

# **COOPERATIVE HIGH SCHOOL**



## **STUDENT HANDBOOK 2017~2018**

**The mission of Cooperative High School (CHS) is to empower our students in becoming productive citizens by providing a quality education.**

**Carbon County School District #1**

**Vision Statement: Inspiring excellence - every child, every day**

**Mission Statement: Educating today's student for tomorrow's opportunities**

# **Cooperative High School Welcome**

Welcome to Cooperative High School. We're excited for the opportunity to work with you this upcoming school year and hope we can both be successful in achieving your educational goals. CHS provides students with an alternative education to traditional high school. Students that attend and graduate from Cooperative High School will receive a high school diploma.

Cooperative High School has different methods of delivering education. It is self-paced learning. Our students have had great academic success learning at a pace that is self-directed. One method of learning is online, or virtual. We contracted with Edgenuity for this upcoming year to serve as our provider for online learning. This program is video and text based and offers a wonderful selection of courses available to our students. Another method is what we call "paper/pencil" or the more traditional text book learning style. We foresee students participating in these learning methods to provide them with greater autonomy in their educational process.

Our staff is dedicated to your academic success and we will do whatever it takes to help you reach the graduation finish line. The purpose of this handbook is to provide you with guidelines and expectations for the next school year. Please refer to it often and become familiar with our expectations. The Cooperative Staff welcomes you to CHS; we look forward to opportunities ahead.

Sincerely,  
Cooperative High School Staff

# GUIDE FOR THE COOPERATIVE HIGH SCHOOL 2017-2018

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### **I. Advantages of Attending CHS**

- Smaller class size resulting in more 1-on-1 instruction
- Limited exposure to other peer groups
- On-line computer classes are available
- Less formal atmosphere
- Differentiation of Instruction: Individual Learning Plan

### **II. Limitations of Attending CHS**

- School bus service is not provided to the Cooperative High School building
- Limited exposure to other peer groups
- Students can fall behind

### **III. Staff Directory**

Name	Position	Phone/Email
Cooperative High School		307-328-9250 1Cougars@crb1.net
Robert Travis Moore	Principal	tmoore@crb1.net
Daniel Marquart	Counselor	
Donna Fryar	Social Studies Teacher	dfryar@crb1.net
Rebecca Haynes	Language Arts Teacher	rhaynes@crb1.net
Wes Banta	Math Teacher	wbanta@crb1.net
Janet Jorgensen	Science Teacher	
Afton Koontz	Secretary	akoontz@crb1.net

#### **IV. Communication**

It is imperative you maintain constant communication with your teachers, counselor, principal and other school staff. You can do this through e-mail, in person, by telephone, or via Edgenuity.

Anytime you have questions, need help, or will be absent for an extended period you can use any of the listed ways to contact us. Remember, our goal is to make certain you are getting the help you need in order to graduate.

#### **V. Goals**

Cooperative High School is an alternative high school that features a learning environment based on self-empowerment. There are 3 goals CHS desires to accomplish:

1. To provide an alternative educational setting in which students can and will complete their high school diploma program
2. To assist students in developing the life skills necessary to increase self-esteem and self-confidence to achieve success in an educational setting
3. To help students develop skills and attitudes needed to succeed outside of a school setting

#### **VI. Guiding Principles (GP)**

Cooperative High School is guided by and emphasizes 5 concepts. Everything we do and all of our rules & expectations follow these 5 guiding principles:

1. Civility and Respect: *The Cooperative High School staff and students pledge to extend to others and operate in a manner that fosters civility and respect*
2. Respect for the Educational Process: *Respect the Rights and Needs of Others*
3. Health and Safety: *Act in a Safe and Healthy Way*
4. Legitimate Educational Purpose: *Take Responsibility for Your Learning*
5. Property Rights: *Treat all Property with Respect*

## VII. Admission Process

Any student who wishes to apply for admission into Cooperative High School must meet the following criteria:

- ✓ Is currently attending or has been enrolled in high school
- ✓ Has completed and has on file an up-to-date application for admission which includes:
  - *a current transcript*
  - *financial verification form*
  - *immunization records*
- ✓ If dropped from CHS, a student has the option to reapply
- ✓ *Special circumstances do occasionally exist and such cases will be handled by school administration*

## VIII. Selection Process

Applications will be reviewed and approved by administrative staff.

## IX. Program Design

Students enrolled in CHS will follow the District's curriculum and must meet Wyoming State Department of Education's criteria for a high school diploma. However, completion of these standards will largely occur in an alternative manner where students work in a self-paced computer based program with online and off-line assignments many of which utilize the differentiated approach to instruction. Students work alone or in small collaborative groups as directed by Cooperative High School staff.

## X. Credit/Graduation Requirements

1. To graduate from Cooperative High School, twenty six (26) credits are needed in the following areas:
  - Eight (8) credits of English
  - Six (6) credits of Mathematics
  - Six (6) credits of Science
  - Six (6) credits of Social Studies
2. In addition, one (1) credit is required in:

- Health or Physical Education.
- This credit will fulfill the proficiency requirement for the fifth core content area

A minimum of 27 required credits are needed for Graduation from CHS with a General Endorsement diploma. Additional credits may earn a student a diploma defined as Comprehensive Endorsement.

Evidence of proficient performance, at a minimum, on the uniform student content and performance standards for the common core of knowledge and skills, specified under Section 8 [W.S. 21-2-304(a)(iii) and (iv)], shall provide for the following endorsement which shall be stated on the transcript of each student:

General Endorsement: requires a student to demonstrate proficient performance in a majority (5) of the areas of the common core of knowledge and skills, which include language arts, mathematics, science, social studies, health, physical education, foreign language, fine and performing arts, and career/vocational education, as defined by the uniform student content and performance standards.

## **XI. Dual Enrollment**

Students may also take college course work through the Higher Education Center and/or other colleges, which will enable them to receive college credit. In some instances, completion of such a course will result in high school credit.

## **XII. School Schedule**

Cooperative High School's hours are 8:00 a.m. to 4:00 p.m. Monday through Thursday, and 8:00 – 2:00 on Friday.

## **XIII. Student Expectations**

Student expectations for CHS are outlined below and follow the 5 Guiding Principles found on section VIII.

1. Put forth a good faith effort in the completion of course work (GP #4)

Students who repeatedly do not abide by this expectation will be placed on a productivity schedule/contract.

2. Stay on task and demonstrate a positive, respectful attitude toward the CHS staff and other students (GP #'s 1, 2, 3. & 4)
3. Attend school on a regular, consistent basis (Attendance Policy in Section II; GP #'s 1 & 4)
4. Respect and properly treat the computers and other school property (GP #'s 1 & 5)
5. Maintain a substance free environment (GP #5)
6. Develop proficient skills in reading, writing and math (GP #4)
7. Develop personal and social skills for career and community interactions (GP #1)
8. Practice good citizenship (GP #'s 1 & 5)
9. Report to school on time (GP #'s 1 & 3)

#### **XIV. Personal Conduct and Commitment**

Cooperative High School is a school of choice. Students choose to come here. They know their success depends upon them following the expectations of the school. Students are expected to sign the school pledge card as a demonstration of their acceptance of norms and expectations of the Cooperative High School educational program.

*Violations of any of the following commitments place the student in jeopardy of losing his/her enrollment status. Students who choose not to follow these expectations will forfeit the right to remain at Cooperative High School.*

Should a student choose to forfeit their right, he/she may consider attending another high school or complete a GED program.

Pledge card commitments include:

- Maintaining 95% monthly attendance
- Staying clean and sober on campus and coming to school alcohol and drug free
- Resolving conflicts in a responsible manner
- Applying the six P's (Prepared, Polite, Prompt, Participate, Positive Mental Attitude, and Produce)
- Accepting and supporting the culture and climate of Cooperative High School

- Interacting with others in a respectful and courteous manner
- Achieving personal, academic, and vocational success in every class
- Dress code adherence
- Cell phone and internet usage will occur within established parameters
- Any/All contracts I am placed upon will be honored

Cooperative High School staff is responsible for the supervision of students anywhere on school property during school time and school-sponsored activities. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. Students are expected to show respect to other students, teachers, staff members and adults at all times during the school day and at school sponsored events. In return, it is expected that adults in the building show this same respect to the students at CHS.

## **XV. School Rules**

The Cooperative High School rules are listed below and each one falls within one of the school's 5 guiding principles (listed in section VIII).

1. Cell Phones are allowed within specific parameters. Cell phones are permitted for use by staff and students at CHS. Cell phone use is at the discretion of the staff.
2. Student laptop computers are to be appropriately positioned on the desk so the screen is visible at all times (GP #'s 2, 3, 4, & 5).
3. Dress Code is to be followed at all times (section XIX) (GP #'s 1, 2, 3, & 4).
4. Visiting inappropriate sites will be documented in the students file and may result in disciplinary actions including possible suspension or expulsion. In addition, students who stream music and/or download multiple pictures which have no educational purpose are subject to disciplinary action (GP #'s 2, 3, & 4).

**\*Breaking any state or federal law will automatically be punished.**

**\*\* Any student who behaves in a belligerent manner is subject to an Out of School Suspension.**

5. Students are allowed to listen to music by either using an IPOD or playing a CD in their assigned laptop. Students may not stream music from the internet.

6. Students must sign out to leave the CHS classroom for bathroom and/or water breaks. If permission is granted, the student must sign out, and sign in when they return.

Students who continually take advantage of this procedure, such as too many breaks or breaks lasting too long, will lose this privilege. As a result, they will need to seek permission in order to leave the classroom for any purpose.

7. Students may leave campus during their thirty (30) minute lunch once they earn two credits in their first semester. If a student is in good academic standing, the open lunch privilege is carried over to the next semester. Students may lose this privilege at the discretion of school administration.
8. Students are NOT to be on RHS campus during school hours.

## **XVI. Code of Conduct**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on school grounds, or during school sponsored activities.

1. Tobacco use – this includes smoking and chewing. If a student is caught smoking or using tobacco, the student's parents and the police will be notified.
2. Verbal abuse – name calling, swearing, screaming, obscene gestures or threats directed, either orally or in writing, publicly to an individual and that precipitate disruption of a school program or incite violence.
3. Intimidation - resulting as an act intended to frighten or coerce someone into submission or obedience.
4. Bullying - resulting in the use of physical or verbal coercion to obtain control over others or to be habitually cruel to others who are weaker. This includes cyber-bullying and/or sexting.
5. Terrorism - resulting as a threat to commit violence communicated with the intent to terrorize or with reckless disregard for the risk of creating such terror or to cause serious public inconvenience, such as the evacuation of a building.
6. Unauthorized use, access, or attempts to access computer systems, servers, or other devices on the Carbon County District network system.
7. Weapons -
  - **“Weapon”** means any item in the following categories as defined in W.S. 6-1-104(a)(iv), including, but not limited to:
    - A firearm;
    - Explosive or incendiary material;
    - Motorized vehicle, an animal or other device, instrument, material or, which in the manner it is used, is intended to be used or is threatened to be used, is reasonably capable of

producing death, property or bodily harm or injury, or intimidation of other persons.

- **“Possession”** means having a weapon actually in a student’s personal possession or in a student’s vehicle, desk, locker, book bag, purse, backpack or other type of bag or container.
- **“Use”** means threatening to or actually inflicting death, bodily harm or injury on another person or property, or intimidating another person.
- **“Transfer”** means to deliver or convey from one person to another whether for value or purely gratuitously.
- **“Carry”** means to transport, convey, and have upon or about one’s person, clothing, book bag, purse, backpack or other type of bag or container.
- **“Sell”** means to traffic, barter, deliver, or dispense for value or in exchange for goods or services.
- **“School Property”** means:
  - Within the boundaries of the real property used by the school district primarily for the education of students in grades kindergarten through twelfth;
  - Within any school bus or any vehicle used at school or at any school related event;
  - Any school related activity or event, even if not on school district property;
  - Any other time or place while on school district property or at any school related event.

## **XVII. Dress Code**

The Cooperative High School is a place for learning first and foremost; therefore students are expected to wear clothing that does not distract from the educational process.

Clothing that is **not** allowed consists of (but is not limited to) the following:

- Promotes or involves alcohol/drug use/abuse
- Vulgar, obscene or sexually suggestive in nature
- Revealing (fails to cover the chest, stomach and lower back appropriately)
- Tops that reveal mid-riffs or undergarments (including bras straps)
- Promotes or suggests gang membership/activity
- Shorts and skirts that measure less than 6 inches above the knee
- Pants not covering the body; exposing underwear or skin
- Pajama pants

The student will be asked to remove the offensive clothing and if this is not possible, then cover it with a shirt/sweatshirt provided by the COOP staff. Failure to cooperate will result in the student being sent home and an absence will be recorded.

(GP #'s 1, 2, 3, 4 & 5)

### **XVIII. Bus Conduct**

Conduct on a bus is the same as expected in the classroom. Students may be denied the privilege of riding a bus for lack of cooperation or improper conduct.

### **XIV. Parking**

Parking is available adjacent Central Office and the fair grounds.

### **XX. Public Display of Affection**

Inappropriate displays of affection such as embracing and similar conduct may be offensive to other people and is not acceptable at school. All students are expected to refrain from any display of affection beyond holding hands. Parents/guardians of students who do not comply with this expectation will be notified.

### **XXI. Attendance Policy**

There is no substitute for school attendance since learning cannot occur when a student is inconsistent in his/her school attendance. Therefore, to encourage and monitor our students' attendance and empower their learning progress, Cooperative High School will utilize the following attendance policy:

1. A full day's attendance is both expected and required.
2. Students are expected to be on time.
3. Tardy & Absence Policy
  - a. Tardy = up to 10 minutes after school begins
  - b. Tardy = make up time that afternoon or on Friday
  - c. Absence = Any day or portion of day over 10 minutes missed. Only medical absences are exempt. Students may lose course credit for excessive absences.

Administration reserves the right to decide whether an absence is excused.

**Parent/Guardian approval for a student absence does not mean it will be excused.**

4. Breaks are taken as a group and students must remain on campus (no smoking is allowed – GP #3).

5. If/when a student reaches 5 absences (documented medical excuses are not factored into the 5 absences) the implementation of an attendance contract may be utilized.

(GP #2 & #4)

## **XXII. Plagiarism & Cheating Policy**

Plagiarism is the intentional act of representing another's work as one's own. If a student is suspected of inappropriately using someone else's work, the teacher will ask the student to present proof that the student's work is original. If the teacher is not satisfied with the proof presented, the teacher can choose to give the student a zero for the assignment. If the student repeatedly chooses to submit someone else's work as his/her own, suspension or a termination of the student's enrollment may follow.

Cheating is using deceit in completing coursework, either by allowing a student to copy work or by copying another person's work. Credit will not be given for work that is not original. This includes students who willingly and knowingly give their completed work to other students. Disciplinary actions will range from re-doing the assignment to loss of credit for the class.

## **XXIII. Grading Policy**

Cooperative High School students will be assessed on the following grade scale for paper/pencil courses:

90 - 100% A  
80 - 89 % B  
70 - 79 % C  
60 - 69 % D  
0 - 59 % F

**Edgenuity requires students to achieve 60% or better for credit.**

## **XXIV. Academic Expectations**

Cooperative High School exists to assist students in earning a high school diploma via an alternative educational setting. While the curriculum and instructional methods used may be different than those found in a traditional high school, our expectation of student achievement remains high. Therefore, we expect students to make and maintain adequate progress toward credit completion and graduation.

- a. New students = 4 credits during their first semester

- b. Current students = 5 credits/semester
- c. Students entering at mid-semester = 2 credits/that semester

### **XXX. Academic Probation**

Academic probation consists of a student's need to earn 5 credits the semester after the semester in which adequate progress was not achieved, and/or failure to attain the required 25 % work progress per week repeatedly. Failure to achieve adequate credit completion, and/or work progress, during the semester of academic probation will result in the student being dropped from Cooperative High School.

### **XXXI. Discipline Code**

In accordance with the 14<sup>th</sup> Amendment (Section 1) of the United States Constitution, procedural and substantial due process will be afforded all students. The procedure to be followed for suspension and expulsion will be governed by the Wyoming Education Code of 1969 (W.S. 21-4-305). Students are advised that they are subject to the by-laws and policies of the Board of Education as well as this handbook. Copies of Board Policy are available in the school office.

This discipline code will be in effect during school hours, on school property, and at all school sponsored functions and activities.

The due process procedures used are:

- The student will be informed of the charges against him or her.
- The evidence against the student will be explained to him or her.
- The student will be given an opportunity to explain the situation and/or his/her behavior.

### **XXXII. Discipline Appeal Procedure**

Students and/or parents may appeal a discipline decision. All appeals must be in writing and delivered to the principal within 24 hours after receipt of the initial decision. A principal's decision may be appealed to the superintendent, and the superintendent's decision to the Carbon County School District #1 School Board.

### **XXXIII. Cumulative Violations**

Students who consistently exhibit attendance violations or behavior problems that are disruptive to the educational process or adversely affect the welfare or rights of other students may be subject to suspension or expulsion from school.

The principal has the authority to impose more serious consequences as allowed by Wyoming state law and School Board policy should the circumstances be deemed to warrant such action.

### **XXXIV. Bullying Policy**

For the purpose of this policy, bullying consists of abuse and harassment of a person or persons by another. Bullying may be characterized by 7 elements:

1. A desire to hurt or harm motivates the perpetrator
2. This desire to hurt or harm results in hurtful or harmful action(s) taken by the perpetrator
3. A formal or informal power imbalance exists between the perpetrator and the victim
4. The action(s) taken by the perpetrator are manifestations of the unjust use of power
5. The perpetrator enjoys carrying out the action(s)
6. The victim has a sense of being oppressed
7. The perpetrator typically repeats the hurtful or harmful action(s) against the victim.

The Cooperative High School's bullying policy is based upon the Wyoming House of Representatives House Bill 0233 which is referred to as the Safe School Climate Act. This bill can be accessed at <http://legisweb.state.wy.us/2009/Bills/HB0223.pdf>

### **Examples of Bullying**

Bullying may be either physical or non-physical acts. It may or may not involve criminal behavior. If criminal acts or suspected criminal acts have occurred, staff must contact the appropriate criminal authorities as required in law and policy.

Physical Acts: may include but are not limited to the following:

- |   |                               |
|---|-------------------------------|
| * assault with a weapon                       | * biting                      |
| * grievous bodily harm                        | * hair pulling/shoving        |
| * serious theft                               | * hitting/punching/scratching |
| * abuse/sexual abuse                          | * kicking                     |
| * locking a person in a room                  | * spitting                    |
| * damage to a victim's property               | * pinching/grabbing           |
| * seriously threatening to kill or cause harm |                               |

Non-physical acts: may include but are not limited to the following:

- \* abusive language
- \* extorting of money/possessions
- \* intimidation/threats
- \* name calling
- \* cruel remarks
- \* spreading false/mean rumors
- \* sending scary/intimidating notes
- \* electronic message (cyber-bullying)
- \* gender based put-downs
- \* mean faces
- \* rude gestures
- \* systematically excluding
- \* isolating

Note: Sexualized bullying and sexting are considered to be sexual harassment and bullying behaviors.

Bullying is distinguishable from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

### **Procedures for a report of Bullying/Sexual Harassment**

1. Report submitted to administration or counselor
  - a. If reported from a victim
    - i. document the report with a statement form
    - ii. identify any potential witnesses
  - b. If reported from non-victim
    - i. confirm report with victim
    - ii. document initial report and confirmation
    - iii. identify any potential witnesses
    - iv. Complete district bullying report
  - c. If report is taken by counselor – report to Administration
2. Investigation
  - a. Visit with any witnesses
  - b. Talk to alleged perpetrator
  - c. Investigation to be concluded within 5 school days
3. Make Determination
  - a. Any criminal activity?
    - i. report to police
  - b. Determine level of bullying
    - i. one time
    - ii. on-going
    - iii. multiple victims
    - iv. capacity of victim(s)
4. Administer Consequences
  - a. Consistent with outlined consequences
  - b. Consistent with previous occurrences
  - c. Within the scope of district policy

- d. Consequences to be set forth within 2 school days of conclusion of the investigation
- 5. Report Back
  - a. Victim
    - i. identify general determination from investigation
    - ii. any other knowledge not protected by FERPA
  - b. Perpetrator
    - i. determination of investigation
    - ii. discipline
    - iii. future measures to prevent additional occurrences

### **Administrative Response to Bullying/Sexual Harassment Reports**

1. Upon initial report of bullying/sexual harassment, a school administrator will be notified within 24 hours.
2. Investigation will proceed within 48 hours. Investigation may include completing a bullying report, interviewing the victim, interviewing potential witness or any other action determined valuable to resolve the conflict.
3. Investigation is to be conducted within 5 school days.
4. Law Enforcement will be notified if deemed necessary by results of the investigation.
5. Notification will be provided to all parties to the extent permissible by law and other governing policies. This notification will occur within 48 hours of conclusion of the investigation.
6. Appropriate consequences will be administered to any student or staff member found to be responsible for bullying.

### **Duty to Act**

Students who experience bullying are encouraged to report it to any adult employee of the District. Any District employee who observes bullying or receives reports of it is required to act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation. Staff who fail to protect alleged victims and/or to immediately submit an Incident Report to the Principal are subject to disciplinary measures, up to and including termination.

### **Sanctions for Bullying**

Once an investigation has concluded, if bullying has occurred, sanctions will be taken against the perpetrator. For students, sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with accepted common sense application of District Discipline Policy. For staff, sanction(s) must be appropriate to the seriousness of the incident(s) and may include termination or other common sense discipline in accordance with the contract provisions or other District policies.

### **Retaliation Period**

Retaliation or reprisal against any person who reports a bullying incident is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment used against a person who reports an incident of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal of reporting such behavior may include sanctions up to and including expulsion/suspension for students and termination for staff engaging in such prohibited conduct.

### **False Reporting**

Students and staff are prohibited from knowingly or willfully falsely accusing one another of bullying. Disciplinary actions up to and including expulsion/suspension for students and termination for staff, shall be taken if such reports are made. It is vital to understand that a single incident may meet this definition if it is egregious, violates criminal law, or involves unreasonable harm to the victim.

### **XXXV. Sexual Harassment Statement**

It is the intent of Carbon County District One to maintain a learning and working environment that is free from discrimination, including sexual harassment. Harassment on the basis of sex is unlawful; the district prohibits any and all vendors, salespersons, visitors, employees or students from sexually harassing Carbon District One students or employees as per policy files: JL and GBAA. A student, male or female, who believes he or she has been subjected to sexual harassment, shall immediately report the alleged acts or conduct to any teacher, the school counselor, or the principal. The complaint will then be referred to the Superintendent who shall immediately investigate the matter. For more information, a copy of District Policy is available in the school office.

### **XXXVI. Gang Related Activities and/or Behaviors**

The Cooperative High School will not condone the behavior of students who choose to engage in obvious or suggestive gang or gang related activities and/or behaviors. Disciplinary action may range from discussion (which may be documented and placed in the student's file) to recommendation for expulsion from Cooperative High School.

### **XXXVII. Theft**

Stealing is a criminal offense and will be handled as such. Law enforcement may be called in to investigate. The wrongful taking of property belonging to another individual or to the District constitutes theft. Students are expected to refrain from stealing property, be it real or personal, from other individuals including but not limited to other students, staff, guests, or the District itself. Disciplinary action may range from discussion (which may be documented and placed in the student's file) to recommendation for expulsion from Cooperative High School.

### **XXXVIII. Emergency Drills**

Emergency drills, including lock-downs, will be held at least monthly. Teachers will give their students instructions for school drills. Students should pay attention and follow teachers' instructions. It is essential that order be maintained to ensure the safety of all. Drill procedures are kept in every classroom.

### **XXXIV. Lock-Down Procedures**

If there is any breach in security in the school, a lock-down will take place. Students and teachers will be notified to stay in their classrooms during a lock-down. An all clear will be given when the lock-down is complete. Canine inspections will be conducted at the request of the principal during at least one of the lock-downs each year. Vehicles and property on school property may be subject to search. If contraband is suspected in a vehicle or other personally owned property, the owner will be contacted to give permission for a search of the property. If the owner cannot be located, the school administrator or law enforcement may request the property searched.

### **XL. Medical Needs**

If it becomes necessary for a student to take prescription medication at school, a medication administration request form (available at the school), must be signed by both a doctor and a parent/guardian presented to the office. If over-the-counter medication must be taken, another form will need to be signed by just the parent/guardian. All medication in school must be kept in and dispensed through the office.

### **XLI. CHS & State Laws on Drugs & Violence (GP's 1, 2, 3, & 4)**

1. All students are expected to stay clean and sober on campus and come to school drug and alcohol free.  
*Consequence: Referral for counseling, suspension, and/or expulsion*
2. CHS has a zero tolerance for the possession, use, sale, or distribution of drugs or alcohol.  
*Consequence: See Drug Free Policy*
3. CHS has a zero tolerance for weapons and/or fighting. All students are expected to resolve conflicts in a responsible manner.  
*Consequence: Range from discussion to recommendation for expulsion*
4. Students and staff are not allowed to smoke in the school building, on school grounds, or at a school-sponsored event.  
*Consequence: Warning, suspension, citation, and/or expulsion*

## **XLII. Drug Free Policy**

Possession, delivery, selling, and/or use of alcohol or any illicit (illegal) controlled substance, as defined by Wyoming state law is prohibited. In addition, any substance, while legal, which has the capacity to affect the physical and/or mental condition of a student is prohibited.

Should a student be in possession of or have the intent to or be involved to make a delivery or the buying or selling of drugs or alcohol on school grounds, that student will be suspended for 10 days with an administrative review to determine whether to make a recommendation for expulsion.

## **XLIII. State Laws on Drug/Alcohol Prevention/Intervention. & Weapons/Threats and Violence Free Environment**

### **Wyoming State Law**

The possession or use of alcohol, or any illegal, controlled substance, as defined by Wyoming state law, and dangerous or inappropriate possession or use of prescription or non prescription drugs or inhalants by any student while on campus, or at any school activity, is prohibited.

### **Wyoming State Law**

Possession of weapons, engaging in verbal abuse, harassing or threatening conduct, or initiating violent acts while on district property, in a district vehicle, or at an activity is prohibited. A weapon is defined as a firearm, knife, explosive, brass knuckles, club, police baton, martial arts, or any instrument to inflict injury or death on another. Any student that has brought a weapon to school will be recommended for expulsion and the police will be notified.

## **XLII. Nondiscrimination Statement**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs or activities, or terms and conditions of employment. Inquires concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the "Civil Rights/504/ADA Coordinator" Carbon County School District One, P.O. Box 160 Rawlins, Wyoming 82301, 307-328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, 307-7770-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd, Denver, Colorado 80204-3582, 303-844-5695, TDD 303-844-3417.

## **XLIII. Right to Request Teacher Qualifications**

Because we are a school that received Title 1 Federal Funding under NCLB 2001 you have the right to request information regarding the professional qualifications of your child's teachers. We will provide, upon request, 1) whether or not a teacher has met state licensing requirements for the subject grade level they are teaching: 2) of state licensing requirements have been waived for the teacher on a temporary basis: 3) the type of college degree major of the teacher and field of discipline for any graduate degree or certificate: and 4) for any paraprofessionals if they meet the highly qualified status set by our district.

## **XLIV. Homeless Student Policy**

For information regarding the Homeless Children Policy please refer to CCSD#1 Board policy JLG.