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TBA

2010-2011 SCHOOL CALENDAR INSERTED HERE (sent in PDF format in separate attachment from the planner)

STUDENT HANDBOOK

Hot Springs County School District #1

Mission Statement

(adopted 12-20-01)

The mission of Hot Springs County School District No. 1 in partnership with family and community is to provide a safe, positive, and effective learning environment to maximize the potential of each individual.

We believe in:

- Developing social skills, self-discipline, ethical and moral behavior, and self-confidence.
- Developing the ability to creatively solve problems both independently and cooperatively.
- Allowing individuals to learn however they learn best.
- Learning responsibility for actions and accepting the consequences associated with those actions.
- Mastering essential skills for a lifetime of learning.
- Providing a safe, positive atmosphere to maximize the potential of each individual.
- Providing broad-based opportunities for learning.
- Encouraging a desire to continue learning.

WELCOME

Welcome to Thermopolis Middle School, the school for all Hot Springs County students in grades fifth through eighth. We hope you will find our teachers, staff, and students friendly, helpful, and willing to assist you in your transition to and through middle school. If you have any questions or concerns about any of our programs, please call our office at 864-6551. Teachers are available for conferences according to their schedules and the principal's door is open for visits at any time.

ARRIVAL AT SCHOOL

Students should not arrive at school earlier than 7:35 a.m. when our responsibility for supervision of students begins. Staff will monitor the students' arrival and appropriate action will be taken for any misbehavior. We ask for your cooperation by not bringing or sending students to school any earlier than necessary. Students eating breakfast may enter the building and proceed to the food service area at 7:35 a.m. Other students will report to the designated areas.

DISMISSAL FROM SCHOOL

Regular school dismissal is 3:45 p.m. Monday-Thursday and 12:30 p.m. on Fridays. Students may catch the shuttle bus to Ralph Witters Elementary when necessary.

SCHOOL HOURS

Regular school hours are 8:00 a.m. to 3:45 p.m. Monday-Thursday and 8:00 a.m.-12:30 p.m. on Fridays for all students.

Leaving School During School Hours or Once A Student Has Arrived At School

Students may be dismissed during school hours to meet a medical or dental appointment or for personal reasons of the parent. To safeguard your child, requests for dismissal must be by phone or in writing and submitted to the principal. If possible, send this request to the office one day in advance. Once a student arrives at school they may not leave without permission from the office. **Before the student is released, the parent must come to the office and sign the student out.**

STUDENT RELEASE IN TIMES OF CRISIS

If the district has activated its crisis plan and enacts the Student Safety and Release procedure, parents will receive

a message through the automated calling system (**AlertNow**). This message will include information about where and when students may be picked up and other critical details. Regardless of the circumstances, students will be released only to a parent/guardian or a previously identified emergency contact person; all adults will be required to provide a driver's license or another form of photo ID.

RULES FOR ACTIVITIES

1. If a student leaves an activity, they may not return.
2. All students must behave in a sportsman like manner.
3. Students will follow instructions from adults the first time they are asked.
4. Students breaking guidelines will be sent home or banned from attending activities.
5. Parents will be contacted of the misbehavior.

GRADING SYSTEM

The following Uniform Grading System is used to record academic progress. The grades and their meaning are:

- A – work is outstanding-superior
- B – work is above average
- C - work is of average quality
- D – work is below average – inferior
- F – work is not acceptable for credit

GRADING, PROGRESS REPORTING, AND HONOR ROLL POLICY

Each grading period is approximately 9 weeks in length. Parents who have Internet access may have daily access to their student's grades, and attendance through the school's Power School program. Parents must request a password from the office after presenting a picture ID. Grade cards will be issued following the close of each quarter. Incompletes must be removed within two weeks after the distribution of grades or the incomplete becomes an F. No incomplete grades will be given during the 4th quarter.

Recognition for Outstanding performance in all classes will be in the form of the Superintendent's Honor Roll by obtaining an "A" in every subject, the Principals Honor Roll by obtaining an "A-"(3.67) grade point average without any grade below a "C" (2.00) or lower, and the Honor Roll by

obtaining a "B" (3.00) grade point average without any grade below a "C" (2.00) or lower.

- A - 4
- B - 3
- C - 2
- D - 1
- F - 0

ACADEMIC RECOGNITION

At the end of each school year, TMS will hold an assembly to honor academic excellence. An academic recognition assembly will be held for those students making the honor roll. Students must attend the honors assembly to receive the awards. *Exceptions must be approved by the principal in advance of the reception.*

1. Middle School top math student
2. Middle School top science student
3. Middle School top language arts student
4. Middle School top social science student
5. Bobcat of the Year (8th grade ONLY)

Each content area teacher shall choose the outstanding student of each discipline.

GUIDELINES FOR PROMOTION OF MIDDLE SCHOOL STUDENTS

Each 5th and 6th grade student will be part of a self-contained classroom, with the possibility of departmentalization within each grade level. Each seventh grade student must be enrolled in English, Math, Science, Social Studies, Computers, and P.E./Health. Each eighth grade student must be enrolled in English, Math, Science, Social Studies, and P.E./Health. In addition to the required classes, students will have their remaining schedule filled with Art I or II, Band, Choir, Reading 180, Woods, Introduction to Agriculture, Family and Consumer Science, Newspaper/yearbook, Math Interventions, and/or history of Rock and Roll.

Students must pass all core classes to be promoted to the next grade. Students who fail to meet these requirements may be reviewed by a committee to determine retention or promotion. The committee will be composed of middle school staff members and parents or legal guardians.

ACADEMIC OPPORTUNITY

AO is an opportunity for students to complete any late work or work not turned into the teachers expectations. If a student is missing an assignment he or she will be assigned an AO to be served that day. The student is responsible for communicating this to their parents the day they receive an AO. Each AO will be one (1) hour long after school from 3:45-4:45 daily, with the exception of days when school is dismissed early. The purpose of AO is to provide students with additional time to complete any incomplete work, provide a structured environment, and encourage and help the student become successful and responsible for the completion of his or her work in a timely manner.

ADMISSION OF STUDENTS

Resident Students

Any educable child of specified age or who meets specifications established by Wyoming statutes and who is living with a natural parent, or parent by legal adoption, or guardian, who actually resides within the boundaries of the Hot Springs County School District #1, shall be permitted to attend the public schools of Hot Springs County School District #1, Wyoming, without payment of tuition, unless

otherwise prohibited by the policies, rules and regulations of the Board of Education of Hot Springs County School District #1, Wyoming. HSCSD#1 will not pay tuition for students attending school in other districts except as may be mandated by the State of Wyoming or the Federal Government.

Non-Resident Students (Board Policy JFAB)

Non-resident students may be admitted to the Hot Springs County School District #1 when such action appears appropriate. Non-resident students must fill out an application. The District reserves the right to deny any application it deems necessary. Some of the factors to be considered prior to rejection or acceptance are as follows:

1. Any student suspended or expelled from another district whether located in or outside the state, for the duration of the suspension or expulsion regardless of whether or not the student establishes residency within the district.
2. The school district will not provide transportation for non-resident students except on a regular bus routes running within the boundaries of this school district. Exceptions to this policy may be made only with the express consent of the Board of Trustees and any adjacent school district, which would be affected.
3. Every non-resident student attending the school district may be required to have a person of adult age agree to be responsible for the student with regard to all educational decisions and who can authorize emergency medical treatment and care.

Other Guidelines

1. In the semester review, the following items will be considered to determine continued enrollment:
 - a. Attendance
 - b. Grades
 - c. Disciplinary record
 - d. Academic progress toward graduation
 - e. Level of positive influence on school environment

WITHDRAWAL OF STUDENT

A student planning to withdraw from Thermopolis Middle School should report this intention to the principal's office and pick up a withdrawal release form that MUST be signed by a parent/guardian and each teacher then returned to the office for the principal's signature.

ATTENDANCE POLICY

We will strictly enforce the student attendance policy as outlined below:

1. All middle school students will have a total of 8 days of sick leave from school each semester within the following regulations:
 - a. The primary purpose of sick leave is for personal illness, or death or emergency within the family. Absences for other reasons must have **advance** approval.
 - b. Every **unexcused absence** will be made up on **Saturday**.
 - c. For every absence (excused or unexcused) after 8 days that does not have a signed doctor's note, all time will be made up before or after school and/or on Saturday. This will be determined by the administration.
 - d. On the 6th absence an attendance contract will be put into place with the student, parents, and building principal.
 - e. A student missing more than 3 consecutive days must have a doctor's note upon return.

2. Parental approval of an absence does not necessarily make the absence an excused absence. Any absence not verified by a parent within 48 hours will be unexcused. It is the student's responsibility to have a parent verify the absence.
3. For approval of an advance absence, a request must be turned in and approved by the office and taken to all classes one day in advance. (This may be in the form of a note from home and brought in for the principal's signature and carried to each class for notification to the teachers.) This form must then be returned to the office.

Allowance of one day's time for each day of work missed is generally recognized. If a student is absent from school on a sponsored activity and does not return to school during the regular school hours, he or she will be allowed one extra day to do assigned work on the day following the school activity.

Students absent from school for reasons other than school sponsored or school approved activities should not attend or participate in any school activities which occur on that day. This includes late afternoon and evening events.

No student will be admitted to return to class after being absent without a signed slip from the office. The parents of any student having an irregular attendance will be notified.

TARDY POLICY

Students who are tardy to school should obtain an admit slip in the main office. These tardies should be covered by a written excuse or a phone call from home on the day you are tardy or the following day. Unexcused tardies will accumulate and beginning with the fourth one during the semester, the student will be given a detention. On the fourth tardy in a class, a detention will be issued, and for each tardy thereafter. Each student will start with a clean record at the beginning of the semester grading period. **All students should be seated and ready for class to start before each tardy bell rings.**

SKIPPING

Students who skip will need to make up the same amount of time skipped in Saturday School. Students will not be allowed to make up work they missed while skipping. They will receive no credit for assignments or tests.

TRUANCY (*Board Policy JE*)

Truancy will be handled as provided by Board Policy JE and Wyoming Statue (a) an unexcused absence is defined in the polices of the local board of trustees, of any child required by this article to attend school when such absence is not excused to the satisfaction of the board of trustees (b) "habitual truant means any child with five (5) or more unexcused absences in any one (1) school year (c) any parent, guardian or custodian of any child to whom this article applies who willfully fails, neglects, or refuses to comply with the provisions of this article shall be guilty of a misdemeanor and shall be punished by a fine of not less than five dollars (\$5) nor more than twenty-five dollars (\$25) or by imprisonment in the county jail not more than ten (10) days or by both such fine and imprisonment (W.S. 21-4-106).

HOMEBOUND

In case of serious illness, the parent may request homebound instruction. Hot Springs County School District #1 will provide instruction to help the hospitalized or homebound student to keep up with regular class work if the

child is physically incapable of attending school, but is still capable of benefiting from a formal education program (Board Policy IHBF).

LUNCH

Thermopolis Middle School operates a closed period and is staggered into two different groups with 30 minutes for eating. (This lunch arrangement is subject to review and change as deemed necessary by HSCSD#1 administration). The groups and times of the lunch schedule will be announced. Due to changing class schedules, an updated list of teachers assigned to the groups will be provided the first day of classes.

After eating, all students are to go to the gym or outside depending on supervision.

No food is to be taken from the cafeteria. No food is to be ordered or purchased and delivered to the school. Hot lunches may be bought daily, weekly, or monthly. The prices of breakfast, lunch, an extra main course, and milk are as follows:

Breakfast Adult and Student \$1.75
 Student Lunches \$2.55
 Milk and Juice \$.50
 Extra Main Course \$1.75

* Students eating a school lunch may have seconds on the Health Bar free of charge.

Students approved for free and reduced lunches can only receive one lunch per day. There will be no free extra milk. A second main course may be purchased at the price of \$1.75. **NO CHARGES ARE ALLOWED!**

DRESS CODE

Appropriate dress and personal appearance are an individual responsibility, and are integral to the educational environment. Clothing or dress that is immodest or disruptive to the education process, or that poses a safety hazard, shall not be worn. The following dress code guidelines have been reviewed and approved by the Board of Education. They are applicable during the school day and at all school-sponsored activities unless permission is granted to deviate from the code.

1. Being appropriately dressed for school purposes consists of wearing a full dress of clothing and being clothed from shoulders to mid thigh. All shirts, blouses, trousers, and overalls, shall be appropriately buttoned. No spaghetti strapped garments, halter-tops, tank tops, or see through clothing shall be worn. Undershirt-like tops or shirts with sleeves that have been cut out shall not be worn. Excessively tight garments are not considered appropriate. When undergarments are visible due to improper covering, then the student will be asked to change.
2. Garments must be of modest length. The garment length must be at or beyond the fingertips when the student is in an upright standing position with the arms extended downward at the sides.
3. Shorts, skirts above the knee without leggings underneath are not to be worn to school.
4. Hair must be neat and clean and not interfere or disrupt the educational process.
5. Wearing of headgear or sunglasses inside the building without a medical reason is not permitted.
6. Clothing displaying drug, alcohol, or other offensive advertisements, obscene, profane, racist, or suggestive slogans are not appropriate and shall not be worn.

7. In the interest of maintaining a safe environment, as well as promoting conduct which does not substantially disrupt, impede or interfere with the operation of the school, any articles of clothing, jewelry, body piercing other than in the ear, shall not be worn at the school or at school activities.
8. Students are required to wear shoes; pajama slippers, cleated shoes, or any shoes that will mark or mar the floors are not permitted.
9. Any method of dress other than those listed that attracts undue attention, disrupts, or interferes with the normal educational process is not permitted.

Students wearing clothing that is not permitted shall be sent to the office. If the inappropriate attire can be substituted with a shirt, the office will provide the student with such t-shirt in exchange for the inappropriate attire. Upon washing and returning the shirt, the student will receive his/her own attire back. Each offense after the first will result in a detention.

PASSES

A student needing to leave their assigned class for any reason shall use the classroom passes, from that specific teacher in charge. Students wanting to go to another classroom must obtain permission in advance from the teacher concerned. **All students in the halls during classes must be escorted by a teacher or have a pass.**

TELEPHONE USAGE

The office telephones are to be used for school related business only. Student calls should be confined to important necessary emergency calls. Students should always check with their teacher and have a pass when coming to the office to use the phone. Students should not come to make a call and then expect to receive a pass from the office to class. You must have a pass first.

SELLING AT SCHOOL

1. No student should enter a teacher's classroom to make a sale.
2. Students are not to sell to teachers between 7:45 a.m. and 3:45 p.m. on school days.
3. Students who are selling items should be sure that they are not using their fellow students as a captive audience. Any selling should be on a convenience basis.

VISITORS

At TMS students and teachers are actively learning and teaching. The best time for visitors is during your child's lunch period. Please make sure to sign-in to the office prior to entering the lunchroom. **Visitors are allowed to visit the classrooms, but arrangements must be made prior to the visit with both your child's teacher and principal** (Board Policy KI).

STUDENT CLUBS/ORGANIZATIONS

Student clubs/organizations that are available to students at Thermopolis Middle School are – Student Council, Lights On, Friends of Rachel (Rachel's Challenge). These clubs/organizations will be explained at the beginning of the school year.

TECHNOLOGY "ACCEPTABLE USE POLICY"

At TMS, the following will be expected from the users:

1. Follow the teacher's directions and rules
2. Respect other's work, data, bookmarks, etc.

3. Access and create information appropriate for the educational environment
4. Respect copyright policies
5. Utilize all hardware and software for intended purposes
6. Observe "netiquette"

Consequences for failure to meet the above expectations as follows:

1. Warning
2. Loss of computer privileges for the rest of the nine weeks
3. Loss of computer privileges for the rest of the semester
4. Loss of computer privileges for the rest of the year

Any violation of this policy could result in detention and assignment of points on the behavior code.

GUIDANCE SERVICES

The Counseling Office at Thermopolis Middle School is available to students. Any student who would like to see the counselor/social worker should stop by the counseling office to make an appointment. In an emergency situation a student can ask for a pass from a staff person.

With a counselor or social worker, a student might want to discuss classroom problems, hassles with friends, difficulties with studies, personal concerns, advice about course selections, types of jobs available and training needed to get those jobs or any other questions or concerns that might arise. Counselor/social workers are here for the students to find solutions to their problems. Any time you need to talk to someone, feel free to contact your counselor. Your counselor is here to listen and to help.

USE OF LIBRARY

The library will be available at designated times for students to use. Be considerate of your classmates – return all library materials on time!

Books

Books are checked out for a two-week period, and may be renewed twice (for a total of six weeks). Students are limited to three books per student per day. If you lose a book, you must pay for the replacement cost of that book. If you later find and return the book, you will get your money back.

Magazines

Old magazines are kept for research purposes. Ask the librarian or the library aid for a magazine check out slip. Fill it out completely. Old magazines are checked out for one day. New magazines may not be checked out. Encyclopedias and reference materials may NOT be checked out, but can be used in the library or in the classroom.

ASSEMBLIES

When attending assemblies, students should always be mindful of the respect that is owed to those performing and speaking to us. In some cases the school, student council, or other groups have taken money and time to plan assemblies.

Our actions at these events are a very good way for our school to gain a good reputation so good behavior is obligatory. The following actions are considered unacceptable at assemblies: booing, talking, eating candy, chewing gum, whistling, and other distractive kinds of actions. Showing our approval and pleasure of a speech or performance should be done with applause (clapping of hands). Remember to treat others, as you would want to be treated. Our actions at these activities are a direct reflection on our school, community, and parents.

MIDDLE SCHOOL DANCES

Participation in Thermopolis Middle School dances is limited to 7th and 8th graders. 5th and 6th graders will be involved in 5th and 6th grade only socials as well as events that are open to the entire student body. E.g. Booster Club Back to School Barbecue. Only Thermopolis Middle School students are allowed to attend dances or socials. All school rules apply at extracurricular activities, including no drugs or alcohol. If a student leaves a dance, they may not return. Any student not in compliance with these guidelines may be sent home and parent(s) will be contacted, if possible.

HOME AND FAMILY NIGHT

Wednesday evening has traditionally been set aside as home, church, and family night. No school related events are to be held on Wednesday night at Thermopolis Middle School. Exceptions may be made for events beginning before 6:00 p.m. and ending before 7:00 p.m.

TITLE I PARENT COMPACT

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

This school-parent compact is in effect during the 2011-2012 school year.

A. SCHOOL RESPONSIBILITIES

Thermopolis Middle School and Hot Springs County High School will:

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

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: September 22, 2010 (4:00PM-6:30PM), September 23, 2010 (8:00AM-4:00PM), and when either parents or teachers feel a conference will benefit the student academically.

3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows: At the end of each nine-week grading period (October 21, December 16, March 9, and May 25 or the 2011-2012 school year).

4. Provide parents reasonable access to staff.

Specifically, staff will be available for consultation with parents as follows: before/after school, or other scheduled appointments during the day at Thermopolis Middle School. Teachers are always available Monday-Friday from 7:30AM-4:15PM by email, phone, or person-to-person meetings.

5. Provide parents opportunities to volunteer and participate in their child's class, and observe classroom activities, as follows: Parents may volunteer in their child classroom(s) as long as the arrangement has been arranged with the teacher prior to the visit to allow the teacher(s) to prepare items to be completed.

B. PARENT RESPONSIBILITIES

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

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television their children watch.
- Volunteering in my children's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school promptly reading all notices from the school or the school district either revived by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part a parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District Wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

C. STUDENT RESPONSIBILITIES

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes everyday outside of school on my own time.
- Give to my parents or adult who is responsible for my welfare all notices of information received by me from my school or teacher everyday

STUDENT LOCKERS

The building principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He may search any locker or desk at any time he believes that the locker or desk contains matter prohibited by law or school regulations from being on school property. Such searches may be made without notice to the student to whom such locker or desk has been assigned. Periodically, searches may be conducted with drug dogs. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Each student will be assigned an individual locker when possible. All lockers have combination locks. The school reserves the right to search lockers any time a suspected rule violation is in progress or to protect the school or the rights of others. The student is responsible for the care and upkeep of his/her locker. Any damage or extra cleaning that must be taken care of by the school will be charged to the student as a fine for misuse of the locker. No glass containers shall be allowed in the building.

CARE OF TEXTBOOKS

Books will be issued to students at the beginning of the school year by the classroom teacher. Students must check all books in at the end of the year. Each book will be marked and numbered.

1. Books are not to be marked in any way by a student, except for name on the textbook label. Report immediately any damage.
2. Minor damage will be charged against a person causing damage.
3. A book damaged beyond repair or lost must be paid for by the person who damaged or lost the book.
4. Each student is responsible for the book checked out to him/her.

CARE OF BUILDINGS AND EQUIPMENT

It is the responsibility of our entire school community to take care of our building and equipment. Tables and desks should not be sat upon. All four legs of chairs should remain on the floor. Windows, shades, curtains and other equipment are the teacher's responsibility. Table and desktops are to be kept clean. Damage to the building, equipment or other facilities should be reported to the principal so that repairs can be made and/or money collected from those responsible. Any student or adult found to be causing damage to or destroying school property may be required to reimburse the district for repair or replacement of the property (Board policy JICB).

SCHOOL GROUNDS

Every effort should be made to keep the school grounds neat and clean at all times. Damage or vandalism of any kind will not be allowed. Being on the school grounds for reasons other than class attendance or attendance at an approved school activity will be considered loitering and will not be permitted.

VANDALISM AGAINST SCHOOL PROPERTY

Every citizen of the district, students, and member of the police department are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district and the name of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible (Board Policy ECAC).

Rules and procedures for submitting information on vandalism against school property.

1. On plain paper type or print all the information you have about the crime you know about: names, dates, places, and all the facts supporting your statement.
2. Sign your letter with your name and address or, if you prefer to remain completely anonymous, use any combination of 6 numerals, such as 193405.
3. Tear off a corner from the last page of your letter in an uneven manner, not a straight line. Put the numerals on the torn off corner and keep it.
4. Mail your letter to: **Hot Springs County School District #1, 415 Springview Street, Thermopolis, WY 82443.**
5. Full restitution for the damaged caused will be sought from vandals, or in the case of minors, from his or her parents

HEALTH FOR THE MIDDLE SCHOOL

Any student who cannot participate in normal school activities, such as, PE classes must have a written excuse from their physician.

Students with severe cough, sore throat, fever or unexplained rash will not be able to remain in school. If a student is sent home with a fever of 99.6, he/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications. Any student with an unexplained rash will be excluded from school until their physician makes a diagnosis.

TMS will offer only emergency first aid to students. If illness or injury is severe, the parents will be called. If we are unable to reach the parents, the emergency contact procedure indicated on the student's enrollment form will be followed.

Any student who misses school because of communicable disease may be required to have a doctor's permit before returning to school.

IMMUNIZATIONS

Wyoming State Law requires all students to have up-to-date immunization records or thirty (30) days after the date of school entry, provided to the appropriate school official written documentary proof of immunizations. Parents will be notified by mail if their student's immunizations need to be updated. Students with medical exemptions are to have the appropriate form signed yearly. Those students with religious exemptions need to sign a form upon entry to school (Wyoming Statute 21-4-309, Board Policy JLCB)).

NOTE TO STUDENT ATHLETES: Your athletic form does not go to the health office. Please make sure any immunization is sent to the health office.

MEDICATIONS AT SCHOOL

It is desirable for medications to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic illness or disabilities. It is also recognized that in many short-term illnesses, medications may need to be continued after a student returns to school. It is the school's intent to cooperate with the parents and their physician in seeing that the student receives the correct medication and dosage at the proper time.

If a student must take a medication more than three times a day or at a specific time of day, he/she is eligible to take the medication at school. These procedures are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, all prescription and non-prescription drugs must be kept in the nurse's office under lock and key. Before medication can be given or taken at school the following procedure must be followed: prescription medications must be in the original container and clearly labeled with the student's name and dosage information and the medication administration form must be completed and signed by both the parent and the physician. If dosages or times change a written notice from the physician is needed. Any student not following this procedure will be considered in violation of the Drug and Self-Abuse Policy.

Over-The-Counter Medications – The health office will have stock bottles of Tylenol, Advil (or the generic equivalent) and cough drops available to the students if the permission form is signed by the parents and is on file. Permission to give medications will not be accepted over the phone. If parents wish for other over-the-counter medications to be given at

school the correct forms must be signed and on file in the office, these forms must be completed each year. These other medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

DRUG AND SELF-ABUSE POLICY

The use of drugs or engaging in any behavior that would render a student unconscious or otherwise alter the normal state of consciousness of an individual for the sole purpose of the effect of the behavior is strictly forbidden. Examples may include but are not limited to: illegal drugs, tobacco, caffeine pills, intentional hyperventilation or strangulation, alcohol, and the taking of non-prescription drugs for any purpose other than for what they are intended.

The rules of this policy apply in the school building, on school property or while a student is attending a school-sponsored function. Tobacco and intoxicants in the possession of students in any form will be confiscated and turned over to the local authorities. Possession of tobacco will result in a 3-day out-of-school suspension. Any violation of this policy will immediately enact the Substance Abuse Intervention Policy.

SUBSTANCE ABUSE INTERVENTION POLICY

The possession, use, or distribution of alcohol and other illegal drugs, or improper use of legal drugs by students is expressly forbidden while they are in school, on school transportation vehicles, or at school-sponsored events. Any student who is verified to have used, possessed or sold illegal drugs while at school, on school sponsored activities or transportation could face expulsion. The student may be probationally allowed to return to class after five (5) days of expulsion providing an approved program of therapy and counseling is designed for joint parent-student participation. A second offense or a violation of the therapy/counseling session shall cause the principal to expel the student for the remainder of the school year.

A. Possession/Distribution (Delivery, Sale or Transfer)

1. First Offense – Upon verification of the violation, law enforcement officials will be contacted, and the legal guardian will be contacted as soon as possible.
 - a. The student will be suspended for 5 days with a suspension/expulsion hearing held during the 5-day suspension.
2. Second Offense – Automatic expulsion for the remainder of the semester, re-entry only after assessment by a licensed drug/alcohol agency, plus adherence to the recommended care plan.
3. Confidentiality – Any staff member involved in any circumstances regarding possession is obligated to guard the confidentiality of the student.

B. Suggested Support Team Consideration

1. A support team provides education, assistance, and support for students with alcohol and drug-related problems. A student may participate in the program by four basic means.
2. A support team may consist of three or more members, which may include the following: a building administrator, a counselor, a social worker, a school nurse, 2 teachers, or a community alcohol and drug specialist. The function of the support

team is to facilitate the program's intervention services.

3. Changing resistant behaviors requires an environment that is safe and supportive, therefore, the program provides for 3 support groups that will be offered. The support team and the three support groups will be coordinated by the counselor(s) and may utilize both school and community resources. Possible groups might include:

GUIDE TO GOOD CONDUCT

A school is known by the quality of the people involved with its students, faculty, administration, supportive staff, and board of education. A good measure of this quality lies in the goals set by and for the school by members of these groups. Likewise, a good measure of an individual lies in the personal goals of achievement and conduct that will compile a school record needed for future education or employment. Included in the record you are building are:

1. Scholarship: A student's permanent record of grades and test scores will be referred to repeatedly as individuals compete in the job market or for advancement. Make the best record you can.
2. Attendance: The second most asked for information by potential employers, concerns attendance records. People have been denied jobs because of poor school attendance. Employers want people with proven dependability.
3. Behavior: Responsible behavior is expected of all students. Responsible behavior includes common courtesy and respect for the rights and property of others along with self-control of actions, emotions, and impulses. The best discipline is self-discipline.

STUDENT DISCIPLINE AND MIDDLE SCHOOL DISCIPLINE POLICIES

Students are in school to learn, teachers are placed in our classrooms to teach, and we are going to maintain an environment that is conducive to learning. Students will be treated with respect and are expected to show others the same respect. Students not responding to this positive approach will be met with appropriate consequences related to their actions.

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the following discipline program. The discipline plan will operate on a daily basis with each day a new chance for the student to choose appropriate behavior.

School Wide Rules

1. Follow directions
2. Be respectful and responsible for yourself, your environment, and others.
3. Keeping your hands, feet, and other objects to yourself.

Classroom Rules:

1. Students will report to class on time and with all materials necessary for class participation. (Books, pencils, homework, paper, etc.)
2. Students will not bring, chew, or eat food, gum, or candy in the classroom. (Eating or drinking is restricted to the commons area or the cafeteria.)
3. Students will obtain proper recognition before asking a question or leaving his/her seat during class time.

- Students will follow instructions as given by the instructor, (Includes classroom rule additions, deletions, or modifications.)
- Students are expected to know and follow without exception the rules as listed in this Student Handbook.

Procedure for Implementations:

Each time the student chooses not to follow the rules, the teacher will verbally recognize the student, state the desired behavior and assign the appropriate consequence.

Consequences: (Daily)

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent(s) and the office immediately as to the action taken. The parent(s) shall be notified that a second offense will bring automatic suspension from school.

PLAGIARISM

Plagiarism – to steal the language, ideas or thoughts from another, representing them as one’s own work. What this means is the author’s words and ideas are his or hers and a student who borrows either, must acknowledge that fact.

- Intent to plagiarize is irrelevant. “I thought these were my own words; I didn’t mean to” is not an excuse. It is still plagiarized.
- Only copying a sentence here or there is still plagiarism.
- “But I put it in my own words” is still plagiarism. You are still using someone’s thoughts other than your own.
- Every appearance of borrowed material must be acknowledged.
- Copying from another student’s paper is plagiarism.

BULLYING PROTOCOLS

Bullying is a serious problem in schools across our state and nation. Wyoming law now states that school district must have in place a bullying policy. Hot Springs County School District #1 is in compliance with such a policy and will not tolerate bullying our schools. Bullying comes in many forms: from face-to-face, electronic, cyber, and 3rd person and none will be tolerated in Hot Springs County School District #1. In addition to students reporting we have use two programs to communicate and educate our students about Bullying; Rachel’s Challenge and Relational Aggression. Below is the protocol for dealing with situations involving bullying:

- Step 1:** Reporting: Bullying reported or observed
- Fill out the Bullying Referral Form and put in the drop box outside of Mr. McLean’s office or turn into the office.
 - Text the incident to (307) 840-9145

Step 2: Investigate, assign consequences, and document

- Step 3:** Parents are contacted
- Bully contacts his or her parents
 - Principal contacts parents of victim

Step 4: Reflection will be done with bully to get him/her to:

- Take responsibility for their behavior
- Develop conscience and empathy
- Learn what positive goals the behavior can focused toward
- Identify other ways to reach those goals

In addition to the above reporting TMS will address bullying with both the victim and the bully by the following:

- Both the bully and victim will meet with Mr. McLean separately to educate the student on bullying and future consequences.

- The second incident will require a meeting with Mr. Spring and Mr. McLean to moderate the incident and a no contact contract will be put in place between the two students.
- The third incident and any others that occur will follow the no contact contract established between the students in addition with a meeting with Mr. Spring and Mr. McLean.

DETENTIONS

Thirty-minute detentions will be held immediately after school. Students may be assigned detentions for misbehavior. The detention may be served the day received or if arrangements can’t be made the following day. No student will be admitted to detention after the session has begun for that day. Failing to serve an assigned detention will result in assignment of another detention. If the behavior progresses the time will be made up during Saturday school.

BEHAVIOR CODE AND POINT SYSTEM

If a 7th or 8th grade student accumulates 5 or more points he/she will be given in-school suspension (ISS) for 3 days. If a student accumulates 10 points he/she will be given out-of-school suspension (OSS) for 3 days. If a student accumulates 15 or more points he/she will be given out-of-school suspension (OSS) for 5 days and recommended for long-term suspension or expulsion. In an effort to promote student accountability and responsibility, students are given an opportunity to earn back points through community service. The principal will assign all community service. One hour of service will be equivalent to one point. All quality and quantity of service will be verified. A maximum of 5 points of service can be done. Once a student reaches fifteen points they are not eligible to make up points.

Abbreviations-LTS – Long-term suspension

SUS – Suspension

EXP – Expulsion

DT – Detention

| Offense | Immediate Consequence | Points |
|--------------------------------------|-------------------------------------|--------|
| Assault on Staff | LTS/EXP | 15 |
| Weapons Violation | LTS/EXP | 15 |
| Setting A Fire | LTS/EXP | 15 |
| Terrorist Threat | LTS/EXP | 15 |
| Theft | 1-5 days SUS/Restitution | 3-15 |
| Alcohol or Drugs | 1-5 days SUS | 8-15 |
| Fighting | 1-5 days SUS | 8 |
| Tobacco | 1-5 days SUS | 8 |
| Gang Activity | 1-5 days | 8 |
| Skipping Sat. School | Double Sat. time | 8 |
| Destruction of Property | DT/SUS | 3-8 |
| Disrespect & Insubordination | DT/SUS | 3-8 |
| Intimidation/Harassment of a student | DT/SUS | 3-8 |
| Bullying | DT/SUS | 3-8 |
| Hazardous Driving | 1 st Warning | 3 |
| | 2 nd -Loss of privileges | |
| Cell phone violation | DT | 1-3 |
| Inappropriate Language | DT | 2-5 |
| Skipping DT | Additional DT | 2 |
| Skipping an Academic Opportunity | Additional DT | 2 |
| Disruptive Behavior | DT | 2 |
| Dress Code Violation | DT | 2 |
| Skipping Class or School | DT | 2 |
| Medication Policy Violation | DT | 2 |
| Bus Referral | Bus Consequence | 1-4 |

| | | |
|-----------------------------|----|-----|
| Public Display of Affection | DT | 1-4 |
| Computer Network Violation | DT | 1-3 |
| Cheating | DT | 1-3 |
| Cafeteria Infractions | DT | 1-3 |
| No Materials | DT | 1-3 |
| Lying | DT | 1-3 |
| Excessive Tardies | DT | 1 |
| Food/Drink Violation | DT | 1 |

****The administration reserves the right to assign consequences and points to any violation of school policy that is not listed above.***

SUMMARY OF RULES FOR MIDDLE SCHOOL

The following is a detailed list of rules for Middle School Students:

1. All students are subject to the control and direction of ALL teachers. Students are expected to show obedience and respect for teachers.
2. Running in the hallway is not permitted.
3. Talking loudly or yelling in the hallways is not permitted during class hours.
4. When classes move within the building during school hours, the students are to move in a quiet fashion with close teachers' supervision.
5. Public display of affection will not be allowed. This includes kissing, or overly aggressive embracing.
6. Abusive, disrespectful, or obscene language will not be tolerated.
7. Litter in halls and classrooms create less than pleasant surroundings for everyone. Please keep our school clean.
8. No, gum or food is not permitted at school except during special occasions as directed by a teacher. In violation of this rule, these items may be confiscated and not returned to the student.
9. Upon arrival students may not leave the school grounds without permission. Students should leave the building and the school grounds as soon as school is dismissed. Bus riding students should go directly to the bus from the building.
10. Knives, water pistols, pagers, laser lights, and water balloons, may not be brought to school. These items and others, which represent a hazard to the health or safety of other students, will be taken by the teacher or principal and will be returned to the parent.
11. Cell phones are allowed at school to be used in the foyer before and after school only. All cell phones must be placed in the student's locker and turned off during school hours (8:00-3:45 and 8:00-12:30). They cannot be carried during normal school hours. Any cell phone that is visible or audible during the school day will result in the following:
 - 1st offense – 30 minute detention and 1 point on Discipline point system- student can pick up phone at the end of detention
 - 2nd offense – 30-minute detention and 2 points on Discipline point system – parents will have to come pick up the phone
 - 3rd offense – 30-minute detention and 3 points on the Discipline point system – parents will have to come in for a meeting with the principal.

**Subject to further discipline at principal's discretion.*
12. Bringing animals to school is discouraged, except when doing a unit on animals or other activities under the direction of the teacher. When animals are at school they should be properly caged and cared for. Pets are not to be taken to the playground.

13. Students are not to be in the school building before or after school hours, unless supervision is present.
14. Smoking, swearing, fighting, excessive tardiness, refusing a teacher's directives, skipping classes, class disruptions, property damage, drinking alcoholic beverages, stealing, familiarity (kissing/embracing), leaving school grounds without permission, having drugs, cheating on tests, and back talking are all acts of irresponsible student conduct.
15. Hats are to be removed upon entering the building.
16. Snowballs are not to be thrown at any time.
17. Students are not to chew tobacco or carry tobacco products.
18. No gambling, of any kind, is permitted.
19. Civil laws must be obeyed.
20. Unexcused absence time (skips) will be made up in Saturday School.
21. School rules apply when fighting at school activities.
22. The use of any i-pod (of all fashions)/MP3 players or other personal electronic equipment, at any time during school hours is prohibited. HSCSD#1 is not responsible for any of these items that are stolen while on school property or at school activities. Violation of this policy will be subject to discipline point system and further discipline at principal discretion.

STORMY WEATHER AND/OR EMERGENCY PHONE BROADCAST

Parents and guardians of Hot Springs County School District #1 will receive immediate broadcasts of urgent information on the phone thanks to a partnership with **Alert Now**, a service that allows a recorded message to be delivered to the thousands of phones in the community in an instant. The system enables district and school personnel to simultaneously notify all households and parents by phone within minutes of an emergency or unplanned event that might cause early dismissal, school cancellation or a late start. Messages are in the voice of a principal or someone else from the district and include all pertinent information about the emergency.

Parents need not to register for the service; all phone numbers currently in the district's student information system, Power School, are available for use by the broadcast system. Personal information and contact numbers are strictly secure and confidential, and families will not receive any non-school messages as a result of this service. For more information about how **Alert Now** will be used by the district, and to learn more about how to get the most out of it at home, review the district web site.

TORNADO DRILLS

Upon receipt of information that a tornado threatens, public warnings will be sounded. Details of the warning will be broadcast on commercial radio and television. As information on the progress of the storm becomes available, it will be broadcast promptly.

1. Upon receipt of a tornado warning in the area, the principal or designated person to act in his/her absence shall sound the alarm. The signal to take cover is repeated short rings of the class bells.
2. If time does not permit going to the pre-assigned shelter area, students and teachers should get into the safest area of the room. This will normally be the inside wall of the room, farthest away from any opening, windows, or doors. Students should be directed to crawl under desks or other large pieces of furniture that will afford some protection. Upon reaching the shelter area or

safest place in the room, as the storm approaches, draw up the knees and clasp hands over neck or head.

The shelters will be designated during the first week of school. Student's routes will be posted in each room.

FIRE DRILLS

Fire drills are called several times during the year. When a fire siren is sounded, pupils will pass rapidly but in an orderly manner, from their rooms. Instruction upon the route to be taken by the pupil will be explained in each room before the first fire drill. **Students' routes will be posted in each room.**

GUNS, SNIPER AND HOSTAGE SITUATIONS

In the event of such an occurrence, the principal or designee will determine the appropriate authority to notify. After the appropriate authority is notified, the principal, along with security personnel, should take immediate steps to evacuate the area if possible. The principal will communicate to staff members via the intercom. Then the next steps will be initiated:

1. All students will be held in class for an extended period of time.
2. All doors interior/exterior doors will be locked. Lock the classroom door if it has an inside lock.
3. Students should not be allowed to leave the classroom for any reason unless instructed to do so by law enforcement personnel.
4. The principal, along with security and building custodial staff, will seal off the building that has been identified. The principal or the administrator designee will activate the Building Crisis Team.
5. When all clear information is given, the appropriate information will be shared by the principal, administrator designee, or local law enforcement.

EVACUATION PLAN FOR THE DISABLED

Thermopolis Middle School students with disabilities requiring assistance have full-time paraprofessionals assigned to them. These paraprofessionals are responsible for evacuating the student when required.

Non-students with disabilities who may be in the building during activities will be served by the following plan:

1. When a disabled person enters through the front gate, the crowd control supervisor will be notified. The crowd control supervisor will then make visual contact and note where that person will be located during the activity. The crowd supervisor is responsible for aiding in evacuating that person from the building when required.
2. Non-students with disabilities who may be in the building for reasons other than activities will be assisted by the staff member with whom they are observing, working, or visiting.

BUS RIDERS "Don't Lose Your Riding Privilege!"

While the Board of Trustees provides pupil transportation according to policy, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the morning bus. Once a child boards the bus, he or she falls under the supervision of the school district. Such supervision shall end when the child is delivered to the regular bus stop at the close of the day.

Middle school students that live within 1.5 miles of the middle school will not be allowed to ride a route bus unless he or she lives on the north side of Broadway.

Follow These Rules

1. Observe same conduct as in the classroom.
2. Be courteous; do not use obscene or unacceptable language, gestures, remarks, or signs.
3. Do not eat or drink on the bus.
4. Help keep the bus clean at all times.
5. Glass containers of any kind are not permitted on the bus.
6. The use or possession of cigarettes, chewing tobacco, controlled substances, illegal drugs, weapons, flame producing devices, or alcohol are strictly prohibited.
7. Remain seated at all times while the bus is in motion.
8. Do not extend head, hands, arms, or other objects out of the bus. Do not throw items of any kind inside the bus or out the windows.
9. Do not vandalize or be destructive to the bus. Vandalism will be charged to the offending student if such is known.
10. Do not fight, scuffle, or engage in horseplay on the bus or at the bus stop. Keep hands to yourself at all times.
11. Do not delay in loading or unloading. The bus cannot wait for stragglers, as schedules must be kept.
12. When crossing the roadway at a bus stop, be sure to cross ten (10) feet in front of the bus and wait for the driver to signal you to cross.
13. Snakes, mice, insects, and other items likely to cause commotion are not permitted on the bus or at the bus stoop.
14. Emergency exits are to be used only in the event of an emergency. Do not use the back door, windows, or roof hatches unless necessary.
15. Occasional riders must have written permission from their parent(s) or guardian to be transported by bus to a friend's house. A regular rider must have written permission to get off the bus at a location other than the rider's house.
16. Cooperate with the driver at all times. He/She is authorized to assign seats when necessary.
17. Under no circumstance should a student chase a ball or loose school papers near or underneath a bus. Tell the driver if an item has gotten away he/she will assist in a safe retrieval, if possible.

This list should not be construed as all-inclusive. Common sense and pride should be applied to all situations. The driver has the authority to suspend or implement rules as necessary.

All bus discipline will be referred to the building principal and the following consequences will be assigned and followed.

1st Offense- the principal will meet with the student, contact parents, mail home the discipline referral sheet, and the next violation will result in a 1-week bus suspension

2nd Offense- the principal will meet with the student, contact the parents, mail home the bus referral, and the student will lose their bus privileges for 1 week.

3rd Offense- the principal will meet with the student, contact parents, mail home the bus referral sheet, and the student could lose all bus privileges for the remainder of the quarter, semester, or school year.

*****Building principals may suspend a student indefinitely based upon a student-by-student case.*****

PROCEDURE FOR TEMPORARY TRANSPORTATION CHANGE

Students are picked up and dropped off at their place of residence, unless special arrangements are made with the Transportation Director's office. We are most willing to accommodate a request for a different drop-off point;

however we must have an ADVANCE WRITTEN REQUEST in order to do so. For example, if rider A wants to get off at rider B's house, that will be allowed as long as we have written permission in advance from rider A's parents. Similarly, if rider A wants non-rider C to come home with him/her after school, we will accommodate the request as long as we received a written request from non-rider C's parents in advance.

We hope this will not cause any unnecessary hardships on anyone however; it is imperative that we know who rides our buses on a given day, where they are dropped off, and whether they have permission to get off at a location other than home.

PROCEDURE FOR DEALING WITH BUS MISBEHAVIOR

A form will be used to communicate with parents or guardians when their student is misbehaving. The form must be signed by the parent or guardian and returned to the transportation department when appropriate. We are charged with the responsibility of safely transporting our students. Disruptive behavior by students that may be distracting to the driver will not be tolerated. The consequences of misbehavior are as follows:

1. The receipt of the first misconduct notice generally serves as a warning. Parents and students are urged to take corrective action to insure that misbehavior does not reoccur.
2. The receipt of a second misconduct notice will result in the loss of bus service for one (1) day. Every effort will be made to meet with the student to discuss the misbehavior.
3. The receipt of a third notice will result in the loss of bus service for a period of five (5) days. A meeting with the student will be conducted whenever possible.
4. The receipt of a fourth misconduct notice will result in the suspension of bus service for the remainder of the semester, or thirty (30) days, whichever is longer. The parents may request a hearing on the matter, which may include the superintendent, principal, transportation director, driver, student, and the parents.

Serious misconduct will be grounds for immediate dismissal from the bus without regard for the number of previous notices.

ATHLETIC HANDBOOK THERMOPOLIS MIDDLE SCHOOL MISSION STATEMENT

The mission of Thermopolis Middle School is to foster the positive social and intellectual growth of adolescents.

Mascot: Bobcat
Colors: Purple, Gold, and Black

ATHLETIC PHILOSOPHY

It is our philosophy that athletic participation is an integral and vital part of the educational program. Athletics provides a unique opportunity for boys and girls to gain an appreciation for the values of dedication, cooperation, competition, and exploration while participating in a wholesome physical activity.

The Middle School interscholastic program should supplement and enhance the broad-based participation found in the physical education class or intramural program. The Middle School level should stress skill development,

player motivation, participation in the games by **all** players, and an enjoyment of athletics.

Winning should not be the primary goal of the program, but it should not be forgotten while trying to obtain the basic objectives of the program. The desire to win and excel is a worthwhile and lifetime goal. We value the importance of good sportsmanship, giving of one's best effort, winning humbly, and losing with grace but not in accepting losing as a way of life. We believe that it is not the score that makes one a "winner" or a "loser". Individuals are always remembered much longer than the results on a scoreboard.

We want to stress the overall importance of the players as students in the academic and social setting. Acceptable classroom performance is expected of each player and appropriate behavior should be maintained as well. Athletics should never reach the same district emphasis as the academic and social performance of the students and the school.

SCHOOL SONG

We are the Middle School, loyal and true
We stand for honor, pride, and for our team
We'll fight, fight, fight, fight.
We'll ever faithful be, boosting our TEAM
And for our teams we'll cheer, so
Shout for victory,
Cheer for victory,
Hail.
With a V, with a V, with a V-I-C,
With a T, with a T, with an O-R-Y,
V-I-C-T-O-R-Y
Victory! Victory! Victory!

MIDDLE SCHOOL ATHLETICS

The following athletics are offered to TMS 7th and 8th grade students: Football, Volleyball, Track, Cross Country, Basketball and Wrestling. 6th grade students are offered Cross Country, Track, and Wrestling.

CHAIN OF COMMAND

The following is the chain of command to follow with all problems that arise. Remember, care enough to confront first. You owe it to the next person in line to tell him/her if you are going over his/her head:

Assistant Coaches/Sponsors
Head Coaches/Sponsors
Athletic Director- Jim Lash- 864-6533
Principal-Matt Spring- 864-6551
Superintendent- Dustin Hunt- 864-6515
School Board

STATEMENT OF PURPOSE

The purpose of the Hot Springs County School District Activity Program is:

1. To **improve** the development of the students by helping them to find activities which will enhance their lives.
2. To promote a student's identification with his school and community, and help build pride in their accomplishments.
3. To provide an opportunity for the community to participate, as a spectator, in these activities and develop positive school/community relationships.

It is the responsibility of the school district's sponsors, coaches, teachers and administrators of Thermopolis Middle School to teach and promote the belief that activities provide students the opportunity to learn virtues, such as:

- *Character
- *Dedication
- *Competitiveness
- *Leadership
- *Trust
- *Compassion
- *Mental and physical toughness
- *Time management
- *Willingness to challenge self
- *A healthy mind, body and spirit
- *Self-discipline
- *Responsibility
- *Cooperation
- *Self-sacrifice
- *Loyalty
- *Respect for others
- *Sportsmanship
- *Goal setting
- *Performance under pressure

CITIZENSHIP / SPORTSMANSHIP

A. **COACHES:** Responsibility for sportsmanship is a goal for our coaches.

- Set, promote and maintain standards of good sportsmanship with their coaching staff, student/athletes and fans.
- Respect decisions of game officials and behave appropriately in their interactions with officials.
- Maintain their composure at all times.
- **Refrain from embarrassing or singling out players, either on the bench, in game situations, of the locker room.**
- Treat mistakes as opportunities for learning.
- Acknowledge positively the efforts of their opponents.

B. **PLAYERS:** The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be as follows:

- Treat opponents with respect that is due them as guests and fellow human beings;
- Shake hands with opponents and wish them good luck before the contest;
- Exercise self-control at all times, accepting decisions and abiding by them;
- Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating dislike for a decision;
- Do not communicate with the officials regarding the clarification of a ruling. This is the captain's responsibility.

D. **STUDENTS:** Students' habits and reaction as spectators determine the quality of sportsmanship, which reflects upon the reputation of the school. Profane and abusive language and obnoxious behavior have no place at an athletic contest.

- Know and demonstrate good sportsmanship;
- Respect and cooperate with cheerleaders;

- Be respectful of game officials, players, coaches, opposing fans and facilities.
- Show respect for an injured player and do not heckle or jeer the opposing team.
- Be reminded that they represent not only their school, but their community and family as well.
- Be expected to conduct themselves in an appropriate and civil manner. Be a fan not a fanatic.

E. **PARENTS/SPECTATORS:** Fan behavior, whether at home or way, at athletic contests reflects on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts - both individuals and property - with proper appreciation.

- Know and demonstrate good sportsmanship.
- Respect game officials, players, coaches and fans.
- Recognize outstanding performance on either side of the playing field.
- Be exemplary role models of sportsmanship by supporting teams in every positive manner possible, including content cheers and signs.
- Be positive. Cheer for your team rather than against the opposition.
- Maintain composure at all times.
- Be a fan, not a fanatic!

Adopted from WHSAA

CODE OF ETHICS FOR COACHES

As an athletic coach at H.S.C.D.#1, I shall:

- Strive to develop in each athlete qualities of leadership, initiative, and good judgment.
- Respect the integrity and personality of the individual athlete in the selection of the team, as well as in the playing of the game.
- Demonstrate positive human relations skill.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits including the establishment of sound training rules.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Exemplify the highest moral character, behavior, and leadership (i.e., refrain from the use of abrasive language).
- Promote ethical relationships among coaches.
- Encourage respect for the value of all athletics.
- Abide by the rules of the game in letter and spirit relative to your sport developed by coaches of each sport.
- Respect the integrity and judgment of sports officials by refraining from any public confrontation and instructing their players to do the same.
- Display modesty in victory and graciousness in defeat.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.
- Provide security for all building usage. Never leave students unattended. You are the last to leave the locked facility.
- Have knowledge of the rules governing athletics in Hot Springs County.
- Have knowledge of the rules governing athletics in the State of Wyoming.

CODE OF CONDUCT

We, the students of the Big Horn Basin, encourage all spectators, participants, school staff, and officials to:

- Greet, welcome, and congratulate teams and visitors.
- Honor the rights, property, and safety of others.
- Demonstrate good behavior and language.
- Remain in the designated area of the event.

Thank you for your cooperation and courtesy.
Big Horn Basin Middle School Student Councils

GENERAL STUDENT ATHLETIC POLICIES

A. EMERGENCY MEDICAL RELEASE

Each student must have a signed Emergency Medical Release Form on file before he or she will be allowed to practice in an activity.

1. Sponsors are to have these forms taken home and signed by the students' parents/guardians.
2. Sponsors are to have these readily available for emergencies at practice and games.
3. Sponsors are to have these with them on trips.
4. In case of an emergency, make every attempt to contact the parent before using the Emergency Medical Release Form.

B. INFORMED CONSENT FORM FROM PARENT

A student must have a signed Informed Consent Form on file before he or she will be allowed to practice or participate in an activity. This form is a part of the Physical Examination Form and is available in the Activity Office.

C. PHYSICAL EXAMINATION FORM

A student must complete a physical examination and return it to the TMS athletic director before beginning practice. Forms are available in the TMS office.

D. ACCIDENT REPORT FORMS

Each coach must fill out an Accident Report Form as soon as possible for all injuries. The forms are in the Middle School Office.

E. ATHLETIC INJURIES REQUIRING MEDICAL ATTENTION

1. The coach in charge of the activity must assume the responsibility that a first aid kit will be available at all practice sessions and contests at all schools, as well as the emergency consent forms.
2. The coach shall seek immediate care as soon as possible for the injured athlete.
3. The coach shall notify the parents of the injured player as promptly as possible.
4. The coach/nurse or school personnel shall not leave the injured student until he/she has informed the parents of the situation of the injury and released the athlete to their care.
5. The coach/nurse or school personnel shall accompany the injured student to the physician's office or hospital when parents are not available. Provisions for practice supervision must be made before leaving students unsupervised.
6. **The coach shall file an Accident Report with the School Nurse within 24 hours of the incident, or the next school day.**
7. The injured student shall not be allowed to return to practice without a written release from his/her physician.

8. For all injuries that occur during any away game that would require professional medical help, the coach will do the following:

- * Contact the parents
- * Secure the name and address of the attending physician
- * **Secure the name and address of the hospital, if any is involved.**
- * Carry all emergency consent forms in the first aid kit so care can be given home or away.

9. If you as a coach determine an injury requires medical attention, you must not and cannot be over-ruled by parents. Refuse to play or practice the student and contact the Activities Director/Principal as soon as possible, to report the injury. **(WHSAA Rule)**

F. NO SCHOOL INSURANCE – Parents are encouraged to have injury insurance on their children, who participate in athletics. It is not required to have proof of insurance to participate, but parents must take the responsibility for the payment of the injuries. If parents are interested in coverage, forms from the Student Assurance Services, Inc. 800- 328-2739 are available in the Activities Office.

G. CONTAGIOUS DISEASE INFORMATION

HSCSD #1 has developed an HIV/AIDS Policy in order to address concerns about the spread of contagious diseases including the HIV/AIDS virus, Hepatitis B Virus, etc. The following WHSAA Policy, Infection Control Precautions are excellent guidelines to follow.
Contagious Disease Policy of WHSAA 2.4.0 – 2.4.4

In order to address concerns about the spread of contagious disease, (AIDS, hepatitis, etc.) the WHSAA Board of Directors has adopted the following policy:

1. Before competing in a practice or contest, a student/athlete must cover any open wound on his/her body. This will reduce the risk of transmission of a blood-borne pathogen from his/her open wound to the open wound or mucous membrane or another person or vice versa.
2. If the bleeding resumes, the practice must be stopped again and any potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e. referee in football and basketball, etc) as to how many times the competition should be stopped due to a student/athlete's bleeding before that student/athlete is disqualified from further participation in that contest.
3. Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time, and the player should be escorted from the area for the appropriate treatment. The student/athlete should not return to the game/practice until bleeding has been stopped and the wound properly covered.
4. The referee should stop the match as prescribed by the National Federation rules if it is necessary to clean blood-spill and/or provide first aid. The referee must NOT clean up the blood spill.
5. If the contestant must change uniforms, he/she will be allowed to do so without penalty as provided by the National Federation rules for that sport.
6. Whenever possible the injured should give themselves first aid to avoid getting blood into another's mouth, eyes, or

open sore. If such exposure occurs, rinse exposed body area thoroughly with water.

- a) If the individual has any breaks in the skin, use an antibacterial to cleanse the wound and cover it with a dressing.
- b) If the participant's uniform is soaked with blood the uniform should be changed.

7. The host school is responsible for cleaning the mat area in the following manner:

- a) After pouring disinfectant on the affected area, attendants should wait approximately five (5) minutes before attempting to clean the affected area.
- b) While wearing rubber gloves, personnel should wipe the mat clean with towels and then dispose of the towels into a plastic bag.
- c) While wearing rubber gloves, personnel should then scrub the mat area with a solution of disinfectant. Rubber gloves should be disposed into a plastic bag.
- d) The referee should then re-start the match as prescribed by the National Federation Rules.

H. LOCKER ROOM

1. Safety shall be stressed in the locker room. The number one priority for locker room safety is **Supervision by the coach until all players are gone.**
2. Proper locker procedures shall be followed in storing equipment after practice or a game. These procedures should be explained before the season starts.
3. At least one coach or teacher must be in the immediate vicinity of the locker room area at all times that students are present. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our athletes at all times.
4. A tidy locker room will require each teacher/coach to teach all students to keep lockers neat, to take care of all school district equipment as well as personal equipment. This is an essential part of a student's training.
5. Insist that all students lock their lockers at all times when away from the locker room.
6. Locker rooms should be locked at noon hour, end of the school day, and on weekends.
7. Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling is permitted at any time.
8. Property and equipment must be respected - do not mark, deface, or damage school property.
9. Janitorial staff will not open locker rooms under any circumstances, unless a coach is present to supervise activity.
10. **Use of Opponents' Dressing Facilities:** Coaches should discuss with team members appropriate conduct when using dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. At times it may be necessary to hold a bag inspection after returning from a trip. Coaches should ask to have their dressing room locked during their team's absence. Following these procedures may save the school and district some unfavorable publicity.

I. STUDENT MANAGERS

1. Each manager is to be selected by the coach in charge of the sport.
2. The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches and players.

3. The managers who take care of the equipment are to be under the direct supervision and management of the coaches/sponsors.
4. All player equipment is to be issued by the coach/sponsor.
5. The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments.
6. Managers are not to be given free reign with school keys. Keys are to always be in the possession of the coaches/sponsors.
7. Student managers are expected to follow the same behavior rules as the student athletes.
8. Coaches should be highly selective in appointing student managers.

J. TRANSPORTATION

1. Regulations of the State Board of Education provide that:
 - a. Passengers of a school bus shall be limited to approved students, activity sponsors, and/or those persons receiving prior permission from administrative sources.
 - b. No person may enter or ride a school bus that is under the influence of alcohol or a controlled substance.
 - c. Smoking, and any use of tobacco, the use of alcohol or controlled substance, is prohibited on all school buses.
 - d. Guns (loaded or unloaded), shells, or any explosive articles are prohibited on the school bus.
 - e. Any item or items that may in any way be dangerous to passengers, is prohibited.
 - f. Animals are prohibited.
 - g. School buses shall stop to load and unload passengers only at authorized bus stops.
 - h. All Activity Coaches/Sponsors are required to give the High School Staff a list of all participants for the activity 3 days prior to the trip.
 - i. Before the bus departs a departure list WILL be given to the Driver and the School attendance Secretary.
2. Activity Trips
NOTE: FOR ALL OVERNIGHT TRIPS, all students' carry-on items will be searched before it is placed on the school provided transportation. This search will be the responsibility of the coaches/sponsors.
 - a. Coaches/sponsors must travel on assigned District transportation unless other prior approval is given by the principal or AD.
 - b. Coaches/sponsors must provide the Ad's office with a list of all participants and home telephone numbers. An updated list would be appreciated.
 - c. All sponsors and students are to be ready at designated departure times.
 - d. The bus will be at school at least 15 minutes before departure
 - e. The students are under the direct control and supervision of the sponsor.
 - f. If a student misses the bus, they may not be drive to the activity. They will be unable to participate.

K. STUDENT TRAVEL

School district transportation is provided for all authorized activities. Meals, however, are not provided for middle school activities. Students are to be advised that student travel is not provided beyond a state competition. If a

student or group of students qualifies for a national competition, funds will need to be raised individually.

1. Students are to travel to and from out-of-town school activities on the school provided transportation. The only exceptions are to return home with parents after the completion of a release form provided by coaches. Students may only be released to a parent or guardian; not to other students' parents or guardians.

L. DRESS AND CONDUCT

All activity participants will dress in a manner that brings credit to their school and community. Individual program dress codes for trips will be included with and communicated to the participants through the distribution and discussion of behavior expectations at the beginning of the season by the various head coaches/sponsors.

M. ATHLETIC ELIGIBILITY

All extra-curricular activities at TMS will be subject to the following eligibility rules:

1. Eligibility is determined weekly based on the accumulated grade average the student is earning in each class each nine-week period. The eligibility begins new each nine weeks period. The eligibility during the first week of the 2nd, 3rd, and 4th nine weeks is determined by the final grade of the previous nine-week period.
2. Participants must be passing **ALL** subjects to be eligible. The first week that a student is failing a class will be a warning week. The coaches will work with the student to provide assistance for studies. The second week in a row that the student is failing any class, he/she will be ineligible.
3. Weekly eligibility will run from Monday to Monday.
4. If academically ineligible, a student may practice, if approved by the Sponsor, but may not participate in extra-curricular activities until the following Monday.
5. A student must be in school all day the day of a game or practice to be eligible to participate that day. If the game is on Saturday, the student must be in school all day on Friday. Orthodontist and Doctor appointments will be excusable. Other exception requests may be approved by the principal.
6. Eligibility lists will be given to all middle school teachers and coaches every Monday. Coaches will notify athletes that are on the ineligible list. The office will notify parents when students are on the ineligible list.

N. DETENTIONS AND AO FOR ATHLETICS

Students who receive detentions will be expected to serve the detention or AO as scheduled. The Coach may require the students to do extra work to make up for missing practice. Those that receive a detention or AO on the day of an extra curricular activity may serve it the next day, but will NOT be able to participate in the scheduled event for that day.

O. PRACTICES

Practices will normally be held after school as soon as possible each day. Practices cannot be required on days when school has been dismissed because of bad weather. There will be no Sunday practices. Wednesday night practices are to be finished by 6:30 p.m.

P. ISS AND SUSPENSION FROM SCHOOL

1. Activity participants assigned to the ISS are suspended from participation in their activity until they have completed the ISS assignment. The suspension is for the entire day of the assignment for competition only. Practice is up to the discretion of the coach.
2. If suspension is completed on Friday and there is an activity on Saturday, it is the coaches' discretion as to whether he/she is eligible to suit-up or not.
3. Students suspended out-of-school or from student activities may not practice or participate until the suspension period ends.

THERMOPOLIS MIDDLE SCHOOL ALCOHOL, TOBACCO, AND DRUG VIOLATIONS POLICY

GUIDELINES FOR PARTICIPATION:

These guidelines shall apply to all students in Thermopolis Middle School who desire to participate in extracurricular activities. These guidelines cover the entire school year regardless of what activity the student desires to be involved in.

The purpose of these rules is to:

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

Use of tobacco - Smoking, chewing or possession of tobacco and or tobacco products will not be allowed.

Alcohol - Use or possession of alcohol, or attendance at a gathering where alcohol is being used or dispensed **ILLEGALLY**, will not be allowed.

Drugs - Use or possession of illegal drugs, or attendance at a gathering where illegal drugs are being used or dispensed, will not be allowed.

Any questionable situation will be investigated and evaluated by the Principal, AD, and Coach. Violations involving tobacco, alcohol, or illegal drugs will be treated the same.

FIRST OFFENSE:

- A. Suspension for two ACTIVITY weeks
- B. Completion of the school's re-education sessions

During the two ACTIVITY week suspension, the student must practice under the supervision of the coach/activity supervisor. (The student must make all required activities during each week or the week does not count). The re-education sessions will be arranged with the Athletic Director or Principal.

SECOND OFFENSE:

Any person participating in an activity who violates the policy twice in one sport's season will become ineligible for the remainder of that season. The student must also complete

the steps required of his or her violation to become eligible to participate in another sports or activity season.

- A. Suspension for three ACTIVITY weeks.
- B. Participation in professionally administered evaluation.

THIRD OFFENSE:

If a student has a third offense, he/she will be ineligible for the remainder of the school year.

MIDDLE SCHOOL STUDENT COUNCIL CONSTITUTION

Preamble – We, the students of the Thermopolis Middle School, formulate this constitution in order to establish Student Council as a representative of the student body, and as a liaison to the administration and faculty for the purpose of promoting the goals of citizenship and scholarship.

Article I – Name

This organization shall be known as the Thermopolis Middle School Student Council.

Article II – Membership

Section 1 – Membership of the Student Council will consist of one student from the fifth, sixth, seventh, and eighth grade classes.

Section 2 – To be eligible for Student Council membership, a student must be an appropriate example of citizenship and good conduct. The Sponsor and Principal will determine eligibility and also what action(s) would disqualify a member from Student Council.

Section 3 - Each member of the Student Council must maintain a 2.5 grade point average. Failure to maintain this requirement will result in dismissal from the Student Council. A new eligible member will be elected from that respective class.

Section 4 – Any member of the Council who misses more than three meetings and/or Student Council sponsored activities for unexcused reasons shall be removed from the Council. Three unexcused tardies equal one unexcused absence. The Sponsor will determine what is excused and unexcused. A replacement shall be selected by that person's class.

Section 5 – Any vacancy that occurs for any other reason will be filled by the class having the vacancy.

Article III – Officers

Section 1 – The officers shall be: President, Vice-President, Secretary, and Treasurer.

Section 2 – President, Vice-President, Secretary, and Treasurer shall be elected during the first month of school in any given school year and are only available.

Clause 1 – Term of officers shall be for one year.

Clause 2 – Seventh and eighth graders are eligible for the above offices.

Clause 3 – The President, Vice-President, Secretary, and Treasurer shall be elected by the student body.

Clause 4 – Should a vacancy occur in the office of President, the Vice-President shall become President. Should a vacancy occur in any other office, the Student Council shall fill the vacancy from its membership by a special election within the Council.

Article IV – Elections

Section 1 – The campaign and elections shall be governed by the Student Council

Section 2 – Election day will be selected by the Student Council Sponsor and the Principal.

Section 3 – Any person wanting to run for the office of President, Vice-President, Secretary, and Treasurer must obtain a petition from the Student Council Sponsor.

Section 4 – The petition must be signed by 25 fellow students and two faculty members. A student may sign only one petition per office. Petitions must be returned to the Sponsor no less than one week before election day.

Section 5 – There shall be one week of campaigning with the approval of the sponsor.

Section 6 – Candidates for President, Vice-President, Secretary, and Treasurer must deliver a speech before the student body on Election Day.

Section 7 - Voting shall be by secret ballot during designated times by the sponsor or principal. Votes for President and Vice-President will be tabulated by the Sponsor. Votes for classroom representative will be tabulated by each grade level team.

Section 8 - A simple majority of votes cast shall be required for election of President, Vice-President, Secretary, and Treasurer. If a majority is not reached, a runoff election will be held between the top two candidates within three to five school days.

Article V – Executive Board Duties

Section 1 – The duties of the President shall be 1) to preside over all meetings; 2) to appoint, with the consent of the Sponsor, all committees; 3) to vote only in case of a tie; 4) to serve as ex-officio member on all committees; 5) to call special meetings with Sponsor consent; 6) to keep the Sponsor informed about all relevant issues.

Section 2 – The duty of Vice-President shall be to take charge of the President's duties in case of his/her absence.

Section 3 – The duties of the Secretary shall be: 1) to keep minutes of all meetings and to post a duplicate copy after Sponsor review; 2) to assist the Sponsor with The roll call of the Council, if needed; and 3) to attend to all correspondence, as directed by the Sponsor.

Section 4 – The duties of the Treasurer shall be to work with the secondary secretary to: 1) keep a record of all financial transactions of the Student Council; and 2) make a financial report at every Student Council meeting.

Section 5 – The Executive Board will meet at the discretion of the Sponsor to perform needed tasks.

Article VI – Meetings

Section 1 – Student Council shall meet as determined necessary by the Sponsor. The time of the meeting shall also be set by the Sponsor.

Section 2 - Student Council shall not convene without the presence of the Sponsor. In case the Sponsor cannot attend, a delegated faculty representative will be selected by the Sponsor or the Principal.

Section 3 – A meeting quorum requires a simple majority of the total Student Council membership. The Sponsor does not have the right to vote.

Article VII – Amendments

Section 1 – Student Council has only delegated powers. The Principal and/or Sponsor retain veto power. These two individuals are the only ones who may authorize use of Student Council funds. Student Counsel may appeal a Sponsor's veto to the Principal.

Section 2 – Student Council has responsibility to encourage social programs, assemblies, hold Council elections, make policy recommendations, and promote other student activities.

Article IV – Impeachment

Section 1 – To impeach the President or Vice-President, a petition must be presented to the Student Council signed by 25% of the student body. A meeting shall be called by the Sponsor, who will preside at the hearing. A three-fourths quorum of members is required. Reasons for impeachment will be presented. The accused shall have the right to give, in person, defense arguments in his/her behalf. A secret ballot vote of three-fourths majority of those present from Student Council shall be required for impeachment.

Section 2 – Classroom representative can only be recalled by their own class.

PARENTS/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND REPLACEMENT (Section 504 of the Rehabilitation Act of 1973)

The following is a decision of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Please keep this explanation for future reference.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling educator.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (I.D.E.A. PL 94-147).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternate placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the

privacy rights of your child. If the school district refuses this request for the amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

14. Request an impartial due process hearing through the district's grievance procedure related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the ADA/504 coordinator listed below:

HSCSD#1 Superintendent

Employee/Student Sexual Harassment

Sexual harassment will not be tolerated in the Hot Springs County District #1. Sexual harassment of employees or students of the employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual is used as the basis for employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including terminating, against any employee. (Board Policy ACA.)

An Equal Employment/Educational Opportunity

Hot Springs County School District #1 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (307) 864-6515, 415 Springview Street, Thermopolis, WY 82443 or to the Assistant Secretary for Civil Rights, U. S. Department of Education.

NOTE:

The policies as listed in this handbook are subject to revision at any time that the administration would see fit. Any rule which when broken that violates civil laws must be reported to the local police department.

Forms include:

- Acknowledgement of Receipt of Student/Activity Handbook
- Change of Information
- Medication Permission
- Activity Participation and Emergency Treatment Consent

RECEIPT OF STUDENT/ACTIVITY HANDBOOK

I, _____, do hereby acknowledge receipt of the student/activity student handbook for 2009-2010. I have read, and understand the contents. I also understand that during the course of the school year changes that need to be made deemed appropriate by the Board of Trustees, the superintendent, or the building principal could be made.

As a condition of enrollment, I am required to abide by all regulations contained in this handbook, as well as other policies established by the board of education. If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable requests by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Student signature _____ Date _____

Parent/legal guardian signature _____ Date _____

**Thermopolis Middle School
2009-2010
Change of Information Form**

If you have **CHANGED** your address, phone, cell, emergency contact and their info, please complete this form and return it to the Middle School Office. We need to have your current information on file. Thank you!

Student's Name: _____
Current Address (Street, Box City): _____
Home Phone: _____

Mom's cell phone: _____
Dad's cell phone: _____

Contact who can be reached if the parent/guardian cannot be reached. Be sure Emergency Contacts can assume responsibility to give permission for your son/daughter to leave school for an illness or absence of another nature. (Changes only)

Emergency Contact: _____
Emergency contact home phone: _____
Emergency contact cell phone: _____

Emergency contact numbers to be used by the Alert Now phone broadcast system-**The primary number will be the home phone number.** Additional numbers should be cell or work number that we can reach if there is urgent information to be shared with parents or guardians during the regular school/work day. The form you completed last year will be used again unless you state differently on this form. (Changes only)

AlertNow primary phone: _____
AlertNow 1st emergency phone: _____
AlertNow 2nd emergency phone: _____

If you have other information you changed and would like us to have, please write that below:

MEDICATION PERMISSION FORM

FOR ALL STUDENTS IN GRADES 5-8

Student name _____ Grade level _____

Permission for the administration of over-the-counter medications during school attendance.

I give my permission for authorized school personnel to administer over-the-counter medications/treatments to the above named student for minor discomforts and injuries. I understand that these medications will NOT be given for fever.

Please initial all the following to allow authorized personnel to give*:

_____ Ibuprofen (equivalent for Advil, Motrin)
_____ Cough drops
_____ Acetaminophen (equivalent for Tylenol)

Note: Stock bottles of ibuprofen, acetaminophen and cough drops are provided at the middle school. If students bring any over the counter medication from home, it must be in the original container and be clearly labeled with child's name.

I understand that any school employee who administers any of the above medications, in accordance with the prescription and/or over the counter directions, to my student shall not be liable for damages as a result of an adverse reaction suffered by the student due to this administration.

I further acknowledge that the above student has taken the medication(s) previously (or the initial dosage) and has experienced no adverse reactions.

Parent/legal guardian signature _____ Date _____

Permission for the administration of prescription medications during school attendance.

Medication: _____ Dosage: _____ Date of initial dose: _____

Reason for Rx: _____

Time of day Rx to be given: _____ Anticipated duration of Rx at school: _____

Physician comments: _____

Physician signature* _____ Date _____

Parent/legal guardian signature* _____ Date _____

**REQUIRED for all students in grades K-12 in order to authorize the dispersal of above prescription medication(s) at school.*

Note: Any prescription medication is to be brought to school in the original container appropriately labeled by the pharmacy stating:

1. Name of the student
2. Name of medication
3. Dosage and time to be administered
4. Number of days to be administered
5. Current prescription date

Activity Participation and Emergency Treatment Consent Form

I, _____ the parent/legal guardian of _____ give my consent for my child to participate in the field trips or activity trips outside of the district described here:

Trips sponsored by Hot Springs County School District #1 during the 2009-10 academic year.

I further give my legal consent and authorize any representative of HSCSD#1 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any licensed physician or dentist

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency service incurred on behalf of my child. I acknowledge and agree that Hot Springs County School District #1 is not responsible for any medical, hospital expenses and/or charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original.

If my child requires emergency medical treatment, I understand that school personnel may provide emergency medical treatment if it is determined necessary. I also understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to provide current work and home phone numbers to the school.

This form must be signed and returned to the school if the student named above is to participate in field trips or activities.

Parent or legal guardian _____ Date _____

Parent or legal guardian _____ Date _____

Please complete all information on reverse.

Student information in Case of Emergency

Student name _____ Date of birth _____
Address _____ City, State, Zip _____
Allergies or chronic illnesses _____
Daily medications _____

Contact information in case of emergency

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Parent/guardian name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

Emergency contact name _____
Phone Home (____) _____ Work (____) _____ Cell (____) _____

If above named cannot be contacted, we, the undersigned parent/guardian of the student identified above, hereby authorize officials of the above school district to contact directly the following physician and we hereby certify that we are the parents/guardian of the said minor child, and do authorize the physician named below to render such treatment as said physician in an emergency, for the health of said child, without further authorization than here expressed. In the event that the physician here named can't be contacted, or either of us is unavailable to give our express consent at such time with reference to any other physician, we hereby consent and authorize the officials of the school district to contact any licensed physician, and we hereby authorize said physician to render such treatment as he/she may deem reasonably necessary, in what he/she may consider to be an emergency, for the health of the aforesaid minor child.

I also understand that expenses incurred as a result of emergency ambulance use, treatment by physician, or treatment in a hospital or clinic will not be borne by the school or school personnel.

Physician _____ Hospital _____ Dentist _____
Phone (____) _____ Phone (____) _____ Phone (____) _____
Insurance company name _____

NOTE: When a student becomes ill or is injured on an activity trip, it is virtually certain that the school will be unable to provide medical care through the primary physician selected. In most cases when the student is away from the Hot Springs County School District #1, no emergency care can be provided without this approval form.

STOP: Must be signed in presence of a Notary Public:

Signature of parent/guardian _____ Date signed _____
State of Wyoming, County of _____
Subscribed and sworn to before me this _____ SEAL
Day of _____, 20_____.
My commission expires: _____

Refusal to Consent

I do not give consent for emergency medical treatment of my child. I understand that by signing "Refusal to Consent," my child will not be allowed to participate in field trips or activities outside of the district.

Signature of parent/guardian _____ Date signed _____