

ARAPAHO CHARTER 2009-2010 HIGH SCHOOL



STUDENT HANDBOOK



The State of Wyoming provides Hathaway Merit and Need-Based Scholarships to all eligible Wyoming students attending the University of Wyoming community colleges. Contact your school counselor for more information.

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**ARAPAHO CHARTER HIGH SCHOOL
FREMONT COUNTY SCHOOL DISTRICT #38**

Vision

We will educate our students so they can take advantage of life's opportunities.

Vision Statement

Dream, Believe, Achieve, Succeed

Mission

We will achieve the District's vision by providing opportunities for positive academic, social, emotional, physical, spiritual, and cultural growth.

Values

We will educate our students in a culture that values honesty, leadership, generosity, wisdom, courage, respect, and humility.

Goals

- Ensure a safe and orderly environment;
- Ensure high students achievement in all academic areas;
- Ensure efficient and effective operations, including fiscal management;
- Ensure a high performing workforce.

As a School We Will

- Identify student needs early and consistently. We will monitor, evaluate, and intervene on an individual student level. We will then apply appropriate and creative interventions as needed;
- Personalize our schools so students are connected to caring adults;
- Closely examine existing and new school policies and procedures to ensure that they are meeting the needs of our students;
- Build parent and community relationships.

Beliefs

In recognition of the unique character of Fremont County School District #38, Arapahoe School, Arapaho Charter High School, and the Arapaho Community, the Strategic Planning Task Force, in representation of our stakeholders, have identified and present the following core beliefs:

- Arapaho Charter High School (ACHS) provides a safe, healthy environment to facilitate positive learning experiences for our valued students.
- ACHS collaborates with the parents and the community to emphasize high expectations for student learning and the work performance of the staff.
- ACHS recognizes the varying intelligence, abilities, and talents of its students and will provide a dynamic program to meet their individual needs.
- ACHS values and will initiate cooperation, teamwork, and parent involvement in the educational process.
- ACHS nurtures an environment where employees, students, parents, and patrons respect one another and honor all cultures.

The Peaceful Warrior Pledge

I will pledge to be part of the solution.
I will eliminate taunting from my own behavior.
I will encourage others to do the same.
I will do my part to make my community a safe place by being more sensitive to others.
I will set the example of a caring individual.
I will eliminate profanity toward others from my language.
I will not let my words or actions hurt others,
And if others won't become part of the solution,
I will.

Features of Arapaho Charter High School

ACHS is a charter school that is designed to serve the cultural, academic, and vocational needs of high school students from the Fremont County region. ACHS offers unique educational features that include:

- Small classes for more individualized attention.
- In-class instruction combined with individualized and self-paced instruction through A+ educational programming.
- A staff-student mentoring/advisement program where an instructor works with students in small groups on goals, academic progress, and educational programming.
- A professional vocational staff who meet with students in the development of educational plans that compliment career and post-secondary educational goals.

- Individual and group counseling.
- An emphasis on character education, social responsibility, cultural educational, emotional maturity, career exploration, citizenship, and physical needs awareness within the academic curriculum.
- A focus on a common code of conduct that revolves around the Arapaho culture with respect for individuals, respect for the school, respect for the community, and respect for society.

Arapaho Charter High School Guiding Philosophy

Each individual is valuable in and of himself/herself, through their humanness, therefore;

- Each student can learn to become a valuable member of society given the appropriate supports. We will work with each student individually to maximize his or her own positive potential in all realms of life.
- The school, as part of a greater community, will seek assistance from a variety of stakeholders to ensure students are provided with an adequate support structure to achieve their educational goals.
- Arapaho Charter High School will provide a safe and nurturing environment for all students and staff. Issues of student behavior, to the fullest extent allowed by policy and procedure, will be dealt with internally through sound classroom management and system of progressive discipline. ACHS is committed to being a pipeline to life success, not a pipeline to prison.
- We will take each student as they are, not try to make him/her fit where we think they should be academically.
- We will support the whole child academically, socially, emotionally, spiritually, physically, and economically to the extent possible so that they will have the tools they need to imagine then realize their own dreams for their life.

We will work with students towards their understanding and application of the fact that they are accountable for their own behavior and actions.

Arapaho Charter High School Staff Directory

Bob Clemens	Instr Facilitator	bclemens@fremont38.k12.wy.us
Linda Clemens	English	lclemens@fremont38.k12.wy.us
Mark Perkins	Math	mperkins@fremont38.k12.wy.us
Gina Enos	Registrar	genos@fremont38.k12.wy.us
Dora Flagg	Business/Tech	dflagg@fremont38.k12.wy.us
Linda Heron	Counselor	lheron@fremont38.k12.wy.us
Norma Horsman	Art	nhorseman@fremont38.k12.wy.us
Katie Law	Social Studies	klaw@fremont38.k12.wy.us
Mel Miller	Principal	mmiller@fremont38.k12.wy.us
David Meyers	Paraeducator	dmeyers@fremont38.k12.wy.us
Clinton Monroe, Sr.	Paraeducator	cmonroe@fremont38.k12.wy.us
Mary Duran	Culture/Language	mduran@fremont38.k12.wy.us
Lindsay Baker	PE/Health	lbaker@fremont38.k12.wy.us
Mick Spoonhunter	Culture/Language	mspoonhunter@fremont38.k12.wy.us
Frank Symington	Science	fsymington@fremont38.k12.wy.us
Mike Redman	Student Services	mredman@fremont38.k12.wy.us
Rick Lindblad	Superintendent	rlindblad@fremont38.k12.wy.us
Barney Lacock	Dir. of Instruction	blacock@fremont38.k12.wy.us
Sharei Mousseaux	Elementary Principal	smousseaux@fremont38.k12.wy.us
Martha Paxton-Keller	Student Services Dir.	mpaxton@fremont38.k12.wy.us

Arapaho Charter High School Phone Directory

189 Left Hand Ditch Road
Riverton, WY 82501

Phone	307-856-3862
Fax	307-856-3946
Email	mmiller@fremont38.k12.wy.us
Website	http://www.arapahochs.com

Professional Phone Directory

Emergency Phone Number	911
Wind River Police Department	856-5394 or 332-3112
Fremont County Sheriff's Office	332-5611
BIA Criminal Investigator	332-7808
Arapahoe Indian Health Service	856-9281 or 332-7016
Fort Washakie Mental health Service	332-2726 or 332-2716
Fremont Counseling	856-6587 or 332-2231 or 332-0193
Poison Control Center	800-955-9119
Riverton Memorial hospital	856-4161
Lander Valley Medical Center	332-4420

Other Phone Directory

KOVE	332-5683	KTAK-FM	856-2251
KWRR	335-8740	KCWC-TV	856-6944
KTRZ	856-2922	DOVE-AM	856-2251
Riverton Ranger		856-2244	
Lander Journal		332-2323	

Arapaho Charter High School Office Hours

The Principal's Office and Registrar's Office are open to parents and students from 7:30 a.m. to 4:00 p.m. or by appointment.

Admission Process

Arapaho Charter High School is a school of choice with a mission and focus to provide a quality education utilizing an alternative educational format. We believe in creating an environment and culture that is conducive for all students to achieve success.

Due to our facility's size and our quest to provide a low teacher-student ratio, ACHS can only accept and maintain a full-time equivalent enrollment of 50 students. Because of these factors and our desire to maintain the integrity of our program, students must fully complete an enrollment/admission process. ACHS will accept student applications throughout the year. If a seat becomes available during the year it will be filled from the pool of remaining applications utilizing the same process listed below. We would like the transition of new students into our school who are accepted into our school during the school year to be a smooth and successful experience. Because of this there may be times throughout the year when it might not be appropriate to enter a class at the actual point of acceptance. In such a case, students will be provided with a short-term educational plan to complete until it is appropriate to enter the class.

Steps in applying for admission

1. Pick up an application from the ACHS office at 189 Left Hand Ditch Road or the Fremont County School District #38 administration office at the Arapaho School. A prospective student may also call 856-3862 to have an enrollment packet sent to his/her home.
2. Complete the application and return it to the ACHS office by the deadline indicated.
3. Each student will participate in a formal orientation. Students are strongly encouraged to have parents/guardian/sponsor attend with them if applicable. The orientation will take less than 30 minutes and will include the principal and at least one other staff member.

Students will sign an agreement listing student expectations for attendance, productivity, and behavior. All students and the parent/guardian (if applicable) must also sign.

Closed Campus

ACHS enforces a closed campus for students. Students MUST obtain a pass from the administration to leave campus during the scheduled school day. A student may also leave campus if accompanied by a staff member.

GRADUATION REQUIREMENTS

Students who graduate from ACHS must fulfill specific requirements in three cumulative educational categories. These are Carnegie Units, BOE (Body of Evidence), and formal assessments. Students who have their initial enrollment in ACHS during the 2008-2009** school year will be required to meet the following:

**Students who were in continuous enrollment prior to the beginning 2008-2009 school year will be grandfathered in utilizing the previous handbook in the year enrolled.

Carnegie Units[^]

- | | |
|----------------------|------------|
| • Language Arts | 4 credits |
| • Social Studies | |
| Geography | 1 credit |
| US History | 1 credit |
| Government | 1 credit |
| • Mathematics | 3 credits |
| • Science | 3 credits |
| • Physical Ed/Health | 1 credit |
| • Vocational | 1 credit |
| • Foreign Language | 1 credit |
| • Elective* | 2 credit |
| • TOTAL | 18 credits |

[^]Carnegie Unit credit is awarded based upon time in class and attainment of a specific grade percentage. Students, who have been absent more than ten (10) times for any class or classes during the semester, will not receive credit for that class or classes.

*Specific electives may be based upon reading and math assessment scores.

B.O.E. (Body of Evidence)

In addition to Carnegie Unit Credit, students must also demonstrate proficiency in a minimum of five content areas to receive a Wyoming High School diploma. There are nine content areas of possible proficiency: English, Math, Science, Social Studies, Physical Education, Health, Foreign Language, Vocational, and Fine Arts. Proficiency is determined by the classes taken and various performance assessments given by ACHS and passed by the student.

Assessments

Students are required to participate and make positive efforts on all state and district assessments and surveys including the Performance Assessment of Wyoming Students (PAWS), Measures of Academic Progress (MAP), Student Testing and Reporting (STAR), ACT, GED, and any other required assessment that may occur. Proficiency levels are decided by demonstrating mastery on a majority of strands (5 of 9) on the course standards-based assessments. Proficient status can be reached with multiple assessment opportunities. Students will work to reach a minimum passing grade or proficient score in each case.

Individual Class Promotion and Retention

As a part of the ACHS educational setting, the students are expected to focus upon four core academic areas: English, math, science, and social studies. Passing each class in the preceding academic areas is based upon a body of evidence that includes project-based activities, grades, demonstration of mastery of district/state standards, PAWS, MAP, and Star test results, and teacher recommendations.

ACHS Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69

Class Designations

Freshman – 0-5 credits
Sophomore – 6-9 credits
Junior – 10-14 credits
Senior – 15-18 credits

Transcript Designation and Curriculum Requirements

All students who fulfill the graduation requirements from Arapaho Charter High School will receive the same diploma. However, state law mandates that students' transcripts contain one of three levels of designations based upon mastery of standards. The levels and their definitions are as follows (At this time, ACHS only provides for a General Diploma):

1. General: Students whose transcript is labeled "General" have demonstrated standards mastery by attaining Proficient or Advanced Status in five of the nine core subject areas.
2. Comprehensive: Students whose transcript is labeled "comprehensive" have demonstrated standards mastery by attaining Proficient or Advanced in nine of nine core subject areas.

3. Advanced: Students whose transcript is labeled “Advanced” have demonstrated standards mastery by attaining at least Proficient Status in all nine areas and the Advanced Status in five of those nine areas.

Individual Learning Plan (ILP)

ACHS requires every student to maintain a current Individual Learning Plan. This ILP assists ACHS students as they plan their future education, training, and employment. The ILP will be the student’s main resource for scheduling, curriculum planning, and career selection. It will assist the student in preparing a roadmap of education, activities, experiences, and goals as he/she prepares for life beyond receiving a high school diploma.

Student Responsibilities

Students are responsible for making up all missed work regardless of the reason for absence. Students will have a minimum of two (2) days to make up work from the first day absent and additional time for more than one day’s absence at the teacher’s discretion. The teacher and principal will review extenuating circumstances. Students may be required to take tests on the day following an absence if they were advised of the test in advance and if they were absent only on the day of the test.

Class Work/Homework

All class work is due as required by the teacher. If work is not completed, students are expected to complete the work at home or at a time provided by the teachers. To assist the student’s learning, homework assignments will be given. We ask for your support in seeing that this work is completed and returned.

Change of Address/Telephone

Accurate and current records must be available in the office at all times in case of an emergency and for mailing important school documents. Students/parents are to report any changes of address and/or telephone numbers to the school office when they occur. Any custodial changes must be documented and reported to the office in order for records to remain accurate.

Parent Committee

A parent advisory committee for Arapaho Charter High School will be organized during the month of September. Regular meetings will be held on the third Tuesday in September, December, March and June at 6:00 p.m. All parents are encouraged to attend.

Honor Roll

Arapaho Charter High School celebrates two Honor Rolls.

- Advanced Honor Roll – Advanced proficiency in all subjects
- Proficient Honor Roll – Advanced and/or Proficient in all subjects

A student is not eligible for honor roll status if he/she is partially proficient or at a novice status in any academic area. A student may not be eligible for the Honor Roll if they have acquired any major discipline referrals.

Safety Resource Officer

Arapaho Charter High School will employ a full-time Safety Resource Office. This individual will be onsite and available for the students and staff to assist with instruction of safety issues and to help in the enforcement of Fremont County School District #38 and Arapaho Charter High School policies.

Student Support Services

ACHS is dedicated to meeting not only the academic, but the personal and social needs of its students and their families. To work toward these ends, ACHS uses community partnerships, grant funded programs, and certified staff members to offer students and families various support services or direct individuals toward community based services.

ACHS will also develop and implement programs within the school and through outside agencies to deal with problems and issues related to drugs, alcohol, and tobacco. ACHS is dedicated to healthy living practices and believes drugs, alcohol, and tobacco interfere with life, education, and family and it is our responsibility to help address these issues.

If a student has a problem or feels uncomfortable for any reason, he/she should first speak to a teacher. If this does not resolve the problem, the student should speak to the counselor. The Counselor is available every day to assist students with their concerns and to advise as necessary. If further discussion of the problem is needed, the student should seek assistance from the office personnel or principal.

Suicide Prevention and Depression Awareness

Suicide, like all self-destructive behavior, is complex and difficult to understand. Most mental health professionals agree that a suicidal disposition is determined by an individual's biological and psychological characteristics, as well as social and environmental influences. How well a teenager is prepared to cope with family problems, trouble at school, or unstable relationships is difficult to predict. No one can construct, with any certainty, a single profile of a teenager who may become suicidal. It is safer to assume that a teenager who is experiencing a crisis in life, no matter how trivial it might seem to an adult, could become self-destructive.

The tragic dilemma of youths wanting to take their own lives is one we don't expect to go away any time soon. We believe that one of the most important curative factors is open and direct communication. Sometimes this necessitates reporting information given in confidence in order to save a life. We also are convinced that students are often in a better position to help other students. Let us encourage our students to look out for each other and to seek help for a friend if that friend won't seek it out on his or her own.

CONCERNED?

Contact Linda Heron at ACHS or call any of these numbers:

1-800-784-2433 (SUICIDE)

1-888-784-2433 (SUICIDE)

Internet: www.lifecrisis.org

Local 911

Wind River Police 856-5394 or 332-3112

Fremont County Sheriff's Office 332-5611

Student Health Services

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about an awareness on the part of students of regular health care.

The objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthful environment in school.
- To assist in detecting and recommending correction for medical, psychological, and physical handicaps of students.

Health Records

Health records will be maintained by the nursing staff and kept in the student's cumulative medical folder. All information is considered confidential and will not be released to persons outside the school unless requested in writing by the student's parent of legal guardian.

Student Immunizations

All students entering the school of this district for the first time are requested to present their medical records at the time of admission to school. The State of Wyoming, Department of Public Health requires immunizations be up-to-date and current for all students attending Wyoming Public and Private School, according to state requirements.

If a child is unable to have the required immunizations for medical reasons, a statement to that effect is requested from the family's doctor, AND THE PARENT SHALL AGREE TO ASSUME RESPONSIBILITY FOR ANY ILLNESSES WHICH MAY BE CONTRACTED BY SAID CHILD IN THE SCHOOL. If a child's religion prevents him/her from having the required immunization, a written statement indicating this will be required from the parent, AND THE PARENT SHALL AGREE TO ASSUME RESPONSIBILITY FOR ANY ILLNESS WHICH MAY BE CONTRACTED BY THE CHILD IN THE SCHOOL.

Doctor's Notes

Doctor's notes are only required if a student has missed three or more consecutive days of school. However, it is highly recommended that all notes are provided to the ACHS office for proper accountability.

Students Leaving School Due to Illness/Accidents

When possible the services of the school nurse will be utilized to assist the health needs of the students. If a student becomes ill or involved in an accident at school, the school nurse must see them. The school nurse will contact the parents/guardians or emergency contact either by note or phone with concerns. It is necessary for the student to be checked out by a parent/guardian/school nurse in the principal's office checkout register. The Counselor, if requested by the parent or guardian, may transport the student home. If the parent/guardian cannot be contacted by phone, the Counselor will transport the student home. However, the student will not be left at home if there is not a responsible adult to care for them.

Medical Information

Health issues, which may cause exclusion from school, may include but are not limited to: head lice, impetigo, strep throat, or chicken pox. A doctor's note may be required stating that treatment has been started before the student is readmitted to school.

Administration of Medications to Students

Absolutely no oral medication, including over-the-counter medications, prescription medications or vitamins, should be dispensed by the school nurse unless requested preferable in writing by the child's parent's/guardian and/or physician.

When a child must receive medication during school hours the following policy will be followed.

1. Signed, written permission of the parents and written instructions by the physician should be on file in the school before any medication is dispensed. The physician's instructions should include the name of the child, THE MEDICATION TO BE DISPENSED, and the duration of the medication.

2. Non-prescription medication (including Tylenol, cough syrup, etc) which is to be in the original labeled container for student use must be brought from home, with the medication release form signed by the student's parent/guardian.
3. The school shall not (furnish) PROVIDE OR PAY FOR any medication unless medical condition warrants dispense of Tylenol (due to high fever, etc.) and then only with parent/guardian's written consent prior to the medication being dispensed.
4. All medication is to be left in charge of the nurse (or designee) and should be labeled with the child's name, name of the medication, time of day medication is to be given, duration it is to be given, and the physician's name.
5. All medications are to be left in charge of the nurse or designee must be kept in a safe LOCKED place, out of the reach of children.
6. It is requested that medication not be brought to school by the student but shall be delivered to school personnel by an adult. Due to the potentially serious side effects of some of the medications, it is imperative that a child not be responsible for hand-delivering his/her medication.

Student Allergies and Health Concerns

Please notify the school nurse of your child's chronic health problems, allergies (bee/wasp stings, hay fever, milk or food allergies), hearing or visual problems, emergency medications or if they require a special diet. If your child requires a special diet, the school will need a doctor's note stating what kind of diet is needed and why.

Throat Culture Program

The school nurse will conduct throat cultures as needed.

Student Accident Insurance

The school district provides accident insurance for all students attending the Arapaho Charter High School. The policy will cover students only during the school day and extended school-sponsored activities. Students are also covered while traveling to and from school for all school sponsored activities. This is a secondary accident policy and will only pay after the parent/guardian's policy has paid on any accident.

Lockers

Students will be assigned a specific locker for the school year. The school administration retains the right to check lockers at any time. Whenever possible, the student will be present during a locker check. Lockers are property of the school, not the student.

Lost and Found

If you find an item that does not belong to you, turn it into a staff member immediately or take it to the office. If you keep the item you find at school that does not belong to you, that is considered theft and consequences will follow. Lost and found articles are kept at the administration office. Smaller valuables such as jewelry, glasses, keys, purses and wallets will be held in the office for identification. Parents and students are encouraged to check this location for items that may be lost. These articles will be donated at the end of the school year if they are not claimed.

Attendance Policy

Regular attendance is essential to a student's success in school.

Wyoming State Law requires a student to be at school on 175 separate days.

Students on the Wind River Indian Reservation are required to attend school until the age of eighteen (18).

Definitions

- Habitual Truant
 - (State of Wyoming) Any child with five (5) or more unexcused absences in any one calendar year.
 - (Wind River Reservation) Any child with ten (10) or more unexcused absences in any one year.
- Unexcused Absence
 - Any absence that is not excused as determined by administration.
- Excused Absence
 - Pre-arranged absence by parents and students with academic goals established.
 - Medical absence with appropriate doctor/medical written excuse.
 - Bereavement – for an immediate family member or at the discretion of the principal or superintendent.

Students will be allowed ten (10) unexcused absences per year.

Students missing three consecutive days will need to bring a doctor's note when they return to school. The counselor or designee will do a home visit to confirm the illness and to drop off schoolwork.

A letter from school administration will be sent home at the 5th, 8th, and 10th unexcused absence. The letter will remind parents/guardians how many absences their child has. After ten (10) unexcused absences in a year students must make up days by attending summer school or other after school times. Notices of unexcused absences will be sent to the Wind River Tribal Court informing the Court of truancy concerns at the 5th, and 8th unexcused absences. After ten (10) unexcused absences, parents/guardians/students will be reported to the Wind River Tribal Court for Educational Neglect and Habitual Truancy.

Attendance at summer school will not guarantee that a student will pass classes the student is enrolled in. The summer school teacher and principal will determine if the student has met the requirements to be promoted.

Tardies

Students need to report to all classes on time. Students need to be in the classroom and prepared to begin the learning process before the bell rings. Any tardy will be dealt with through the Principal.

Appeals Process

Parents/guardians may appeal through the superintendent of schools via the district's grievance policy.

Alcohol Use and Drug Abuse by Students

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances illegally or inappropriately, constitutes a hazard to the positive development of students. Therefore, the Board requires:

- The education of students to bring about awareness and understanding of the dangers inherent in the use of alcohol and controlled drugs.
- The provision of counseling services that will make it possible for students to seek and get counseling for drug related problems.
- Emergency health and safety care which may be appropriate for students under the active influence of drugs while at school.

- The prohibition of the use, possession, or distribution of alcohol and illegal drugs on school property or in connection with any school activity. Violation of this prohibition shall be cause for a parental conference. When controlled drugs and alcohol are involved, parents will be notified. The student may be suspended from school and may be recommended for expulsion.
- The district will establish provisions and test procedures for “event-triggered” and “random” drug and alcohol testing of students. Event-triggered testing will involve testing any students who are suspected (reasonable suspicion) of using or are under the influence of drugs and/or alcohol. Random drug and alcohol testing, will be limited to students who participate in the school’s after school and sport programs. The provisions and procedures for drug and alcohol testing appear in the student section of Board policy under the title “Alcohol Use and Drug Abuse by Students – Provisions and Test Procedures” – Policy No. 007.06A.

Drug testing, to include testing for alcohol use, shall be directed by school administration. Testing must be conducted by the school nurse, law enforcement, trained administrator or contract agency (i.e., Wind River Pathology) using consistent and medically approved tests and procedures outline in this policy.

Refusal to submit to drug testing procedures as outline in this policy may result in discipline, suspension, or expulsion of a student.

The results of any drug test shall be **confidential** and restricted to the student, school nurse, specifically assigned counselor or social worker, district/school administration, the student’s parents/guardians, and the Trustees of FCSD#38.

The district will fund any drug testing that it requires. The decision of a student and/or parent to request a medical doctor’s interview shall be funded by the parent/guardian as it is not required by the district.

Definitions

Drug: Alcohol and any other drug considered to be illegal by the State of Wyoming and/or the federal government and for which the student does not have a valid prescription.

Drug Test: A urinalysis of any district and medically approved procedure consisting of an initial screening test and a second confirming test on the same sample.

Event-Triggered Drug or Alcohol Test: A test that is instituted as a result of a reasonable suspicion of intoxication via drug or alcohol use.

Intoxicated: Any detectable level of alcohol or drugs in the individual’s system. A positive test result shall constitute a presumption that an individual is intoxicated and impaired by the indicated substance.

Medical Review Officer: A licensed physician who, on request of the student, their parent/guardian or legal counsel, will conduct a medical review of the student and determine the existence or absence or a legitimate reason for a positive test result.

Positive Test Result: A positive test result is indicated by combined positive indication in an initial screening test and a “substance specific” confirmatory test.

Random Drug Test: a test performed as the result of an unannounced selection on any one or all of the student participants in after-school activities or within the district’s sanctioned activities program by random method.

Reasonable Suspicion: Any evidence that an individual is using or intoxicated by drugs.

Test Procedures

- I. Event-Triggered Drug Tests
 - A. The student is required to submit to a urinalysis or other medically approved means of testing, if requested, upon determination by school administration of a reasonable suspicion of drug use or intoxication by the student.
 - B. Refusal to submit to a urinalysis or other medically approved means of testing when required shall constitute a presumption of intoxication.
- II. Random Drug Tests
 - A. All students who participate in after-school and sports activities are subject to unannounced drug tests. Any or all students within the aforementioned categories may be called upon, at any time, to submit to a urinalysis or other medically approved test.
- III. Urine Sample Collection/Test Procedure/Preservation
 - A. Students asked to provide testing samples of their urine will be directed to the appropriate location and provided with a specimen jar. The student will be given the proper privacy and asked to remove only outer clothing such as coats and jackets. No purses, knapsacks or other such items will be permitted. The student shall return the urine sample to a designated person. The student shall observe the sample as it is sealed and labeled. The sample shall be kept under lock and key until such time as it is transported or tested.
 - B. A “chain of custody” card shall be filled out denoting the name and title of every person who whom the sample is entrusted and the date thereof. The

seal shall remain intact and undisturbed until the specimen is needed for testing.

- C. The sample shall be used to conduct an initial screening test. If a positive indication results, a second confirming test shall be performed on the same sample. A second positive result shall be reported to the principal or his/her absence, the superintendent. A portion of any remaining sample collected shall be retained in storage.

IV. Discipline

- A. Any refusal to submit to a drug test will be grounds for discipline, suspension or expulsion.
- B. Illegal drug possession, sale, use or being under the influence of such substance shall be classified as a Severe incident. Possible consequences for Severe incidents that may be implemented are as follows:
 - 1. Police notification
 - 2. Suspension for 1 – 9 days.
 - 3. Expulsion recommendation from administration for 1 calendar year (required by Federal Law).
 - 4. In-School Suspension
 - 5. Possible home bound instruction
 - 6. Restitution for damages caused by actions of student
 - 7. Suspension from after school activities and sports
 - 8. Other consequences as determined by school administration or the Board of Trustees
- C. Within five (5) days of written notification of a positive test result, the student and his/her parents/guardians may request an interview with a medical doctor at the family's choice and expense. The purpose of the interview with the doctor is to establish a legitimate reason for a positive test result. Within five (5) days of the medical review, the student and his/her parents must provide the school principal with a written statement from the medical doctor establishing his/her findings on a positive test result. A copy of such report shall be sent to the student and his/her parents.
- D. The finding and recommendation of a positive test result provided by the medical doctor shall be submitted to the building principal and shall be considered as part of the test results.
- E. If the medical doctor determines that a legitimate reason for the positive result exists, but the student is impaired to the degree that he/she creates a risk to

themselves or others, the student may be excused from school. The student may return to school via a written statement from his/her medical doctor.

- F. Failure to request an interview with a medical doctor within the five (5) day period, the student may be disciplined or suspended (using the ten (10) day statutory limit) and referred to the board for expulsion.
- V. Results of Drug Tests
- A. The school nurse, law enforcement official or medical professional pre-identified by the district as a drug collection professional shall immediately notify the principal of a positive or negative drug or alcohol test of the referred student. The student and their parents or guardians will be notified by the principal immediately after being informed of the result of the drug or alcohol test, regardless of whether the student is detained by law enforcement or any other agency.
 - B. The results of the drug tests may be reviewed by the testing agency professional or collection officer, school nurse, student and his/her parents/guardians and the principal.

Interrogations and Searches

The rights of inspection of students; school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion, and to act in the best interest of all students and the schools. Searches by school officials of students' lockers or searches of the person of the student shall be conducted so as to protect the students' rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process, and shall always be done in the presence of a witness, and the student, if available.

Strip searches involving the inspection of skin covered by clothing or undergarments and the removal or lifting of clothing in the course of such search, may only be performed when the school administration deems the search reasonably necessary to detect weapons or materials which could cause immediate injury to the student searched or others.

Strip searches shall only be conducted by school personnel of the same sex as the student and shall be done in private and in the least intrusive manner.

Student Discipline

Appropriate behavior is expected at all times. Learning cannot take place effectively without appropriate behavior. Staff will handle most discipline issues. Serious or habitual behavior problems will be handled by the Principal and will include interventions and consequences related to the severity and circumstances of the behavior.

Suspension and Expulsion

Attempts to correct unacceptable conduct by students may include suspension or expulsion. The following policy will be used when utilizing any of the two forms of discipline.

Suspension or Expulsion

The Board may suspend or expel a student from school during the school year for the following:

- Continued willful disobedience or upon the persistent defiance of the authority of school personnel;
- Willful destruction or defacing of school property;
- Any behavior which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils;
- Torturing, tormenting, or abusing a pupil in any way; maltreating a pupil or a teacher with physical violence;
- Continued disruption of the educational process so that others have difficulty learning;
- The use of foul, profane, or abusive language or habitually disruptive behavior as defined by statutes.

The Board delegates to each principal the right to suspend a student for not more than ten school days on the grounds listed above. Only the Board may expel a student. The Superintendent shall be notified of all out of school suspensions and cases which warrant expulsion consideration.

Prior to suspending a student from school, the principal shall inform the student of the reasons for the suspension and evidence against him/her and shall give the student a chance to present his/her version of the charges against him/her and to present evidence in his/her behalf.

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard within 72 hours of suspension.

Oral notice will be given immediately, if possible, and written notice within 24 hours to the student's parents or guardian stating the reason for the suspension or contemplated expulsion.

No student may be suspended for more than ten days or expelled without an opportunity for a hearing if requested. The expulsion hearing shall be held in accordance with the procedures set forth in the rules of practice governing hearings and contested cases adopted by the board.

Suspension or expulsion shall not be imposed as an additional punishment for offense punishable under the laws of the state, except where the offense was committed at a school function or is of such nature that continuation in school would clearly be detrimental to the welfare, safety or morals of other pupils.

No expulsion shall be for longer than one school year.

Weapons Policy **(Possession or Use of Weapons)**

Section 1. Definitions

- Items in the following categories are defined as weapons:
 - Type 1: Deadly weapons (as such term is defined in W.S. S6-1-104 (a)(iv).
 - Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, lasers, etc.
 - Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocketknives, files, compasses, scissors, etc.
- “Possession” means having a weapon actually in the student’s personal possession, or in their desk, locker, or vehicle.
- “Use” means threatening to or actually inflicting injury on another person with a weapon.
- “Campus” means within the boundaries of real property used by the school district primarily for the education of students.

Section 2. Possession or Use of Weapons

- “Possession” of a type 1 or a type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
- “Use” of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty

- Any student who possesses, uses, transfers, carries or sells a deadly weapon while on school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.
- A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
- A student using any type of weapon shall be suspended immediately from school and referred to the superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedures

- Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. S21-4-305 (d).

Section 5. Notification of District Attorney

- After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3 (a) of this policy, the superintendent shall notify the District Attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3 (a) of this policy.

The school district will refer to the criminal justice or juvenile delinquency system any student who brings a weapon defined in S921 of Title SVIII of the U.S. Code to school.

Athletic Policy

School Attendance

- Student athletes must comply with the school-wide attendance policy.
- Student athletes must be in school all day of the competition in order to compete.
- Student athletes who miss five days of practice will be dismissed from the team.
- Athletes are required to be at all practices.
- It is the athlete's responsibility to tell the coach when they will be gone from practice.
- A note is required from the parent/guardian excusing missed practices.
- Excused absences will result in reduction of playing time.

- An unexcused absence from school is also considered an unexcused absence from practice.

Physicals

All athletes must have a current physical examination record on file with the school nurse for the current school year. Athletes are not allowed to participate in practices or games without a physical.

Training Rules

Will be provided to students and parents at the beginning of the respective sport season. Students and parents are required to sign and adhere to the training rules designated.

Athletic Events

Students will be expected to maintain their class work and assignments. Teachers are to notify coaches of students failing to maintain their class work. The administration may recommend suspension or detention to satisfy these requirements.

All student athletes must comply with the WHSAA regulations regarding the maintenance of grades and grade point averages.

Detention

Participating in athletics is a privilege and not a right. Therefore, it is important for students to display good behavior while at school. Consequences for being put in ISS, After School suspension, or lunch detention are as follows:

- Each infraction that results in ISS will also result in the student missing the next event (game, meet, etc.).
- If the student has an After School detention he/she will not attend practice or game on the day of detention.
- If a student misses practice because of After School detention they will be given extra conditioning, reduction of playing time if it was an absence.
- Three consecutive Lunch Detentions given by the student's teachers will result in After School detention in the actions above.

Out of School Detention

If a student is placed on OSS he or she may not participate in any school activity until the OSS time has been served.

Direct Eligibility Requirements

- Student athletes must comply with the school-wide attendance policy and may not be suspended for any reason.
- In order to compete, student athletes must be in school all day the day of the competition and all day Friday for a Saturday event.
- Student athletes who miss three days of unexcused practice will be dismissed from the team. (Exception: written doctor's excuse given to coach)
- Student must complete a minimum of ten practices in order to be eligible for their first competition.
- Every student athlete must have a physical and a signed parental permission slip before attending practices and participating in games and events.
- Students under medical treatment must have a medical release to participate.
- Students are expected to maintain their class work and assignments.
- No student shall participate in any extra-curricular activities if he/she is failing three or more subjects.
- Eligibility week lasts from Monday through Saturday. Eligibility grades are accumulative for the quarter and checked weekly.
- Failing students are required to make up work utilizing a academic contract.

Arapaho Warriors A Pledge to Support Team Sports' Rules

- I will be dressed and ready to practice on time.
- I will be drug, tobacco, and alcohol-free throughout the season. Violations of this rule will result in my removal from the team and possible other consequences involving other school policies.
- I will be at each and every practice and if I miss more than three practices I will be removed from the team.
- I will conduct myself in an orderly manner on the bus. This includes remaining in my seat and keeping the noise level down.
- I will respect my coaches and get along and support my teammates. This includes cheering on my teammates when they are competing.
- When I travel, I will remember that I am representing Arapaho Charter High School and will conduct myself accordingly.
- If I cannot practice or have to stay after school, I will tell one of my coaches in advance.
- I will have a parent/guardian sign a permission slip and emergency release form, and obtain a report of an examination by a physician before the first practice. I must turn in my physician's report and attend ten practices before the first game or contest.
- I will not fight or use put-downs or any other inappropriate language with my teammates.
- I will not talk back to coaches or display unsportsmanlike behavior toward other players.

- I will attend school on the day of the game or on the Friday before the meet.
- I will follow the coach's dress code on the day of the game, contest, or meet.
- I will have my parent/guardian sign me off on the proper forms on away games/matches/meets if I am going home with them.
- Coaches/Administration may require other rules in addition to those listed above.

Student Fees, Fines, and Charges

There shall be no instructional fees. Books will be provided on a loan basis: no rental fees will be assessed for textbooks or workbooks used in the classroom for reference.

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

Pupils will be assessed fines for lost, damaged, or defaced books, including library books, materials, or equipment. The fines will be for the amount of the loss. In computing a fine, the following schedule will be used:

- 20% of the replacement cost of a textbook will be deducted for each year it has been used.
- 10% of the replacement cost of a library book will be assessed for each year it is used.

Fines for damage to school property shall be assessed at a reasonable rate determined by the cost of the repair but in a sufficient amount to prevent further damage.

Students assessed fines and who have not cleared their obligations will lose the following privileges:

- Students with overdue books will not be permitted to check out materials from the library until overdue books have been returned. (Students needing books for class assignments may use books in the library but will not be allowed to check them out.)
- Students with obligations will not be allowed participation in any extra-curricular programs including athletics, after-school programs, or field trips.
- Students with obligations will not receive records including report cards or diplomas.

Student Conduct on School Busses

The right of students to ride a school bus is contingent upon their good behavior and their observance of established regulations.

The driver of a school bus shall be responsible for the safety AND GOOD BEHAVIOR of students on the bus. It is the bus driver's duty to notify the Principal if any student persists in violating the established rules of conduct.

After warnings have been given to the student and to the parents, the Principal may withhold from students the privilege of riding the school bus. Due hearing opportunity PURSUANT TO POLICY NUMBER 008.8 will be provided with the Board of Education in circumstances where the parents wish to appeal administrative decisions.

Bus Routes and Schedules

The following rules have been established to assist in providing information regarding bus routes and bus schedules.

- Students must be ready and waiting at their designated pick up point.
- During bad weather, bus and/or school cancellation will be reported on the local radio stations.
- During severe weather conditions the busses will only travel on maintained roads.
- Parent/guardian must send a written note or come by the school to request a bus change for their child.
- NO PHONE-IN BUS CHANGES WILL BE ACCEPTED.

Lunch Room

The following rules have been established to assist in providing smooth and efficient access to the district's hot lunch program.

- All students must ride the school bus to and from the lunch room at lunch.
- Students will be transported to the lunch room for the breakfast meal and then to ACHS for the start of daily classes.
- While in the lunchroom
 - Ask permission to be excused to use the restroom.
 - Use quiet voices.
 - Keep lunchroom clean.
 - Walk in and out of the lunch room.
 - Receive permission to go get seconds before getting out of seats.

Visitors

All visitors to ACHS must enter through the main entrance and check in at the office and obtain a visitor's pass if staying in the building. We welcome parents and guardians to our school on any given day. We do not allow students from other schools to attend classes.

Fire and Emergency Drills

Monthly fire drills and periodic emergency and crisis/lockdown drills are held throughout the school year. Remember these basic rules:

- Check the posted instructions in each classroom indicating how to leave the building during an emergency.
- Walk, no talking, shoving, or running. Move quickly and quietly to the designated area.
- Each classroom and teacher will have a crisis instruction booklet that will help with the management of each and every crisis drill or situation.

Electronic Devices

Cell Phones/Pagers/IPODs/Audio and/or Video Devices

Due to excessive misuse of electronic devices for bullying, harassment, inappropriate content as well as a general disruption of the educational atmosphere at school, student-owned electronic devices (including cell phones) are deemed unnecessary at school. If they are brought to school, they may only be used before or after school and are not to be heard or seen during school hours. Student-held electronic devices are to be turned off and out of sight from the initial school bell until the final bell. If they are in use in any way between these times, they will be confiscated and returned according to the ACHS discipline policy. If students need to reach a parent for an emergency they are expected to go to the office and request use of the school's phone. Parents/guardians wanting to contact their child may call the school office at 307-856-3862, to contact the student.

If a staff member hears or sees a student-held electronic device during school time, the electronic device will be confiscated and turned into the office. Disposition of the electronic device is dependent upon the ACHS discipline policy.

Please be aware that ACHS cannot be responsible for student-held electronic devices that are lost or stolen. We try to assist students in recovering lost or stolen property; however, it is the position of the school that student-owned electronic devices should not be at school.

Sexual Harassment

Examples of conduct which may constitute sexual harassment and would therefore be prohibited include:

1. Unwelcome leering, staring, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Unwelcome graphic verbal comments about an individual's body.
4. Unwelcome sexual jokes, stories, drawings, pictures or gestures.
5. Unwelcome spreading of sexual rumors.
6. Unwelcome teasing or sexual remarks about a student enrolled in predominantly single-sex class.
7. Unwelcome touching of an individual's body or clothes.
8. Conditioning academic or student activity privileges on submission to inappropriate or unwanted sexual conduct from students or staff.
9. Displaying sexually suggestive objects in the educational environment.

ACHS administration and staff encourages and expects students and staff to immediately report incidents of sexual harassment to any teacher, counselor, or administrator.

Any teacher, counselor, or principal who has received a report or views an incident, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building administrator within twenty-four (24) hours, or within reasonable time thereafter, if extended, for good cause.

1. All complaints of sexual harassment will be investigated and promptly resolved.
2. Upon receipt of a sexual harassment allegation, the principal will contact FCSO #38 administration, explain the incident, discuss possibilities and jointly with the central administration, determine how the investigation is to proceed.
3. Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
4. Each complaint of sexual harassment will be promptly investigated in a way that respects the privacy of all parties concerned and to the extent practical and appropriate under the circumstances.
5. The complaint investigator will put his/her findings in writing and will forward a copy to the principal within one week, or a reasonable extension of time thereafter for good cause, after concluding the investigation.
6. The principal will review the incident and all written materials provided by the investigator.
7. The principal will contact FCSO #38 central administration and go over his/her recommendations for actions.

The principal will implement recommendations, file a report in the building file (separate and apart from any student or personnel file), and forward the final copy of the incident report to central administration.

Sexting

Possessing and/or transmitting sexually related material in any form including electronic mediums is strictly forbidden and will be dealt with accordingly. This is a serious offense and may involve law enforcement.

Bullying and Cyberbullying

Bullying is any behavior intended to harm another. Infractions are serious and will be dealt with accordingly. Appropriate law enforcement agencies may be involved.

Possessing and/or transmitting threatening, vulgar, explicit innuendoes, and other disparaging comments regarding individuals or groups in any form constitutes the offense of cyberbullying and is strictly forbidden. Appropriate law enforcement agencies may be involved.

Family Educational Rights and Privacy Act (FERPA) **Student Records**

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 years of age or attending post-secondary school have the right to see, correct, and control access to their individual student records.

The Family Educational rights and Privacy Act of 1974 also prohibits general distribution of school records without parental consent, but provides for the release of directory information. Directory information, released from Arapaho Charter High School may include the following: student's name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended by the student. If you do not wish to have this information released, you must notify the principal of ACHS in writing. A more detailed explanation of this act is printed in the Fremont County School District #38 Policy Handbook (007.18).

Section 504 **Annual Notice to Individuals with Disabilities and Parents' Notice**

Programs for students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination against persons with a disability in any program receiving federal financial assistance.

Section 504/ADA defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing mutual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. ACHS has the responsibility to provide adjustments, modifications, and necessary services to eligible individuals with disabilities. The school acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

Title I School-Wide Parent Policy

Arapaho Charter High School's Title I Program recognizes the importance of parental input, support and cooperation in each portion of our program. With this in mind, the following components are to be upheld:

- Parents will have input into the planning, review, and improvement of various Title I School-Wide programs. (To include after-school activities, culture programs, Intergenerational Council, Five Year Strategic Plan, etc.)
- Arapaho charter High School will engage in meaningful communication with parents that is organized, systemic, ongoing, informed, and timely. (Principal's monthly newsletter, classroom fliers, Family Fun nights, special meetings, school newsletter, newspaper, radio, parent/teacher conferences, etc.)
- To involve parents, Arapaho Charter High School will hold annual Title I informational sessions in conjunction with the Fall Open House and review the policy. Findings, if necessary, will be used to revise the policy.
- The School-wide Title I Program will provide opportunity for parents to attend staff development sessions to enhance their ability to help their children accomplish educational standards. Invitations will come through a special invitation calendar in the Principal's monthly newsletter.
- Arapaho Charter High School will encourage classroom visits and observation by parents and also will encourage volunteer participation by parents in school activities.
- Arapaho Charter High School will coordinate parent involvement strategies with other programs.
- Arapaho Charter High School will distribute evaluation of the school's performance, curriculum, and assessment results through the school newsletter and website. It will further provide information to parents on individual student performance in the form of midterm evaluations and quarterly report cards.
- Any submission of the school-wide improvement plan will include an opportunity for parents to provide comments.

Student Automobile Use

Parking on school property is a courtesy extended to students and others by the Board. Students driving cars or motorcycles to school must park them in areas designated by the school administration. Vehicles are to be driven in a safe and prudent manner while on or immediately adjacent to the school grounds, Students who fail to operate their vehicle on or adjacent to school grounds in a safe and prudent manner are in violation of and in open defiance of school authority, rules and regulations. Violations which result in personal injury and property damage may result in an immediate suspension or expulsion from school.

Student Dress

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

- Clothing/apparel that creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use or drugs, alcohol, or gang activity; or
- immodest clothing/apparel which is sexually offensive; or
- unsanitary clothing/apparel which poses a health problem; or
- clothing/apparel that is unsafe or that may create maintenance concerns; or
- hoodies, jackets, or coats within the classrooms; or
- hats, caps, bandanas, nets, or any other form of head covering; or
- sunglasses in school.

Students whose dress is not appropriate may be sent home to change or be required to make other adjustments until appropriate clothing can be obtained.

Coaches and/or other staff supervising extra-curricular activities may make other dress requirements applicable to students participating in athletic and/or other extra-curricular activity events.

Arapaho Charter High School Student/Parent/Teacher/Administration Compact

Student: _____

The Student Pledge: *I realize that my education is important. I know that I am the one responsible for my own success and that I must work hard to achieve it. I agree to the best of my ability that:*

- I will attend school every day and arrive on time to all my classes;

- I will follow all school and classroom rules;
- I will put my best effort into my work;
- I will complete homework and class work on time;
- I will ask for help when I need it;
- I will think of my own and other's safety and wellbeing.
- I will make informed decisions, set goals, and take action to meet requirements for graduation.

Student Signature _____ Date: _____

The Parent Pledge: *I realize that my child's education is important. I understand that my participation will help my child's achievement and attitude. I agree to the best of my ability that:*

- I will see that my child attends school every day and arrives on time;
- I will ensure that my child completes his/her homework;
- I will attend school activities such as Back-to-School Night, Open House, parent conferences, and information meetings;
- I will support the school's discipline, dress code and attendance policies;
- I will assist my child in setting goals and taking action to meet requirements for graduation;
- I will provide updated contact information to the office as necessary.

Parent Signature _____ Date: _____

The Teacher Pledge: *I understand the importance of education and I acknowledge my duties as a teacher and role model. I agree to carry out the following responsibilities to the best of my ability:*

- I will clearly communicate class work and homework expectations;
- I will teach grade level skills, concepts, and the Wyoming Content Standards;
- I will regularly communicate with students and parents to support student achievement;
- I will strive to be aware of the individual needs of students;
- I will provide a safe and positive learning environment for my students.

Period 1 _____ Period 5 _____

Period 2 _____ Period 6 _____

Period 3 _____ Period 7 _____

Period 4 _____ Period 8 _____

The Administration Pledge: *I recognize the critical role of administration in instructional leadership. I acknowledge my duties as Principal and role model. I agree to carry out the following responsibilities to the best of my ability:*

- I will ensure a safe, clean, academic environment that is conducive to learning;
- I will ensure that Wyoming Content Standards are being taught in all classes;
- I will communicate regularly with parents, teachers, and support personnel;
- I will notify, if necessary, parents of school choice, teacher qualifications, supplemental services, and status of school.

Principal Signature _____ Date: _____

Homeless Students

It is the policy of Fremont County School District #38 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do the other children, and the District is committed to assuring that those rights are fully protected and honored.

Definition:

Homeless students are students who lack a fixed, regular and adequate nighttime residence and who have a primary nighttime residence that is:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms “homeless” or “homeless individual” do not include any individual imprisoned or otherwise detained.

Determination:

In determining whether a child or youth is homeless, the permanence of the living arrangements should be considered. Determination will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home

for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will not longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular, and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street or other inadequate accommodations will be considered homeless, even if their parents have provided and are will to provide a home for them.

School-Age, Unwed Mothers

In general, if school-age unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they will not be considered homeless.

**FREMONT COUNTY SCHOOL DISTRICT #38
REFERRAL FOR HOMELESS CHILD**

Date: _____

Student
Name:

_____ Sex: M F
Last First

Address:

Location

City

State

Zip

Birth Date:

School
Attending:

Current
Grade: _____

Previous
School:

Parent(s)
Name:

Student
Resides with:

Address:

Location

City

State

Zip

Daytime
Phone: _____

School
Attending: _____

FREMONT COUNTY SCHOOL DISTRICT #38
Liability Waiver and Hold Harmless Agreement
Arapaho Charter High School – 2009-2010 School Activities

Student Name: _____

Parent Name: _____

Emergency Number: _____

Physician's Name: _____ Phone Number: _____

Needed Medication/Allergies: _____

Necessary Equipment and Supplies: _____

Field trips and extra-curricular activities are planned throughout the school year for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments.

We, as parents/guardians of the listed child or children, hereby consent and choose to allow the child or children to participate in field trips and extra curricular activities, (hereinafter collectively called "the activities"). We understand that involvement in the activities has certain inherent risks to the child and his/her property. We understand and accept these inherent risks.

I/we do hereby give permission for agents of this organization to seek and secure any needed medical attention or treatment for the listed child or children. I understand that every effort will be made to contact me. If I cannot be reached, I/we hereby give permission to the attending physician to secure proper treatment for the listed child or children.

Parent Signature

Date

Medical Authorization for Emergencies:

In case of an emergency, the supervisor of the field trip may need permission to provide medical interventions for your child.

Parent Signature

Date

Educational Field Trip Agreement

Educational field trips will be planned in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip and receive the principal's approval prior to making arrangements for the field trip.
2. The teacher will provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and an itinerary when a field trip will extend beyond the school day.
3. The teacher will accompany students on field trips. Teachers are responsible for informing any accompanying adults of their duties and responsibilities.
4. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for students who do not participate in the field trip.
5. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
6. Student safety will be a primary consideration.
7. If a student is displaying inappropriate behavior, consuming contraband, and/or endangering him/herself or others, he/she will be dismissed immediately and parents will have to collect their son/daughter.
8. Requests for bus transportation will be channeled through the principal followed by the Transportation Coordinator at least 2 weeks prior to the trip.
9. Students will not be permitted to leave the field trip group during the trip unless they are released to parents.
10. The funding necessary for any activity trip or field trip sponsored by the school will come from district monies, and be approved by the principal.
11. Parental permit slips will be required. No student will be required to on a field trip if their parents do not approve.

RULES AGREEMENT: We have read and understand the Agreement and agree to abide by the rules.

Parent/Guardian Signature

Date

Student Signature

Date

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Arapaho Charter High School Student/Parent Handbook. The ACHS educational staff has provided an overview and explanation of key components of this handbook and provided an opportunity to ask questions or seek clarification on any and all content included in this handbook. My signature below represents my knowledge of and willingness to uphold the policies set forth by the Arapaho Charter High School Student/Parent Handbook and the Fremont County School District #38 policies.

Parent/Guardian Signature

Date

Student Signature

Date