptions to this rule are determined by Northwest College Division Chairs and/or Academic Affairs personnel in consultation with the instructor.

***NWC – Concurrent Enrollment -- Juniors and Seniors***

It is the policy of Powell High School to allow seniors/juniors (Administration discretion) to take classes, on an enrichment basis, at Northwest College. The following conditions must be met:

1. Area high school students at the junior level must demonstrate exceptional ability through public school course work (cumulative GPA of 3.5 or better). A letter of permission from the high school principal and a copy of the current high school transcript are required.
2. Senior students enrolled in a state accredited high school with a cumulative GPA of at least 2.7 who have written permission from the high school principal, completed application form and concurrent enrollment form.
3. The college course, or its equivalent, is to be an extension of learning offered at the high school and must not be available at Powell High School.
4. The student must complete admission application at NWC.
5. A student enrolling in a college class needs to be aware that she/he may have to drop one (1) or two (2) high school classes to allow time for one (1) college class and the travel time because of different schedules. (Be alert to high school credit).
6. Students must furnish their own transportation.
7. High school students may enroll for a maximum of two (2) courses per semester at NWC.
8. Students can receive high school credit.

***The Faculty***

Instructors teaching concurrent enrollment courses must meet Northwest College's standard for adjunct faculty. Potential adjunct faculty will be approved based on the following criteria:

- Master's degree in the content area
- Master's degree in any area and 18 credit hours in the content area
- Bachelor's degree in the content area and 18 credit hours in the content area, plus successful completion of the Postsecondary Instructor class offered by Northwest College

- For Career/Technical Education instructors, a bachelor's degree in the content area and industry certification when appropriate, plus successful completion of the Postsecondary Instructor class offered by Northwest College (for Career/Technical Education instructors)

Those adjuncts who have been approved to teach Northwest College classes prior to this agreement are considered approved to teach for those courses listed on their approval.

#### ***The Students***

All students in a General Education college class delivered on a high school campus must be officially registered as students at Northwest College. Career/Technical Education classes may contain students who are not enrolled as college students, according to the articulation agreement written. High school students in college classes must meet all prerequisites for the classes and prove college readiness.

Students who qualify under IDEA and enroll in college classes shall continue to receive services on site from the high school.

College courses taught on the high school campus are recorded on the student's official college transcript as well as the official high school record.

#### ***The Classroom***

Northwest College is responsible for content, delivery of the content, and teacher effectiveness in the classroom. Northwest College rules apply and the college will provide evaluation of the teacher's effectiveness. The high school will alert parents of participating concurrent enrollment students to the special circumstances of the college rules pertaining to the class through a written document. The document will indicate, through a written signature, the parent's consent to his/her student participating according to the college rules and regulations.

In Career/Technical Education courses particularly, the technical components of the classroom will match the current level at the college, e.g., drafting technology classes must have a lab with the appropriate version of CAD available. In all Northwest College classes, the instructor must have academic freedom in what they teach as defined by the Northwest College Faculty Employment Policy and the NWC Student Handbook.

#### ***Costs/Payment***

Tuition and fees are charged to high schools at one-half tuition, plus full fees for the first year of this project. High schools are responsible for payment of all tuition and fees for concurrently enrolled high school students. Students are not responsible for payment directly to the college for tuition, fees, or materials. School districts may assess fees to students as appropriate. Northwest College and the high school will seek funding from alternate sources, e.g., BOCES agreements, grants, etc., to cover all costs for the program after the first year.

#### ***Instructor Payment***

Instructors will be paid at the current Northwest College adjunct faculty rate. When the adjunct faculty is a high school faculty member, the high school will determine whether or not the salary should be paid directly to the faculty member or to the school as high school administration will decide issues concerning lost time during the high school work day.

#### ***Evaluation and Student Tracking***

Student success/failure rates for all students in all classes will be tracked and monitored for three years. Success/failure rates will be viewed in comparison to concurrent enrollment students who take classes on campus and to regularly enrolled students on campus.

High schools will track graduating high school seniors into post-secondary schools, employment, and/or the military. After three years, compiled data will be analyzed and, if necessary, changes will be made in order to improve student success rates. Student success in the college classroom is defined as a 2.5 GPA or better. Student success in the workplace is defined as six months of continuous employment or movement into a higher position of the same type of employment. Also, concurrent enrollment students' GPAs after the end of the freshman year will be compared to regularly enrolled students' GPAs to check for levels of success.

Faculty will be evaluated using the standard Northwest College student evaluation tool. Division Chairs or their designee will visit all new adjunct faculty classrooms and can visit any adjunct faculty classroom at any time.

The Concurrent Enrollment Task Force will continue to meet in order to analyze data, discuss challenges and successes, and make modifications to the program as required.

#### ***Graduation***

In order to participate in graduation activities, a student must have completed all course work and fulfilled all graduation requirements.

Some of the elective courses are on a partial credit basis (pass/fail) of 1/2 unit per year. They include Teacher/Office Aides.

Students must be enrolled in at least five full credit courses in order to be a full time student.

#### DROPPING A CLASS -

Within the first five (5) days students will be allowed to make course changes.

#### **Commencement Exercises**

Commencement (or graduation) is a ceremony to be celebrated with dignity. This is a time to honor seniors, their parents and family. There are guidelines for dress and behavior.

1. Appropriate clothing will be worn - nice clothes without holes; for the gentlemen, slacks and shirt; for the ladies, dresses or skirts and blouses. Shoes must be clean and more of a dress shoe or dress boot. (No flip-flops as they can be dangerous when crossing the stage and NO bare feet.)
2. Students will demonstrate behavior that is respectful of all speakers including fellow classmates.
3. NO TOYS! Toys and games will not be allowed during the ceremony.
4. No writing on hats and clothing.

Participation in the Commencement Exercise is not required. Commencement is an option and privilege which graduating seniors are offered at the conclusion of their high school education.

#### Honor Roll

Straight "A": All "A's"

"A": 3.5 GPA and no grade below a "B"

"B": 3.0 GPA and no more than one "C" with the rest "A's" and B's"

No student receiving a "U" on their report card will be eligible for the Honor Roll. Grades earned in **partial credit** classes will not be included in the calculation of Honor Roll or class rank.

#### **Grades and Report Cards**

The following grading scale will be used. All standards in each grade or course must be successfully completed for a student to pass and earn credit toward graduation. If a student has not met all standards at the end of the grade/course, interventions are recommended in the classroom and in extended-day programs. If more time is needed by the student to complete the standards, summer school will be an option for the student with a teacher recommendation. Based on the Board action in 2005, the following scale will be used:

Percentage	Letter Grade	Grade Point
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
65 - 69	D	1.00
0 - 64	F	0.00

Successful completion of an academic/elective enrichment class earns one half (1/2) unit (.5) of credit per semester. All standards in each grade or course must be successfully completed for a student to pass and earn credit toward graduation.

ALL SEMESTER GRADES AND CREDITS EARNED ARE RECORDED on the student's permanent record.

#### **Academic Letter Criteria**

Freshmen: Will qualify for a certificate at the end of the year if student has a 3.5 cumulative GPA. A letter will be sent home congratulating the student and explaining that, if he/she continues to keep their GPA at a 3.5 they will qualify for an academic letter after the first semester of their sophomore year.

Sophomores: Will be eligible at the end of first semester. Must have a 3.5 cumulative GPA.

Juniors & Seniors: Must have a 3.5 cumulative GPA or earn a 3.5 during any semester of their junior or senior years.

A teacher may recommend any junior or senior that has not qualified for a letter. This option is for those students who have demonstrated marked improvement and a solid work ethic in their class. This student would need to have a 3.25 cumulative GPA or earn a 3.25 during the semester of their recommendation. A ballot would then be sent to each of the recommended student's teachers. A majority of the teachers would need to vote in the affirmative in order for the student to receive a letter.

#### **Attendance**

Students need to be in regular attendance at all of their classes in order for learning opportunities to take place. Regular attendance developed through effective time management skills and superior work ethics will help the development of skills needed in maintaining a job, for a successful career, and in life after graduation. The cooperative effort of parents/guardians and the school in developing positive attendance habits and attitudes is required in order to prepare students for life after high school.

Class attendance will be taken each class period for the purpose of determining Average Daily Attendance and Average Daily Membership.

Students are encouraged to make up work in advance for all school-sponsored or school-required absences. "A student is allowed one day to make up missed work for every day absent per individual class."

A full day's attendance is required before a student is eligible to participate in any performance (i.e., game, concert, etc.) In order to practice, the student must attend school at least all afternoon classes on that day. If the activity is on Saturday or a non-school day, the student must be in school all day the day before the activity. Pre-approved absences must be of medical or family emergency. (Permission may be granted by the administration during special circumstances.)

**COMPULSORY ATTENDANCE**- Wyoming statute 21-4-101 and 102 states that compulsory attendance is required until the student has "attained their sixteenth (16) birthday or completed the tenth (10) grade."

#### **GENERAL ATTENDANCE DEFINITIONS**

**Absence**- Arriving to class after ten minutes has expired, leaving class with more than ten minutes left in the class, or not being in class at all. A total of ten (10) absences is allowed in each class, each semester.

**Excused Absence**- Any absence that is parent approved (phone call or signed note) within two days of the absence. This includes doctor's appointments, sick days, personal days, funerals, etc.

**Unexcused Absence**- Any absence that is not approved within TWO (2) days of the absence, any absence after the tenth (10) that is not excused with a signed note from a doctor, and/or any absence after the tenth (10) that is not granted an administrative exception.

\*It is important for parents to understand that excused absences and unexcused absences count the same toward the student's ten (10) absences allowed per semester. In other words, if an absence is excused by a parent, it still counts as an absence. So, as a parent, why call in and excuse your child's absence if it is still counted toward the ten (10) allowable absences per semester? Because if the student is not at school, we need to verify whether you are aware of this or not, so that we can work as a team in keeping your child safe.

**Tardy**- Arriving to class up to ten (10) minutes after the tardy bell. Three tardies equal one unexcused absence and each unexcused absence counts toward the ten absences allowed each semester.

**School-Excused Absence**- Any absence that is a result of participation in a school-sponsored activity. College visits will be considered school-excused as long as the student provides written documentation from the college/university within TWO days of the absence. School-excused absences do NOT count toward the ten absences allowed each semester.

**Truancy**- An unexcused absence from class as a result of "skipping", "ditching", and/or **FAILING TO FOLLOW THE SCHOOL'S CHECK-OUT PROCEDURE.**

#### **SCHOOL CHECK OUT PROCEDURE:**

- 1) **Report to the office and notify the attendance secretary that you need to leave the school.**
- 2) **The attendance secretary will verify, either through a parent phone call or signed note, that the student has parent permission to leave and the length of time the student is excused (i.e. one hour, half day, etc.).**
- 3) **AFTER PARENT PERMISSION HAS BEEN OBTAINED BY THE ATTENDANCE SECRETARY, the student must sign the check-out sheet and is then excused to leave for the amount of time approved by the parent.**
- 4) **IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW THE CHECK-OUT PROCEDURE. FAILURE TO DO SO WILL RESULT IN A TRUANCY.**

\*Students are not allowed to make up work missed as a result of a truancy.

There are two primary reasons why truanancies are treated very seriously at P.H.S. First, we take our responsibility for student safety seriously. A large part of this is being able to account for all of our students at all times. Secondly, we are required to treat truanancies seriously to comply with Wyoming Statute 21-4-101 which defines a habitual truant as "any child with five (5) or more unexcused absences in any one school year."

Some examples of truanancies include, but are not limited to:

- Not following school check-out procedure
- Skipping class
- Misusing a hall pass (not going where you had permission to go)
- Falsifying a parent permission note, phone call, etc.

#### **Habitual Truancy**

**Compulsory Students (under the age of sixteen or have not completed the tenth grade)**

A parent contact will be attempted after every truancy. After the third truancy in a school year, a meeting will be set up with the parents, the student, and school administration. The student will also be assigned one day of Saturday school. On the fourth truancy, the student will be given one day out-of-school suspension (OSS). On the fifth truancy, to comply with Wyoming State Statute, the school will refer the compulsory student to the Juvenile Prosecuting Attorney as a habitual truant (Wyoming Statute 21-4-101). The student will also lose his/her open campus privileges during the lunch period for the remainder of the semester or for a minimum of four (4) weeks, whichever is longer.

#### Non-Compulsory Students (reached the age of sixteen or have completed the tenth grade)

A parent contact will be attempted after every truancy. After the third truancy in a school year, a meeting will be set up with the parents, the student, and school administration. The student will also be assigned one day of Saturday school. On the fourth truancy, the student will be given one day out-of-school suspension (OSS). On the fifth truancy, the student will lose his/her open campus privileges during the lunch period for the remainder of the semester or for a minimum of four (4) weeks, whichever is longer. On the sixth truancy, the student will be recommended to the superintendent for expulsion.

\*If a habitual truant (5 or more truanancies) exceeds ten absences in a semester, his/her appeal for loss of credit will automatically be denied.

#### Self-Excused Check-Out

Eighteen (18) year old students are allowed to check themselves out of school under two conditions:

- 1) They turn in a "Self-Excused Check-Out" form to the attendance secretary. This form must be signed by the parent and Assistant Principal. The Vice-Principal will also make a parent contact to verify the parent understands the risks of relinquishing control in this situation.
- 2) They follow the school's check-out procedure by signing out at the office prior to leaving the school building.

**\*If either one of these steps are missed, the eighteen year old student will be considered truant.**

**Eighteen (18) year olds who can check themselves out still can't exceed the ten (10) absence rule. If they do, they will be held to the same standard as every other student and risk losing credit for the classes where they have more than ten (10) absences.**

#### Loss of Credit

In order to successfully earn credit for a class, a student must (a) earn a passing grade ('D' or above) and (b) meet the minimum attendance requirement.

Students are allowed **ten** (10) absences per class, per semester; this means ANY combination of excused and unexcused absences totaling ten (10). Each absence after the tenth (10) will require a doctor's written excuse to avoid violating the ten (10) allowable absences. Without a doctor's excuse, the absence will be considered an unexcused absence and will be added to the student's total absences.

On the fifth (5) absence, a parent contact will be made by one of our guidance counselors and a meeting will take place between the student and the guidance counselor. The counselor will review the attendance policy and action plan with the student. On the 8th absence, a meeting will take place with the parent, student, counselor, teacher, school resource officer, and the Assistant Principal (or other designated school administrator). A letter will also be mailed to the parents explaining the attendance policy and the risk of the student not earning credit once he/she exceeds ten (10) absences. Once the student exceeds ten (10) absences in any class within a semester, a letter will be mailed to the parents explaining the student has violated the attendance policy and has not earned credit for the class or classes where there is a violation. This letter will also describe the Recovering Credit Appeals Process.

#### Recovering Credit Appeals Process

- 1) The student must submit a request for a hearing in writing to the Assistant Principal within three days of returning back to school after the absence/s that created the attendance violation. If this request is not submitted within three days of returning back to school, the request will automatically be denied.
- 2) If the request is given to the Assistant Principal within three days, a hearing will be scheduled within one week. The student will be allowed to remain in the class, or classes in question, until the appeals process is totally completed.
- 3) The student and his/her parent/s shall be required to meet with the school's appeals committee. This committee will consist of the Assistant Principal (or other designated school administrator), one school counselor, teacher, and the school resource officer.
- 4) The appeals committee will either decide to accept the appeal without conditions, accept the appeal with conditions (e.g., attendance contract, etc.), or deny the appeal.
- 5) If the decision is to deny the appeal, the student will not earn credit in all classes where he/she has exceeded ten (10) absences at the time of the hearing.

- 6) If a student's appeal to recover credit is denied, the student or his/her parents may appeal the decision to the Superintendent in writing within three days following the appeals committee's decision. The superintendent will meet with the student and his/her parents within one week to listen to their appeal. The superintendent will make a decision within three days and his/her decision shall be final.

#### **Homebound Instruction**

After an absence of five (5) consecutive days, a special request for home study must be made by the parents, with the principal, for those students who have a serious illness or accident. If such a program is arranged, days of homebound instruction count as days in attendance. Homebound instruction will require a doctor's (M.D.) recommendation.

#### **Corridor Passes**

When going from one room to another during class periods, a student must secure a Corridor Pass from the teacher in charge. Students are to be in class unless carrying such a pass.

#### **Calling Students from Class**

Students are only permitted to leave class for emergencies. All other messages will be taken in the office and given to the student during non-class time.

#### **Rules and Consequences**

##### **Classroom Discipline Plan**

Teachers are given the flexibility to establish a productive teaching and learning environment that meets their personal style. Therefore, students need to realize there will be individual differences in classroom rules just like they will experience individual differences with their college instructors or supervisors in the workforce after they finish high school.

**The "Two-Out" Rule-** If a classroom teacher feels a student's behavior is so disruptive to the educational process that it is impacting the student's ability to learn; another student's ability to learn; and/or the teacher's ability to teach, the disruptive student may be asked to go to the Assistant Principal's office. The teacher will get a disciplinary referral to the Assistant Principal as soon as possible. On the disciplinary referral, the teacher will let the Assistant Principal know whether he/she would like the student to receive an "out." It is the teacher's discretion.

Once a student has received a "First Out", the Assistant Principal will conduct a meeting with the student and his/her parent/s. The "Two Out" rule will be reviewed and an action plan will be discussed. If a student receives a "Second Out" in any class, he/she will lose credit for that class.

##### **School-Wide Discipline Plan**

In order to assure a safe, supportive teaching and learning environment, school officials must appropriately address inappropriate/disruptive behavior. ANY behavior that is deemed disruptive to the educational process will not be tolerated. Most disciplinary actions assigned by the school administration have already been outlined in other parts of this handbook. However, it should be understood that school-wide discipline decisions are at the discretion of school administration. Some of the disciplinary actions taken may include, but are not limited to, assigning detention, in-school suspension, out-of-school suspension, Saturday School, closed campus, referral to law enforcement or outside agencies, and recommending expulsion.

##### **Harassment/Sexual Harassment**

Harassment is a kind of discrimination. It means that someone is treated differently because of his or her differences. It is behavior or words that:

- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning and participating difficult.
- May be repeated or may be very offensive on a one-time basis.

No person shall engage in harassment/sexual harassment, retaliate against any person for opposing harassment/sexual harassment, or aid or abet harassment/sexual harassment of any person.

After appropriate investigation, any person who is found to have engaged in harassment/sexual harassment of another person will be subject to disciplinary action.

##### **Fighting** (When two (2) or more persons engage in verbal or physical confrontation)

- First offense -- one (1) to three (3) days OSS (administrator's decision).
- Second offense -- up to ten (10) days OSS.
- Third offense -- recommend expulsion.

##### **Theft** (Taking of property not belonging to oneself)

- First offense -- one (1) to five (5) days OSS (administrator's decision).
- Second offense -- up to ten (10) days OSS.
- Third offense -- recommend expulsion.

- Law Enforcement will be contacted in all instances for prosecution.

### **Weapons**

Type 1 - Deadly weapon (as such term is defined in Wyoming Statute 6-1-104)[a][iv]). Type 1 examples are firearms, explosive or incendiary materials, knives, etc. Type 2 weapon examples are chains, clubs, stars, etc. Type 3 weapon examples are belts, combs, pencils, pocket knives, files, compasses, scissors, pepper spray, mace, etc.

Any student who possesses, uses, transfers, carries, or sells a deadly weapon (Type 1) while on the school campus or on any school bus or while in attendance at any school activity shall be suspended immediately from school and referred to the Superintendent. Said student shall be expelled from school for not less than one (1) year except that, after reconsideration, the Board of Trustees may modify the expulsion requirement on a case-by-case basis.

The student in possession of a Type 2 or Type 3 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.

### **Possession and/or Unauthorized Use of Cell Phones and Other Electronic Devices**

Students must get permission from the classroom teacher prior to using an electronic device in that teacher's classroom. Cell phones are never allowed to be used in any way in a classroom between the tardy bell and the bell that signals an end to the class (instructional time).

### **Disciplinary Actions for Unauthorized Use of Electronic Devices**

- 1) **First Offense** – Staff member will ask the student to give him/her the electronic device. Student is encouraged to remove the battery prior to giving the device to the staff member. Staff member will hand the device in at the main office. The student may pick up the device at the end of the school day.
- 2) **Second Offense** – Staff member will ask the student to give him/her the electronic device. Student is encouraged to remove the battery prior to giving the device to the staff member. Staff member will hand the device in at the main office. The student will be responsible to let his/her parent know the device can only be picked up by a parent.
- 3) **Third Offense** – Staff member will ask the student to give him/her the electronic device. Student is encouraged to remove the battery prior to giving the device to the staff member. Staff member will hand the device in at the main office. The student will be required to “check in” the device every morning upon his/her arrival to school. The device will be held in the office. The student can “check out” the device when he/she leaves school for the day.
- 4) **Fourth Offense** – If the student forgets to “check in” the device and/or has a fourth violation during class time, the device will be held in the office for the remainder of the school year and given back to the student at the end of the school year.

\*If at any point the student refuses to give the electronic device to the staff member asking for it, the student will be given an office referral for insubordination.

### **Fire Drills**

Fire drills will be held throughout the year without the previous knowledge of students or teachers. When the fire alarm sounds, each class is to pass out of the building quietly and orderly in single file. Every person is to immediately exit the building. Students and faculty will return to their rooms as soon as it is determined by the administrator that no real emergency exists. Directions for leaving the building are posted in each room.

### **Internet Access and Expectations**

The District's goal in providing Internet access is to promote educational opportunities and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke, or suspend specific user access. Students and parents will need to read, agree to, and sign the school district internet policy.

### **Lockers**

Students are responsible for lockers assigned to them when they enroll. These lockers are the property of the school and may be inspected by the school officials at any time. No one is to use a locker other than the one assigned. Lockers and the surrounding hall area must be kept clean and neat. If a locker does not function properly, it should be reported to the Custodial Office. Students are issued keys to their individual lockers. They are asked to bring them to school each day and to turn them in at the end of the school year. Valuables and money should not be kept in lockers. Lockers must be locked at all times.

### **Alcohol, Tobacco, Inhalants and the Misuse/Abuse of Either Prescription Medication or Non-prescription Substances on School Grounds or at a School Function**

The use of, or possession of, or misuse/abuse of alcoholic beverages, tobacco, prescription medication or non-prescription substances or inhalants (any substance that is inhaled or sniffed that is not intended for that specific purpose or need) by students is prohibited in any of the school buildings, on the school grounds, at school functions, on school buses, or while on school-sponsored trips. Students are not permitted to be in school buildings, on school grounds, or at school functions while under the influence of, or in possession of, alcohol, tobacco or drugs when prior use is evident.

1. The first offense will result in a required, immediate conference with the student's parents and the principal. The student will be removed from school and law enforcement will be notified for prosecution. The student will then serve one (1) day of Out-of-School Suspension. During this time, the student will not be allowed to make up quizzes and tests missed and will not receive credit for that work. A daily participation grade of zero (0) will be given. The student will participate in a school-formed care group and will remain a member of the care group until released. A student who refuses to participate in a school-formed care group will be recommended to the Superintendent for suspension from school for ten (10) school days. The student will lose the privilege of attending or participating in extra-curricular school activities and programs for fifteen (15) calendar days, excluding school vacation days, except that students may continue to practice for the educational value during that period.
2. The consequences for the second offense will be the same as those for the first offense with the following exceptions: Three (3) days of Out-of-School Suspension will follow immediately. The student will be required to obtain a chemical evaluation by a licensed professional drug evaluator at his/her own expense. A student who refuses to do such will be recommended to the Superintendent for expulsion from school. Any student engaged in drug trafficking/providing will be recommended to the Superintendent for expulsion. Law enforcement will be contacted for prosecution. The student will lose the privilege of attending or participating in extra-curricular school activities and programs for thirty (30) calendar days, excluding school vacation days, unless formally arranged extra-curricular activities in which the student would normally participate are scheduled by the coach/sponsor. In the event that formally arranged activities in which the student would normally participate occur during vacation days, these scheduled days shall count toward the thirty (30) days of exclusion. During this time of loss of privilege the student may continue to participate for the educational value during the period.
3. Any subsequent offense during a school year will result in a recommendation to the Superintendent for expulsion from school for the remainder of the school year and referral to local law enforcement for prosecution.

#### **Illegal Drugs on School Grounds or at a School Function**

Upon confirmation of a drug use/abuse violation of District Policy, the following will apply.

1. The first offense will result in a required, immediate conference with the student's parents and the principal. The student will be removed from school. Law enforcement will be notified for prosecution. Ten days of out-of-school suspension will follow immediately. During this time, the student will not be allowed to make up missed quizzes. A daily participation grade of zero will be given. The student will participate in a school-formed care group and will remain a member of the care group until released. A student who refuses to participate in the in-school group will be recommended to the Superintendent for expulsion. The student will lose the privilege of attending or participating in extra-curricular school activities and programs for thirty (30) calendar days, excluding school vacation days, unless formally scheduled extra-curricular activities in which the student would normally be scheduled to participate are scheduled by the coach/sponsor. In the event of formally scheduled activities in which the student would normally be scheduled to participate occur during vacation days, these scheduled days shall count towards the thirty (30) days of exclusion. During this time of loss of privilege the student may continue to participate for the educational value during the period.
2. Any subsequent offense during a school year will result in a recommendation for expulsion from school for the remainder of the school year. Law enforcement will be notified for prosecution. In the event any student is/has been engaged in or when there is sufficient information to believe the student intended to engage in drug trafficking/providing, the building administrator will make a recommendation to the Superintendent for expulsion of the student so identified. Law enforcement will be contacted for prosecution.

#### **Open Containers**

Students are required to dispose of any beverage that has been opened when they enter the school building, including twist top bottles, with the exception of water in twist top bottles. Food and drink are not

permitted in the classroom except for special activities controlled by the teacher. (When departing from that class, all unfinished drinks must be deposited in the waste can or other appropriate location.) Lockers are for books and personal property. Please, no beverages.

#### **Dress and General Appearance**

We ask that students not wear clothes that have any of the following: drug, alcohol, or tobacco logos, obscene words or pictures, or gang-associated attire. Determining what is and is not acceptable is at the discretion of the school staff and, ultimately, the building administration.

#### **Disciplinary Measures for Dress Code Violations**

- 1) **First Offense**- The problem will be referred to school administration. The school administration will meet with the student and ask him/her to correct the issue (unacceptable clothing and/or behavior) so that there is no longer a violation of the policy.
- 2) **Second Offense**- The problem will be referred to school administration. The school administration will meet with the student and ask him/her to correct the issue (unacceptable clothing and/or behavior) so that there is no longer a violation of the policy. The administrator dealing with the issue will make a parent contact and notify the parent that future violations will result in disciplinary action.
- 3) **Third Offense**- The problem will be referred to school administration. The school administration will meet with the student and ask him/her to correct the issue (unacceptable clothing and/or behavior) so that there is no longer a violation of the policy. The administrator dealing with the issue will make a parent contact and the student will be assigned a disciplinary consequence at the administration's discretion. If the problem continues, disciplinary actions will continue to be taken, up to and possibly including a recommendation for expulsion.

#### **Some examples of dress code violations include:**

- Wearing hats inside the school building
- Wearing or displaying a bandana inside the school building
- Bare midriffs
- Spaghetti straps (less than one inch)
- Underwear showing
- Exposed cleavage or buttocks
- Slippers
- Skirts that are excessively short, etc.

All dress code issues are at the discretion of school administration.

#### **Public Display of Affection (P.D.A.)**

Public display of affection is not appropriate at school. Any action between couples that offends or is embarrassing to others is not acceptable. Students will first receive a warning for inappropriate PDA. Additional warnings could lead to parent contact, disciplinary action and/or suspension.

#### **Dances**

1. Dances are not for the general public or school drop-outs. Dances will be open only to students of Powell High School. (Two exceptions are Fall Semi-Formal and Prom.) Guests to the Fall Semi-Formal and Prom may be invited only with advance permission (at least 1 week prior to the activity) from the high school principal. Guests must follow school rules. No Middle School guests or students over the age of 21.
2. Prior to the dance, the school must obtain a "dance permit" from the city police department.
3. Students leaving the building during a school dance will not be permitted to return unless permission to leave is first granted by the teacher in charge.
4. Doors will be locked one hour after the scheduled start of dance. No students will be admitted into the dance once the doors are locked.
5. Students must be properly dressed for the particular dance. Good manners, proper conduct, and general consideration for others are always in order and will be required of all participants.
6. A full day's school attendance is required to attend dances.

#### **Extension of School Authority**

All students are subject to the rules and regulations of School District No. 1 and the lawful authority of school district personnel at any time on the school grounds and during school functions on or off the Powell School Campus. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, and at school functions. Students and fans attending any school function are expected to show good sportsmanship and courtesy. Students may be denied the right to attend Powell High School activities if they fail to observe these regulations.

#### **Administering Medicines to Students**

The staff at PCSD#1 realizes that it is sometimes necessary for a student to receive medication at school. These could either be prescription or over-the-counter medications and/or supplements. It is preferred that medication be administered at home whenever possible; however, we do realize the need for administration of such during school hours in certain situations. In order to protect the students, parents, and school, the PCSD#1 school board has adopted a policy covering the administration of medication/supplements at school.

A "Request for Administration of Medication" form is sent home the first day of school with each student, requesting permission to administer over-the-counter medication (e.g., Advil, Tylenol, Tums and Cepacol throat lozenges) to the student during school hours, if the need arises. Students will not be given these medications without parental permission.

If a student will be in need of having any prescription medication and / or supplement on a daily basis at school, the parent will need to obtain the form "Request for Administration of Prescription Medication" and have the prescribing physician fill out the requested information and sign the form. The parent will also need to sign this form. If this form is not filled out, the medication will not be administered. This form will also need to be completed for students using inhalers and/or nebulizers at school.

All prescription medication/supplement/or over-the-counter medication that the parent is requesting the school to administer MUST be in the original container/package before it will be given. All medication will be secured in a locked cabinet. All medication will be administered to your child by either the School Nurse or the school's designee(s) at the designated time.

Both forms noted above are available from the school secretary.

### **School Trips**

Many students will have the privilege of representing Powell High School on school-sponsored activity trips. It is an honor to represent your school. Your acceptance of the honor implies that you accept the responsibility of representing your school in a commendable manner. These trips are under the direct supervision of the sponsor who has complete lawful authority in controlling the actions of his/her group. All rules and regulations of Powell High School will apply during these trips.

Students who attend school functions as representatives of the school group are expected to travel to and return from such functions in authorized school vehicles. At no time will students get into or ride in a vehicle other than authorized school transportation. If prior arrangements are made by parents with the high school principal, a student may be released to the custody of his/her parents or responsible adult.

Conduct detrimental to the image of Powell High School or failure to observe the rules and regulations of Powell High School may result in a student being denied the right to go on school-sponsored trips as well as additional punishment such as detentions or suspension/expulsion. Parents may be asked to pick their student up in cases of alcohol/drug use or gross insubordination.

### **Lunch Program**

The school hot lunch program and a la carte are provided for students wishing to take advantage of lunches served by the school. Anyone enrolled in school may eat in the cafeteria. Students are not permitted to use another student's ticket. Tickets are sold in the high school office and must be purchased before 8:00 A.M. to be used for that day's lunch. **No charges will be allowed.**

### **Vehicle Parking**

Parking privileges are available to Powell High School students. You should use and take care of these areas by keeping trash picked up so that the area remains clean.

First time offenders will be given a warning for parking vehicles in non-designated areas. The second offense will result in being assigned to lunch bunch. Third offense and each offense thereafter will result in Out-of-School Suspension.

### **Identification Cards**

The Wyoming Activities Association issues identification cards for all high school students in the state. They are primarily to identify you as a Powell High School student when you attend out-of-town school activities. At W.H.S.A.A. sponsored events, including regional and state finals, you will be required to show your card to receive student prices for admission. If you lose the card you were issued at registration, you may get it replaced free of charge at the high school office, while supply lasts.

### **Eligibility for Athletics/Activities**

#### **W.H.S.A.A. GENERAL RULES OF ELIGIBILITY**

- \*1. To be academically eligible for athletics and activities, students must not have more than one 'F' at the end of the semester prior to the beginning of their sport or activity and / or during their sport or activity if the semester ends during their sport or activity. Grade checks will begin on the fourth Tuesday (after the completion of the first three weeks of each semester) and then every subsequent Tuesday for the remainder of the semester. Students must not have more than one 'F' at the time of this weekly grade check.

If there is a violation, the athletics / activities department will immediately notify the coach or sponsor. The coach or sponsor will notify the student and his/her parents. Weekly grade checks will continue. The student will remain academically ineligible until he/she is no longer in violation of the policy. While ineligible, the student is expected to practice but is not allowed to "suit up" nor participate in a game or activity event and is not allowed to travel with the team/activity group.

Students in athletics and activities are allowed to appeal their academic ineligibility status to the Activities Director if they feel there is an error or special consideration (i.e., work has been turned in but just not entered into the grade book yet, etc.). This appeal must be in writing by Thursday at 8:00 a.m. A final decision will be made by the Activities Director by Thursday at 3:00 p.m.

2. Must be under twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.

3. Must have been in residence at the school represented for 88 school days unless the student:

a. Entered upon ninth grade work for the first time.  
b. Transferred into a school due to a move on the part of parent/legal guardian.

c. Is assigned to a foster home by court order.  
d. Is living with guardian sanctioned by a district court.  
e. Transferred from a school which has been discontinued or consolidated.

f. Did not compete in the same activity which is being participated in at varsity level at new school during twelve months prior to enrollment at new school.

4. Must not have changed schools due to influence by any person(s) or promises of preferential treatment.

\*5. Must not have been in attendance for more than four fall or four spring semesters, for a total of eight semesters, which will be counted consecutively after the student enters the ninth grade.

6. Must have had a physical examination prior to first practice.

7. Must have practiced for the required number of days dependent upon the sport. (Check with Principal or Coach.)

8. Must not participate with an independent team while a member of high school competing squad in the same sport.

9. Must not have competed on any all-star team without approval of W.H.S.A.A. Board of Directors.

10. Must be an amateur - one who has never used and is not now using knowledge of athletics or athletic skill for gain.

11. Must not have participated in athletics with any college or university group.

\*Fine Arts and Vocational participants need only meet these requirements.

#### **Activities Participation Agreement**

Because of the vigorous nature of athletics, athletes and parents must be willing to assume responsibility for participation and the risks involved. Further, athletes must share in the responsibility for preventive measures such as: wearing appropriate protective equipment, immediate notification of injury or faulty equipment, proper application of sports techniques and other appropriate safety precautions. Park County School District No. 1 does not carry student accident insurance that covers medical expenses in the event of a student injury. The participant and participant's parents acknowledge that they are responsible for payment of medical expenses incurred in the event of a student injury while participating in student activities. There is available through Park County School District No. 1 a very affordable student accident insurance policy that may be purchased by parents to help cover medical expenses in the event of student injuries. Please contact the School District business office if you are interested in such insurance coverage.

#### **Upon signing up to participate in an activity program, a participant will:**

1. Abide by all rules of School District Number One, the Guidelines for Participation, and the Wyoming High School Activities Association.
2. Conduct himself/herself in a sportsmanlike manner at all times. Unsportsmanlike conduct is defined as conduct which is unfair, unethical, dishonorable or would bring discredit to team, school, or community.
3. Provide certification of medical and parental permission to participate. (Medical/parental permission must be turned in to the head coach before being allowed to practice.)

4. Allow the release of personal information for team rosters such as: full name, number, height, weight, class, position, letter winner.
5. Be neat and clean in appearance at all times.
6. Attend school every class period on the day of competition or the Friday before Saturday competition unless previous arrangements have been made with the head coach and the school office.
7. Attend all turnouts, practices and competitions. All absences must be cleared with the head coach in order to be excused. Unexcused absences will result in penalty and/or suspension and, possibly, dismissal from the squad.
8. Take proper care of school supplies and equipment. Unreasonably damaged gear or equipment not returned will be charged to the athlete.
9. Travel to and from away-competition with the team in approved school transportation. (No travel allowed in private cars when in visiting towns.) If this is not possible, the parent needs to fill out a "Permission to Travel with Parent" form in advance and turn it in to the main office to be signed by the Activities Director. This form can be downloaded off of the school website [www.park1.k12.wy.us](http://www.park1.k12.wy.us) or picked up at the school office.
10. Give maximum effort to improve individual skills and team performance and maintain a cooperative attitude and competitive spirit at all times.

Rules and regulations in this agreement shall apply to any violation on and off school premises at all times during the school year. Violations of these rules will result in a penalty and/or suspension or possible dismissal from the squad. The responsibility of notification, interpretation and enforcement of these rules will rest with the coaching staff. Additional rules may be established during the season as necessary upon counseling with administration and proper notification of athletes.

#### **Guidelines for Participation**

These guidelines shall apply to all students in Powell High School who desire to participate in extra-curricular activities. These guidelines cover the entire school year regardless of what activity the student desires to be involved in.

The purpose of these rules is to:

1. Emphasize concern for the health and well-being of students who are or will be participating in extra-curricular activities;
2. Provide a chemical-free environment that will encourage healthy development;
3. Diminish chemical use by providing an educational assistance program;
4. Assist students who desire to resist peer pressure which often directs them toward the use of chemicals;
5. Ensure consistency of student discipline among the various activity programs.

**Penalty for drug and alcohol possession or use at non-school related functions (i.e., weekend party, etc):** It shall be a violation of the rules applicable to all students desiring to participate in extra-curricular activities to possess or use tobacco, alcohol, dangerous/illegal drugs, or inhalants (any substance that is inhaled or sniffed that is not intended for that specific purpose or need), except when being administered at the direction of a student's physician. This prohibition of the use or possession of tobacco, alcohol or dangerous/illegal drugs applies at all times during the school year. The administrator responsible for enforcing these guidelines may rely on any source he/she determines or concludes to the best of his/her ability is reliable and may include police officers, immediate faculty or administration, parents of the student or students involved, as well as other students.

**Tobacco:** The penalties for use of tobacco (chewing or smoking) are the same as drug/alcohol.

**Admission:** It will be considered an admission if the student contacts a coach or school official immediately to report that he/she has violated the guidelines for participation or if the student admits to the violation once confronted by a school official.

**Competitive Week:** A competitive week shall be a week during which a contest or event that the student is participating in is scheduled. If the student violates these guidelines between seasons, the penalty will take place during the first competitive week of the next season that the student participates in even if that is the following school year. In the event the penalty takes place at the end of any competitive season and the full suspension cannot be served, the remainder of the suspension shall carry over to the next athletic season that the student does participate in. A student may not go out for another sport just to serve the penalty unless the student successfully completes the entire season for that sport/activity.

#### **A. Athletics and Speech:**

##### **First Offense:**

- a. Three competitive week's suspension;
- b. The student practices but does not participate nor travel with team;

- c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

First Offense - If admission made.

If a student who violates this policy admits the violation to the student's sponsor, building principal, assistant principal/activities director, the penalty will be as set forth below:

- a. Two competitive week's suspension;
- b. The student practices but does not participate nor travel with team;
- c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

Second Offense:

- a. Six competitive week's suspension;
- b. The student practices but does not participate nor travel with team;
- c. Student does not participate until s/he has an appointment for an assessment by area drug/alcohol professionals.

Second Offense - If admission made.

- a. Four competitive week's suspension;
- b. The student practices but does not participate nor travel with team;
- c. Student does not participate until s/he has an appointment for an assessment by area drug/alcohol professionals.

Third Offense:

- a. Out of all activities for the remainder of his/her school career at the school in which s/he is currently enrolled (i.e., middle school or high school);
- b. A student and his/her parents may appeal after one calendar year if the student has been through a treatment program. The appeal process should include a meeting with the parent of the appealing student, athletic director, the coach/sponsor of the program the student wishes to participate in, a teacher of the student's choice, and the school counselor.

**B. Pep Band, Jazz Band, Pop Group, FBLA, Drama, FCCLA, FFA**

First Offense:

- a. Suspension for three-week period. If there are not at least two (2) scheduled events during that time frame, it will be necessary for the student to be suspended from the next two (2) scheduled events no matter where they fall on the school calendar;
- b. The student practices but does not participate nor travel with the activity;
- c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

First Offense - If admission made.

If a student who violates this policy admits the violation to the student's sponsor, building principal, assistant principal/activities director, the penalty will be as set forth below:

- a. Suspension for two-week period. If there is no scheduled event during that time frame, it will be necessary for the student to be suspended from the next one (1) scheduled event no matter where it falls on the school calendar;
- b. The student practices but does not participate nor travel with the activity;
- c. Student must complete chemical abuse counseling or a chemical abuse class set up by the school. Student cannot participate until s/he attends counseling or the class.

Second Offense:

- a. Suspension for six-week period. If there are not at least four (4) scheduled events during that time frame, it will be necessary for the student to be suspended from the next four (4) scheduled events no matter where they fall on the school calendar;
- b. The student practices but does not participate nor travel with the activity;
- c. Student does not participate until s/he has an appointment for an assessment by area drug/alcohol professionals.

Second Offense - If admission made.

- a. Suspension for four-week period. If there are not at least two (2) scheduled events during that time frame, it will be necessary for the student to be suspended from the next two (2) scheduled events no matter where they fall on the school calendar;
- b. The student practices but does not participate nor travel with the activity;
- c. Student does not participate until s/he has an appointment for an assessment by area drug/alcohol professionals.

Third Offense:

- a. Out of all activities for the remainder of his/her school career at the school in which s/he is currently enrolled (i.e., middle school or high school);
- b. A student and his/her parents may appeal after one calendar year if the student has been through a treatment program. The appeal process should include a meeting with the parent of the appealing student, athletic director, the coach/sponsor of the program the student wishes to participate in, a teacher of the student's choice, and the school counselor.

**Multiple Activities:** Students in multiple activities will suffer the outlined consequences in each activity (example: Football/Jazz Band student will be suspended under Section A for Football and Section B for Jazz Band.)

These guidelines apply to all students involved in extra-curricular activities at Powell High School and Powell Middle School. They are cumulative during the years that they are enrolled in that school. When entering high school each student starts with a clean slate.

**Penalty for Violations at, or Involving, School Functions:** Students who violate the policy by possessing or consuming alcohol, tobacco, inhalants, or any other drugs not prescribed by a doctor **in any school building, on school grounds, at any school function, or while on any school-sponsored trip are subject to school district policy (See Administrative Regulations Operational Procedures – Alcohol, Tobacco, and Drug Abuse) in addition to the Activities Department policy. The penalties from each policy would run concurrently.**

\*The eligibility policies apply to students involved in athletics and activities including student managers, statisticians, etc.

### **Clubs, Organizations, Activities**

Every student in Powell High School is urged to join and become an active member in at least one extra-curricular activity.

Activities promote an interest in the school and offer very worthwhile opportunities for the development of leadership qualities, co-operation, and citizenship responsibilities. Choose one or more activities that meet your interests and needs and become an active and credible member. Do not, however, try to belong to so many organizations that you cannot do justice to any of them.

### **Art Guild**

The Art Guild aims to promote and advance art in the school and community by encouraging the creative ability of Powell art students and by sponsoring art exhibits throughout the area. Any student enrolled in Powell High School who is taking or has taken a course in art is eligible for membership.

### **Athletics**

Participation in athletics is a privilege available to students who are eligible according to the regulations of the Wyoming High School Activities Association. Athletics in Powell High School provide the opportunity for every student interested in sports to participate. Boys may participate in basketball, cross country, football, golf, swimming, soccer, tennis, track, and wrestling. Girls may participate in basketball, cross country, golf, swimming, soccer, tennis, track, and volleyball. Students participating in athletics in Powell have excelled in all sports during the past number of years. They also have set a standard for good sportsmanship and a seriousness of purpose in school work which is equally outstanding. Keeping up school grades is a "must" for all students participating in athletics.

### **Band**

Instrumental music instruction in nearly all instruments is given to individuals and small groups at no charge to the students. Band is offered during a regular class period and open to all students who qualify. During the first semester, band members concentrate on marching and performing at home football games. During the second semester, concert band is stressed. The band plays at several local concerts during the year and participates in the district music festival. Ample opportunity is provided to participate in solos and small ensembles.

### **Cheerleaders**

Cheerleading is designed to help promote school spirit and encourage involvement of the student body in support of athletics. Powell High School maintains two cheerleading squads: a Junior Varsity squad which normally consists of students in grades 9, 10, and 11, and a Varsity squad consisting of students in grades 10, 11, and 12. Each spring a week-long clinic is held for instructional purposes with tryouts following.

### **Chorus**

An active vocal department is maintained at Powell High School. Classes offer training in voice fundamentals and techniques to those students who have talent and interest. Vocal groups, including a girl's chorus, a cappella choir and pop group, participate in concerts, assemblies and the district music festival during the year. The chorus has developed rapidly over the past few years and is one of the outstanding musical groups of the Big Horn Basin.

### **Debate and Speech**

Any student who is enrolled in Powell High School is eligible for membership. Forensics provides opportunities for developing mental and speaking powers through participation in competitive educational events and forensics activities.

### **Dramatics**

For students interested in dramatics, school plays and other productions give experience and enjoyment. Worthwhile knowledge is gained in the fields of public speaking, acting, directing, stage production, lighting, makeup and costuming. Powell's auditorium provides facilities that are equal to any in the Rocky Mountain area. Students should try to take part in at least one dramatic production during their high school years.

### **International Club**

To belong to this club a student must be a member of Powell High School who is enrolled in, or who has already completed, the first year of a Foreign Language. The purpose of the I.C. is to provide enrichment outside the classroom situation. Activities of the club are planned in a manner that students receive a better insight and understanding of I.C. cultures, customs and traditions.

### **Future Business Leaders of America**

The Future Business Leaders of America is an educational organization which aims to develop competent, aggressive, business leadership. Membership is open to members of Powell High School who meet the qualifications as outlined in the club constitution and by-laws.

### **Future Farmers of America**

The Future Farmers of America is a national organization comprised of students who are enrolled in agriculture classes. The organization carries on many worthwhile activities during the year, including the parent and member banquet, speech contest and other activities and social events. The requirement for membership is to be enrolled in agriculture.

### **Family Career Community Leaders of America**

The FCCLA is a national organization. This organization provides opportunity for various types of social contacts and leadership experiences, with emphasis on home, school, community and careers. Membership is open to students who have been or are enrolled in homemaking classes in the middle school or the high school.

### **HERO**

HERO stands for Home Economics Related Occupations and is a "club-within-a-class". HERO activities are done within the framework of the food service class and uses restaurants and catering services to raise funds.

### **Industrial Arts Club**

Any student who has been enrolled or is enrolled in a vocational subject may be a member of the Industrial Arts Club. Items are made such as cedar chests, cabinets, etc., as money-making projects.

### **Letter Club**

The "P" Club of Powell High School is composed of students who have earned a varsity athletic letter. Their objectives include the promotion of good sportsmanship, clean living, and the stimulation of a healthy attitude toward athletic events as well as encouraging younger athletes to dedicate themselves to these principles.

### **Office Assistants**

Some school offices need student assistants to help with some of the work and, in general, be "helping hands".

### **Pep Club**

The purpose of this club is to support the various activities of Powell High School and to foster school spirit. Students will meet after school periodically during the year to make posters and decorations for the hallways.

### **Publications**

Each year a staff of students edits and publishes the school newspaper and the annual. For students interested in journalism, these publications offer interesting and practical experience in the field. The student newspaper is called the Powwow and the annual is known as the Panther.

### **Student Council**

The purpose of the Student Council is to provide, through government, an opportunity for student participation in student affairs, to promote the welfare of the school, and to acquire experience and efficiency in the practices of democracy.

### **National Honor Society**

Students eligible for National Honor Society must be enrolled in their third (3rd) consecutive semester at Powell High School at the time of balloting and have a minimum of a 3.5 G.P.A. Sophomores, juniors and seniors are rated on Leadership, Character, Scholarship and Service.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specific level of academic performance. NHS is more than just an honor roll, and extent to which the local chapter emphasizes the other components of the selection process (leadership, service, and character) should be carefully included in the selection process guidelines.

An appeal process is available for any student who wishes to be reevaluated for membership. Contact the National Honor Society advisor for information.

## **STUDENT OFFICE / ELECTION INFORMATION**

### ***as written in the Student Association Constitution***

#### **PREAMBLE**

The constitution of the Powell High School Student Association is established in order to promote a healthy, cooperative attitude among students, faculty and administration; to coordinate all student activities, organizations and projects that affect the student body as a whole; and to encourage good citizenship and devotion to democratic processes through participation in student government.

#### ■ **ARTICLE IV Classes and Organizations**

Section 1 All organizations must be sanctioned by the Student Council.

Section 2 The meetings for the classes, organizations, and Student Council of Powell High School are to be conducted by the use of parliamentary procedure.

Section 3 To represent the school in any activity or organization, a student must be passing in four academic subjects and have passed four academic subjects the previous semester.

#### ■ **ARTICLE V Class and Organizational Elections**

Section 1 Class officers shall be nominated by the members of the corresponding class by written nominations and petition, signed by one-tenth of the membership, and according to the requirement of the Student Association.

Subsection A A student may petition for one class office only.

Section 2 All classes and organizations must hold elections of officers during the first two weeks of May for convenience in starting the new year.

Subsection A Each of the classes shall have seven officers: president, vice-president, secretary, treasurer, and three representatives.

Subsection B A student elected to a class or organization presidential office cannot hold any other presidential office in any classes or organizations during the school year. A student may be an officer in an organization and be elected as a representative to Student Council.

Subsection C Responsibility of ballot preparation and tabulation will fall upon the Student Council.

Subsection D Each candidate for a class office must have a 2.0 or higher grade point average.

#### ■ **ARTICLE VI Student Association Officers Election**

Section 1 Student Association officer's elections will be held to coincide with class elections during the first two weeks of May.

Subsection A Responsibility of ballot preparation and tabulation for Student Association officer's elections will fall upon the Student Council.

Section 2 The Student Association presidential candidates will be chosen by the Student Council and these candidates, in turn, will choose their own vice-presidential candidates, who also must meet Student Council qualifications.

Subsection A Nominees for president and vice-president shall come from the Junior class at the time of the nominations and have one year of experience in Student Council.

Subsection B The persons elected shall serve as the president and vice-president of the Student Association.

Subsection C Each candidate for a student body office must have a 2.0 or higher grade point average.

Subsection D Each presidential and vice-presidential candidate shall present a campaign speech before the entire student body.

Section 3 Elections will be open to all members of Powell High School, excluding seniors.

Section 4 The student body will vote secret ballot.

Section 5 Funds for campaigning will be limited to a maximum of \$30.00.

Section 6 Secretary and treasurer of Student Assembly qualify to run during general elections by filing for candidacy with the Student Assembly and campaigning only by literature. These officers will run only on the general election ballot and will win by a majority of the votes cast.

Subsection A Secretary and treasurer will be from the sophomore or junior class at the time of the election.

Subsection B Candidates for secretary and treasurer must have a 2.0 or higher grade point average.

Section 7 Student Assembly shall elect a parliamentarian. She/he shall be elected from the Student Assembly the following school year.

■ ARTICLE VIII Student Assembly Meetings

Section 1 Meetings will be held every other week either before or after the school day or at lunch time.

Section 2 Special meetings may be called whenever an occasion warrants.

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**PROCEDURE FOR COLLECTION OF**

**NON-SUFFICIENT FUNDS CHECKS**

**EFFECTIVE APRIL 2008**

**SUMMARY**

The Business Office will collect on all checks which do not clear the bank due to non-sufficient funds, account closed, stop payment, or any other reason. This procedure will apply whether the check was written for an activity account fundraiser or a student's lunch account. To ensure accurate record-keeping procedures, the schools must not accept payment on these items but are to refer them to the Business Office.

**PROCEDURE**

- When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if they can't be reached, a message will be left if that option is available.
- If payment is not received in 10 days, the item will be referred to Check Solutions-Collection Professionals in Cody for collection. When Check Solutions collects, they remit the full amount of the original check plus \$5 of the fees they collect to the school district.
- The balance on student lunch accounts will be reduced the following day after the letter has been mailed and the call made. When payment is received, the student lunch account will then be credited. It is suggested in both the letter and the phone call that the parent makes arrangements to provide his/her student with meals from home until he/she can take care of the NSF check. The school secretaries will be advised of each step as it occurs.
- If the check was received as payment for merchandise from a club fundraiser, the Business Office will request that the school secretaries hold delivery of the merchandise until the check has been made good. The school's club account will be debited when the charge back is received from the bank and credited when payment is received. It is important that club sponsors deposit fundraising checks regularly to help avoid these charge-backs due to closed accounts and/or non-sufficient funds. Gloria Randall and the school secretaries will be advised of each returned item and remitted payment. The school secretaries must inform the club advisors of these transactions.
- A spreadsheet of all checks processed under this procedure will be maintained in the Business Office.