



Star Valley High School

Student Handbook

2025 - 2026

“Home of the Braves”

445 West Swift Creek Lane

Afton, WY 83110

www.svhs.lcsd2.org

(307) 885-7847 Main Office

885-4020 Counseling Office

885-4000 Attendance Office

Principal.....Mr. Farren Haderlie
 Asst. Principal.....Mr. Josh Frazier
 Asst. Principal.....Mrs. Wyndy McGinley
 Activities Director Mr. Kyle McClain

Principal’s Message

Star Valley High School Families—Welcome to the 2025-2026 school year. We are so fortunate to live in such a beautiful place surrounded by great people. Thank you for attending SVHS and the positive contributions you make. All of you will have a chance to participate in this rich tradition of excellence. Our Student Council has chosen the theme of All In. Do your best to enjoy each and every day. Please, above all else, **Choose to be Kind**. This is an act that is never wasted and has lifelong effects of happiness and fulfillment. Each of you deserves to be treated with respect and kindness. Choosing to be a part of any type of bullying or harassment will only hurt you and those around you. Our goal is to provide a safe and effective learning environment for you to achieve. Best of luck this year with your studies and activities.

No Act of Kindness, no matter how small, is ever wasted. -Aesop

Gratitude and attitude are not challenges; they are choices. -Robert Braathe

Whatever you are, be a good one. -Abraham Lincoln

Kindness is a language which the deaf can hear and the blind can see. -Mark Twain

SVHS School Song

Praise the name of Star Valley High
 Raise her banners up to the sky.
 Work for honors, great and small,
 We live by her standards, one and all
 Blaze our colors, crimson and gold
 To these colors ever we’ll hold
 Always loyal, cheer for you,
 And to thee, we’ll all be true!

Our Vision

Bravely preparing for Success at the Next Level.

Our Mission

The mission of Star Valley High School and its stakeholders is to provide a safe, secure, respectful, and stimulating environment where all students will be engaged in a rigorous, relevant curriculum. Success will be measured through local, state, and national testing. All students will be challenged to become collaborative workers, effective communicators, and critical thinkers with problem solving skills. Their development will be fostered by positive relationships. All students will have equal access to the available resources. Upon graduation, they will demonstrate personal accountability, become responsible citizens in a democratic society, and be prepared for the challenges of an ever-changing global society.

Our Goal

Students will show a one-year academic growth for each year of academic instruction.

“Don’t lower your expectations to meet your performance. Raise your level of performance to meet your expectations. Expect the best of yourself, and then do what is necessary to make it a reality.”

-Ralph Marston

Acknowledgement of Handbook Policies Form

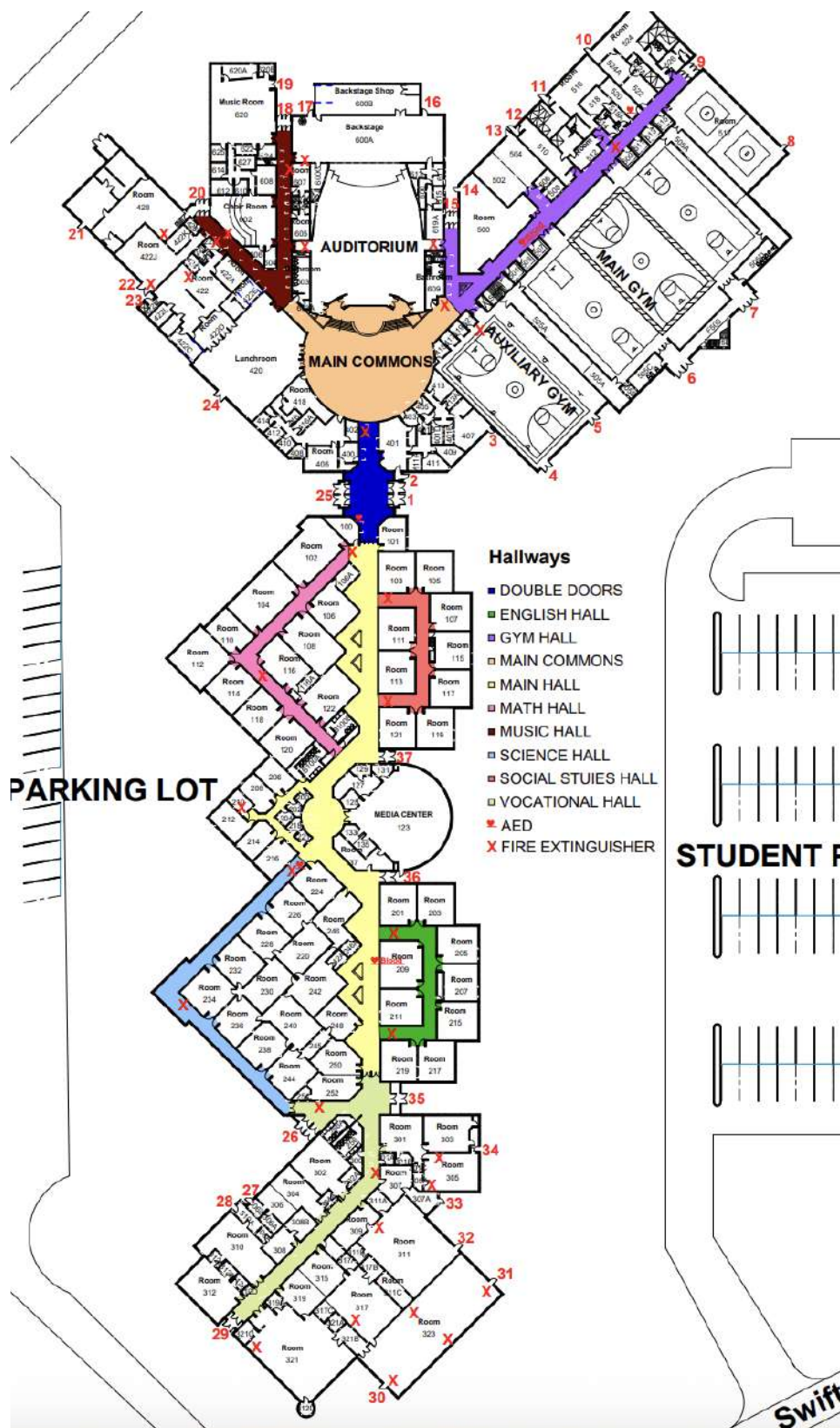
Star Valley High School

The Star Valley High School Student Handbook can be accessed on the web at svhs.lcsd2.org. Please review the provisions of the handbook with your parent(s). Students are responsible for the contents of this handbook. *The contents of this handbook are subject to change.*

COURSE DESCRIPTIONS & SYLLABI

Syllabi are available in your Canvas courses and course descriptions are available at Star Valley High School’s website at svhs.lcsd2.org. You may also request a hard copy from counselors if necessary. Please review each applicable course syllabus and contact the specific teacher if you have a question regarding course requirements.

Allred, Kari	Choir
Balls, Tyson	310/312
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Fullmer, Kelly	203
Gaskell, Amy	108
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Hardesty, Victor	244/319/321
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Lancaster, Aaron	117
Lewis, Julie	205
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Wetzel, Joe	114
Williams, Debbie	118
Young, McKay	502/504



Star Valley High School 2025-2026

Key

	1st Trimester
	2nd Trimester
	3rd Trimester
	No School
	1/2 Day
	Staff PD Day
	Remediation Day

August

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 18-20 Teacher Workdays
 August 20 Freshman Orientation Day
 August 21 First Day of School Students
 August 29 No School

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Sept 1 Labor Day No School
 Sept 12 No School
 Sept 16 Parent/Teacher Conference
 Sept 19 No School

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct 10 No School
 Oct 17 Remediation Day
 Oct 31 No School

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Nov 7 Remediation Day
 Nov 14 No School
 Nov 26 Early Release/Thanksgiving
 Nov 27-28 Thanksgiving Break

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec 12 Teacher PD/No School Students
 Dec 23 Early Release/Christmas
 Dec 24-Jan 2 Christmas Break

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Jan 1 & 2 No School
 Jan 5 School Resumes
 Jan 16 Remediation Day
 Jan 26 Parent/Teacher Conference
 Jan 30 Remediation Day

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Feb 13 Teacher PD/No School Students
 Feb 20 No School
 Feb 27 No School

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Mar 6 No School
 Mar 13 No School
 Mar 20 Teacher PD/No School Students
 Mar 27-April 3 Spring Break

April

M	T	W	T	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

March 27-April 4 Spring Break
 April 6 School Resumes
 Apr 16 Parent/Teacher Conference
 April 17 Teacher PD/No School Students
 April 24 Remediation Day

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 1 No School
 May 15 Remediation Day
 May 22 No School
 May 25 No School/Memorial Day
 May 28 Graduation
 May 29 Early Release Last Day of School

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

June 1-2 Teacher Workdays

Regular Bell Schedule

1st Period	2nd Period	3rd Period	Lunch	4th Period	5th Period	6th Period
8:10-9:14	9:20-10:24	10:30-11:34	11:34-12:10	12:10-1:14	1:20-2:24	2:30-3:34

Tuesday Academic Bell Schedule

ACS	1st Period	2nd Period	3rd Period	Lunch	4th Period	5th Period	6th Period
8:00-8:30	8:36-9:36	9:42-10:42	10:48-11:48	11:48-12:24	12:24-1:24	1:30-2:30	2:36-3:36

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Welcome to Star Valley High School. We hope you have a great school year. Please review the handbook to familiarize yourself with the expectations for SVHS students. If you have questions please ask a staff member or administrator for clarification.

ADMISSION

As per Lincoln County School District Policy JEC, only “children resident” in the District may be enrolled.

Resident students are defined as children, over 5 years of age and under 21, who live with a natural parent, an adoptive parent, legal guardian, or legal custodian appointed by a court of competent jurisdiction, and the parent, guardian, or custodian actually resides in Lincoln Co. School District No. 2. The district requires that legal status claimed be proven by appropriate documentation. All other students are non-resident students.

Admission will be denied to any student who has completed the twelfth grade, or to any child whose attendance would be inimical to the health, safety, or welfare of other pupils. In such instances, the Board shall make the best possible provision for suitable and adequate education, in accordance with state law.

Any student who has not been enrolled with another school in face to face courses after the 6th day of a trimester will not be allowed to enroll in face to face courses at SVHS until the first day of the next trimester. Alternate education options will be explored and offered to the extent possible. If a student withdraws from high school, they may be reinstated within six school days of the withdrawal. Reinstatement after the sixth day can only occur at the beginning of the next trimester or by written approval of the Superintendent.

ASSEMBLIES

Students are expected to be respectful at all assemblies. They are to be respectful and quiet while others are presenting. Students who call out, disrupt, or draw undue attention to themselves will be removed from future assemblies and disciplinary action will be taken.

ATTENDANCE

As per Lincoln County School District #2 Policy JED, the Board of Education embraces the philosophy that regular attendance of pupils is basic for school success. The Board supports the policy that while it is the parents' duty and responsibility to determine the child's attendance at school, the school shares this responsibility with the parents. **In some cases it may be the duty of the school not to condone certain guardian approved absences.** It is the expectation of the Board and SVHS administration that, whenever possible, appointments shall be made on Fridays when regular school is not in session.

Excused absences are those that are excused by a parent/guardian within three (3) days of a student's return to school and meet the definition of an excused absence in Board Policy JED. Excused absences shall be limited to:

1. Personal illness
2. Funerals, weddings, deaths or extraordinary events in the family.
3. Medical or dental appointments not possible to schedule other than during school time
4. Family emergencies
5. School related business or activities with the sanction and approval of the school
6. The student has a documented disability or medical condition and has provided documentation consistent with a 504 Plan, IEP, or medical provider verification.

Unexcused absences are any absences resulting from a student's failure to follow the appropriate check out procedures or not excused by a parent/guardian within three (3) days of the student returning to school. Attendance will be communicated through Infinite Campus. If a student accumulates six (6) absences in one class during a trimester, the student and their parent/guardian will be contacted by the school. **If a student is absent six times, excused or unexcused, in one class during a trimester, the student's computer will be locked until a conversation takes place with a building administrator or athletic director. Students MAY LOSE CREDIT for that class unless they: 1) make up the time, or 2) complete the petition for credit recovery.** When determining if credit should be awarded, the attendance committee will consider factors such as: the final grade earned in the course, the nature of

the absence (excused/unexcused, etc.), past attendance record, teacher's recommendation, disciplinary record, the student making up time outside of the school day, etc. The attendance committee may choose to grant credit, deny credit, or set specific conditions that the student must fulfill before receiving credit. School approved absences do not apply to the above conditions.

Because of student safety, any student leaving campus during the school day **MUST CHECK OUT AT THE ATTENDANCE OFFICE PRIOR TO LEAVING**. Checking out of school will require parent or guardian verification. Parents/guardians may send a note requesting release of a student at a designated time, calling the attendance office requesting release of a student at a designated time or signing a student out at the attendance office window. Students are responsible to verify that they have been properly checked out by a parent/guardian **PRIOR TO LEAVING CAMPUS**. Any absence resulting from a student leaving campus without properly checking out of school will be regarded as an unexcused absence and/or truancy and will be subject to the disciplinary measures that accompany such. Upon returning to school students **MUST CHECK IN AT THE ATTENDANCE OFFICE TO RECEIVE A PASS TO CLASS**.

When returning after an absence students will need a note or phone call from a parent/guardian to excuse the absence. The Attendance Office must receive the excuse within 3 school days following the absence or it will become an unexcused absence and/or truancy. Students that are more than 15 minutes late to class will be considered absent.

Disability-Related Absence: In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA), absences related to a student's disability, illness, or injury will be reviewed on an individual basis. Students with a 504 Plan or IEP may be entitled to attendance-related accommodations. Excused absences in these cases may require documentation from a parent, healthcare provider, or the student's education team. No student will be penalized academically or punitively for absences related to a documented disability when appropriate procedures are followed.

Clarification on Attendance Penalties and Credit Loss: Students with disabilities who exceed the absence threshold due to disability-related reasons will not be automatically subject to credit loss. The student's 504 or IEP team will meet to review the absences and determine appropriate next steps. The Attendance Committee will consider protections under Section 504 and IDEA in their decision-making process.

Clarification on Documentation Requirements: Absences related to disability, illness, or injury may require documentation from a parent, healthcare provider, or outlined supports within a 504 Plan or IEP. The District will not require excessive documentation that creates a barrier for students with disabilities. Documentation should be reasonable and aligned with students' individual education plans or disability-related needs.

BUS RULES

Riding the school bus is a **privilege**. Students are expected to follow the bus rules at all times, thus enabling the driver to carry out his/her duties in a safe manner. Students who do not adhere to bus rules will be subject to disciplinary consequences, which may include loss of bus riding privileges. Bus rules are available at transportation.lcsd2.org.

Activity buses are **ONLY** available for SVHS students participating in approved activities.
The 6:10pm activity bus is **ONLY** for students participating in athletics/activities.

CLASSROOM RULES

All staff members will hold students accountable for the policies set forth in this handbook. Teachers may set additional rules and expectations for conduct in their classrooms. Consequences for classroom violations will be imposed by individual teachers.

COUNSELING

Counselors are available to help you with school or personal problems. They also can help you obtain college, scholarship and post high school training information. Any student wishing to see a counselor is encouraged to have a scheduled appointment or permission from their teacher **before** coming to the office. Students without appointments will be sent back to class. Every effort should be made to schedule counseling appointments before school, after school, or outside of class. Students will need to email a request for an appointment.

DANCES

School dances are open to students currently enrolled at Star Valley High School. **ID's will be required.** Visiting students must be enrolled in a high school, be within the age limits of a high school student, and be in good standing. They must also fill out a form and **be approved in advance** by the SVHS administration before attending. Home-schooled students may attend but must be within the age limits of high school aged students and must also fill out the form mentioned above and **must be approved in advance** by SVHS administration. Middle school aged students are not allowed to attend high school dances.

All dances will be finished by 11:00 p.m. Admission will be charged at the door for select dances. **SVHS dance policy prohibits leaving and re-entry to the dance.** Students are expected to dress in an appropriate manner and not to wear clothing that reveals the body in an inappropriate manner.

DISCIPLINE CODE

The purpose of a discipline code is to support a safe and orderly learning environment that will promote successful teaching and learning.

The administration reserves the right to use discretion and common sense when assigning consequences to violations of the discipline code. Student's age, previous behavior, discipline history, and severity of the infraction will be taken into consideration when assigning consequences. Some consequences may be more or less severe depending on the above factors. Parents may be notified when disciplinary consequences are imposed. Discipline issues not addressed specifically in this policy will be handled according to the discretion of the administration. Every student has a right to the following:

- Explanation of the infraction they are accused of.
- An opportunity to explain their side of the situation.
- An explanation of the consequences that will take place in the event they are found to have violated the Code.

School Board Policy will guide the application and interpretation of the Code. In no case should the Code be interpreted or applied in such a way as to contradict policy.

Any appropriate officials (law enforcement, fire department, ect.) may be called in if the administration deems it necessary to insure the safety of students, school personnel, or property. When appropriate, an attempt will be made to contact parents before a student is questioned by an outside official.

STUDENT CONDUCT Procedure JFC-R

All pupils are expected to comply with the school regulations as well as other commonly accepted standards of good behavior, pursue the required course of study and submit to the authority of the administration, teaching staff and all other persons employed for the purpose of instructing and supervising students.

Administrative and/or administrator designee is authorized to suspend any pupil for up to five (5) days for violation of approved rules of conduct. Any days beyond five (5) require superintendent approval (not to exceed 10 consecutive school days).

The following constitutes infractions of approved rules of conduct:

1. Willful disobedience of the staff.
2. The possession or use of tobacco, alcohol, illegal drugs or a substance used for the purpose of altering the mental processing, impairing the consumers' judgment or motor skills or contrary to the lawful intended use of the substance upon school premises or at school approved activities.
3. Profanity or vulgarity
4. Truancy and tardiness
5. Inappropriate public display of affection.
6. Unauthorized or inappropriate use of vehicles on school property
7. Vandalism of or tampering with district property
8. Offenses that may be detrimental to the welfare or safety of other pupils
9. Bullying, hazing or harassing others
10. Any other behavior that in the judgment of school authorities is detrimental to the welfare, safety and educational environment of others.

The above prohibited actions shall be published in a handbook and made available to students and parents. (Policy JFC)

Detention Options	
The purpose of detention is to serve as a consequence for students who violate the SVHS discipline code. Detention is designed to be aversive in that students are not permitted to socialize, sleep, or use electronic devices. Students who violate detention rules are subject to Out of School Suspension (OSS) or other appropriate disciplinary consequences.	
Lunch Detention	After School Detention (ASD)
Lunch Detention will occur daily during lunch. Noon detention will be managed as a quiet study hall, and all classroom rules will apply. Students will be provided an opportunity to purchase a school lunch, or they may eat a lunch brought from home.	After School Detention will occur afternoons from 3:40 - 4:25pm Tues – Wed. Detention will be managed as a quiet study hall, and all classroom rules will apply. In the absence of academic work, students may also be engaged in school service projects. Students serving after school detention may ride the 5:00 study bus. When assigned, After School Detention takes precedence over activities and athletics.
Suspension Options	
In School Suspension (ISS)	Out of School Suspension (OSS)
Students who are assigned ISS must report to the ISS room immediately upon arrival to campus. Students in ISS will be required to work independently and quietly on school work and other academic tasks assigned by the ISS coordinator. Students will be provided an opportunity to purchase a school lunch, or they may eat a lunch brought from home. Students will eat lunch in the ISS Room. During an assigned ISS day, students will not be permitted to participate in extracurricular activities and are prohibited from being on campus after dismissal. Students who fail to comply with the rules of ISS will be assigned OSS.	Students who are suspended from Star Valley High School are prohibited from being on campus or in attendance at any school activity or event for the duration of their suspension. A parent meeting to develop or review a behavior plan/contract may occur prior to the student returning to school. Students who come on to campus during an Out of School Suspension will be subject to a trespassing violation as well as additional school consequences.
School-Wide Tardy Policy	
All students are expected to be in their classes when the tardy bell sounds. Teachers may require students to be in their seats or in a particular designated location within the classroom, gym, or shop when the bell sounds. A tardy is consistently recorded when a student is late to class. When a student is tardy, the teacher notifies the student that he/she is being marked tardy and is required to serve one unit of detention. Students must complete the required detention(s) either on the same day of the tardy(s) or by the end of the next school day. Tardies cannot be excused by a parent/guardian. Students that are more than 15 minutes late to class will be considered absent.	
Behavior	Consequence
1st tardy in a day	1 unit of detention (lunch or ASD) to be completed by the end of the next school day.
2nd tardy in a day	2 units of detention (lunch &/or ASD) to be completed by the end of the next school day.
3rd or more tardies in a day	2 units of detention (lunch &/or ASD) to be completed by the end of the next school day and referral to administration.
All detention served for tardies need to be with the teachers doing lunch detention, not in the ISS room. Students who are habitually tardy will be referred to administration for other appropriate disciplinary action, which may include Tuesday/Wednesday school detention, school service work, service out in the community as approved by an administrator, Friday school detention, and/or ISS. Students that are 15 minutes or more late to class will be considered absent.	
Offenses violating rules of common courtesy, classroom and school rules, or behavior that interferes with the learning of self or others.	

Behavior	Tier 1	Tier 2	Tier 3
Disruptive Behavior/Disrespect for school	Phone call home.	Parent Meeting/detention	Suspension 1-3 Days
Dress Code Violation (Excluding hats)	Student complies with dress code and parent contact	Student complies with dress code, parent contact and 1 unit of detention	Suspension 1-3 days
Hat Violation	Hat will be turned into the office until the end of the day. Students may request their hat back at the end of that day. For multiple offenses a parent will need to come and pick up the hat.		
Internet Use Agreement Violation	Student's electronic device will be put on the white list for two weeks	Parent meeting and contract. Student's electronic device will continue to be on the white list until student shows they can be compliant	Possible loss of electronic privileges for or change of electronic device the rest of the trimester, parent meeting, referred for counseling
Inappropriate display of affection (PDA)	Formal warning and parent contact	Parent meeting and detention	Suspension 1-3 days
Failure to comply with disciplinary consequences	1 unit of detention added	Parent contact and 1 day ISS. ISS is 1 time/trimester	Parent contact and 1-5 day OSS ISS is 1 time/trimester
Failure to check out prior to leaving school, or failure to clear absences with attendance office	1 unit of detention	2 units of detention	Parent contact and 1 day ISS/OSS. ISS is 1 time/trimester
Not Following Guidance on Door Security	Student will be visited with and an explanation given along with a warning	2 units of detention	Parent contact and 1 day ISS/OSS. ISS is 1 time/trimester
Insubordination (defiance of authority or showing disrespect)	2 units of detention and parent contact	Parent contact and 1-3 days suspension	Parent contact and 3-10 days suspension and possible referral to Superintendent.
Cheating, plagiarism, and falsifying documents, including misuse of AI* Please see Academic Honesty Section	2-4 detention units, loss of points on assignment/test and parent contact	1 day suspension, loss of points on assignment/test, and parent meeting	3 days suspension, loss of points on assignment/test, and parent meeting
Use of personal electronic devices in classrooms (JICJ)	Device will be turned into the office and can be picked up by the student at the end of the day along with a behavior contract filled out with the student. Students will receive 1-2 units of detention.	Device will be turned into the office and can be picked up by the parent at the end of the day. Behavior contract reviewed and parent contact. Students will receive 2-3 units of detention.	For more than 4 incidents, the student's device will either need to be left at home or checked into administration for 4 days. Further incidents may include 1-3 days suspension, parent meeting and behavior contract. ISS is 1 time/trimester
Truancy	Detention will be given time for time	Parent contact and 1 day ISS. ISS is 1 time/trimester	1-5 days OSS and parent meeting
Loitering in Parking Lot	Detention will be given time for time	Parent contact and 1 day ISS. ISS is 1 time/trimester	1-5 days OSS and parent meeting
Vulgarity and/or profanity	2-4 units detention	Parent contact and 1 day ISS. ISS is 1 time/trimester	1-5 days OSS and parent meeting
Matters of Law – Violation of law. Law enforcement will be notified. These are examples only and not limited to:			

Behavior	Tier 1	Tier 2	Tier 3
Fighting/Promoting Violence*	1-3 days suspension, parent contact, and behavior contract	3-5 days suspension, parent meeting, and referral to superintendent	Referral to superintendent
*Promoting Violence: The promotion of violence by encouraging others to fight/engage in an altercation, taunting those involved in a fight/altercation, recording and/or distribution of a fight/altercation, failing to seek adult intervention to prevent or stop a fight/altercation and failing to report a fight/altercation which has occurred, or may occur, shall result in disciplinary action, up to and including suspension or expulsion.			
Bullying/Harassment (physical, sexual, racial, and verbal)	1-3 days suspension, parent contact, and behavior contract	3-5 days suspension, parent meeting, and referral to superintendent	
Making a prank 911 call, bomb threats, or pulling fire alarms falsely	Suspension, referral to superintendent and law enforcement	Suspension, referral to superintendent and law enforcement	
Stealing	1-3 days suspension, restitution, parent meeting, and behavior contract	3-5 days suspension, restitution, and referral to superintendent	
Vandalism	1-3 days suspension, restitution, parent meeting, and behavioral contract	3-5 days suspension, restitution, and referral to superintendent	
Assault of a staff member	Up to 10 days suspension and referral to superintendent for possible expulsion		
Substance abuse (consuming, soliciting, possessing, or under the influence of: alcohol or other drugs, or paraphernalia. This includes OTC drugs, prescription drugs and misuse of everyday substances.)	1-10 days suspension, referral to superintendent	5-10 days suspension, referral to superintendent	
Tobacco possession or use (including hookah devices, electronic cigarettes, and any tobacco or nicotine product)	1-3 days suspension, parent contact and complete the MyLifeMyQuit Canvas course	3-5 days suspension, parent meeting	Referral to superintendent
Vaping in School including students who have a pattern (3 or more times) of being in the bathrooms when the vape detectors have gone off.	1-3 days suspension, parent contact and complete the Canvas course related to vaping before they can attend class	3-5 days suspension, parent meeting	Referral to superintendent
Possession with intent to sell or distribute an illegal substance, OTC drug or prescription drug	Referral for expulsion hearing		
Use and/or possession of weapons or explosive devices	Referral for expulsion hearing		

****Students suspended from school MAY NOT attend any school activity as a participant or spectator, including practices and competitions, for the duration of the suspension. Suspensions adjacent to a weekend (either Thursday/Friday or Monday) include activities held on the weekend. Students are not permitted on school grounds during out of school suspension (OSS). Students are only permitted to be on school grounds during school hours during in-school suspension (ISS). Students who violate this will be in jeopardy of further suspension and may be cited for trespassing.**

ACADEMIC HONESTY

Academic Honesty: The Brave Way. The Best Way

- Citation: This is when you give credit to the original author of a written article, book, poem, etc., an artist or a photographer, a speaker, or researcher for using their idea in your essay, speech, or research paper.
- Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a website, he/she provides the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and the date of access.
- Why is it important? Consider this.... if you had written a book or song, would you want someone else to sing it or copy it and say they had written it? If you use other people's original work, you must cite it; otherwise, you are committing plagiarism. Plagiarism is a serious offense.

Plagiarism Policy: Sharing Work with Other Students

- Learning requires work and original thought. Students should not copy the work of another person or source, unless citing the source. Each student should submit his or her own original work. It is considered plagiarism, or being academically dishonest, to submit another person's work as your own.
- Students should not send their work to students in any format nor share it with them electronically or on paper unless it is deemed a collaborative group project or peer review by the instructor. Even then, each student must do his or her own share of the work and acknowledge others who participated in it. Students who send their work to others may be given the same consequence as those who submit the work.
- It is also considered an academic offense to submit your own written work multiple times to different teachers or in different classes.

Citations Policy

- Research Writing: Research writing for ALL classes requires that you cite all sources you quote, paraphrase, summarize, or reference. Some classes, such as science, use APA format. Business classes often use Chicago format. We typically use MLA (Modern Language Association) format in English and history classes. MLA format requires in-text (parenthetical references) citations and a Works Cited page.
- In-text citations: Brief citations following quotes, paraphrases, or summaries of information taken from other sources and used in the paragraphs of your paper. Generally, in MLA format you will cite by author and page # if there is one (Smith 9), cite just the author (Smith) if no page #, cite the first major word of two of the title if no author ("Academic Honesty" 9).
- Works Cited page: A complete listing of all sources that you have *cited* in the body of your paper (in-text citations/parenthetical references.) This is different from a bibliography, which lists all sources that you researched whether you cited the source or not. This is the last page of your research paper and is on a page by itself. The easiest way to create a works cited page is to go to easybib.com or citationmachine.net and enter the information...it creates the page for you...which you can then copy and paste into your research paper.

AI Citation Policy

- Before submitting any work that has been aided or generated by artificial intelligence (AI), always check with your instructor whether tools like ChatGPT can be used for your assignment. If they can, double check to see whether your instructor has provided any guidelines on how the generative AI tools can be used. Each student should submit his or her own original work unless specifically allowed by a teacher to use AI for a specific purpose.
- Make sure you always verify and evaluate the sources cited by generated AI tools, as generative AI tools can create fake or inaccurate citations
- How to cite AI generated content:

The following format is appropriate for attribution (although students must check with their instructors to ensure this is sufficient):

- AI tool and version
- Date
- Prompt/s or instructions

HABITUALLY DISRUPTIVE

Students who are habitually disruptive prevent teaching and learning from occurring in the school setting. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events which requires the attention of a teacher or other school personnel (Wyoming State Statute 21-4-301(b)).

Students accumulating a series of violations (2 major violations resulting in suspension or 5 minor violations) will be considered to be habitually disruptive and will be placed on an alternate education schedule. The administration reserves the right to determine whether violations are deemed major or minor.

Personal Electronic Devices (Policy JICJ)

1. Electronic devices including cell phones/ear phones are not allowed during class time.
2. Students are not to have cell phones or personal electronic devices including any type of ear phones out during any class. This will be from bell to bell that includes hallways. If you have an emergency and need to contact your parents during class, you may come down to the main office and either use your phone or a school phone.
3. Students may use personal electronic devices during lunch and passing times.
4. Personal electronic devices are never to be out in the locker rooms or bathrooms
5. Before 8:10am and after 3:35pm electronic device usage is allowed at school along with between classes and lunch to better enhance communication between parents and students for after school activities and study halls.
6. Failure to follow the electronic device policy will result in the device being confiscated, turned into the main office and will result in discipline procedures. The second offense will result in a parent conference with administration and the student. Further violations may lead to detention and/or suspension.

HARASSMENT, INTIMIDATION, & BULLYING (Policy JICFA)

Harassment, intimidation or bullying of students at school is prohibited. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

"Written" acts include, but are not limited to handwriting or typed communications, e-mails, text messages, blogs and other forms of electronic communication.

Students who engage in this behavior shall be subject to disciplinary action, up to and including suspension or expulsion (per District Policy JICFA).

SEXUAL HARASSMENT POLICY (Policy ACA)

Star Valley High School strives to maintain a learning environment that is free from sexual harassment. It is a violation of Star Valley High School Sexual Harassment policy for any student to harass another student through conduct or communications of a sexual nature.

If you are being Sexually harassed

Tell the harasser that his/her behavior offends you and you want it stopped, if it is safe for you to do so.

1. Tell someone. Talk to an adult you trust: your parents, teacher, school counselor, principal, etc.
2. File a complaint with the school principal, a teacher or counselor.
3. Keep a record of what happened, where it happened, and who witnessed it.
4. Avoid being alone with the harasser if possible.

DRESS AND APPEARANCE (STUDENTS) (JICA)

The Lincoln County School District #2 Board of Trustees recognizes the effect that student dress and grooming have upon the behavior and commitment to learning of all students. In order to maintain an atmosphere conducive to learning, the Board requires all students to make good choices with regard to their personal appearance.

It further recognizes the vital role parents play in assisting their children in making appropriate choices regarding clothing, accessories and personal appearance for a successful school experience.

Each building will use stakeholder input to define their own procedures, to include the district policy. Procedures for implementation of the dress code policy, including non-compliance, are created at individual schools. Refusal to adhere would be considered insubordination/defiance and the student will be held accountable in accordance with the building discipline procedure for such an offense.(LCSD#2 policy JICA)

Recognizing that student dress styles continually evolve and change and that no specific set of standards can be expected to remain current, expectations for student dress are reviewed and published regularly, at the building level, and may be amended. There may be special days when the expectation for student dress could be altered.

1. Clothing appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student is considered inappropriate for school. The dress and or grooming style of any student must not interfere with the educational process or safety of self or other students.
2. Students are not to wear clothing that reveals the body in an inappropriate manner as defined in each buildings' dress code procedure.
3. Heavy coats are to be left in a locker. Trench coats are not allowed.
4. Students are not to wear excessive jewelry, ornaments, or accessories, which distracts from the learning environment or could be used as an instrument to cause harm to self or others.
5. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
6. Undergarments should be worn in an appropriate manner and should not be visible.
7. Pants must be worn at the waist and not allowed to sag.
8. Students are required to wear appropriate and safe footwear at all times.

Exceptions to the dress code necessitated by religious practice will be considered individually by the building administrator. The above guidelines are minimal requirements for schools established by the district. School administrations in consultation with faculty, parents, and students may establish more guidelines as needed for their schools.

SVHS STUDENT DRESS & APPEARANCE GUIDELINES (POLICY JICA)

- When shorts, skirts, or dresses are worn, the bottom of the hem must proximate mid thigh
- Excessive midriff shirts, tank tops, or any other type of clothing that permits underclothing or skin normally covered by underclothing to be seen while standing, sitting or bending, are not to be worn.
- Shoes must be worn at all times. Wheels, noisemakers, or damaging equipment on footwear are not permissible.
- Due to safety concerns, hats, hoodies or other items that obscure your face are not to be worn in the hallways during school hours. Chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands or wallet chains are not allowed.
- There may be special days when the dress code may be relaxed or altered (such as homecoming or a special event).
- Costuming of any kind is not allowed to be worn as clothing attire except on announced special occasions. This may include but is not limited to capes, flags worn as capes, spiked jewelry, and masks.
- Any clothing that disrupts the learning environment including clothing accessories will be addressed at the discretion of the administration.
- The administration reserves the right to determine whether a student is in compliance with the policies set forth here.

WEAPONS (Policy JICI)

In accordance with Federal Statute and LCSD #2 policy, students are prohibited from bringing onto school grounds or to any school activity, any firearm or item that by definition is a weapon (knives, box cutters, clubs, martial arts implements, explosive devices, lighters, torches or any item intended to inflict injury on another individual). According to state law a safe schools violation involving weapons comes with a mandatory 365 day expulsion.

While recreational activities in the area often include the use of weapons, exceptions cannot be granted for inadvertent possession of a weapon on school property, either on your person or in a vehicle. It is extremely important that students understand the seriousness of violating this policy.

Violation of this policy may result in expulsion for up to one year.

SCHOOL ISSUED ELECTRONIC DEVICES

Personal electronic devices are not to be out, on or in use in any classroom without specific permission from the classroom teacher. Students may not bring or use their own computer for their course work. See consequences in the discipline chart. Viewing and/or distribution of pornographic material will be handled on a case-by-case basis as per Board Policy JICJ.

1:1 ELECTRONIC DEVICES

Instructional Electronic Devices for Students

The purpose of the Lincoln County School District #2 One-to-One Digital Learning Environment is to provide continuous use and integration of technology across all environments to:

- Increase student learning of 21st Century Skills
- Demonstrate competency regarding the Wyoming Content and Performance Standards
- Improve student engagement

LCSD#2 will retain legal title to the device at all times, and the user's right of possession and use will be limited to and conditional upon full and complete compliance with district policies and procedures.

LCSD#2 may take possession of provided electronic devices at any time to ensure compliance with district policy and procedure. There is no expectation or right to privacy relating to materials downloaded on or accessed from this device.

Students no longer enrolled in Lincoln County School District #2 must return the device along with all accessories or comply with the terms of their LCSD#2 use agreement. Use agreement funds collected, as a part of this initiative, will not be refunded.

In the event a device is lost or stolen, the student/guardian must file a police report as soon as possible and notify the school administration/personnel. LCSD#2 will take necessary measures to recover the device, including deploying location software and collaborating with law enforcement.

If a device is lost, stolen, or intentionally damaged as a result of irresponsible behavior and/or not turned in for the summer break, the parent/guardian will be responsible for the full repair/replacement cost.

The Information Technology Team is responsible for monitoring and managing the electronic devices.

LCSD#2 Device Use Agreement Plan

Lincoln County School District #2 students have three options available to them through the school district as part of the Digital Learning Implementation. The following items apply to all three options.

- Replacement chargers and cables are not covered under the Use Agreement.
- Replacement chargers are available at cost.
- **PLEASE SIGN & SELECT ONLY ONE OF THE THREE OPTIONS BELOW.**

Parent / Guardian Name (Please Print): _____

Parent Signature _____ Date: _____

Student Signature _____ Printed Name _____ Grade: _____

The purpose of the Lincoln County School District #2 1:1 Digital Learning Environment is to increase student learning of 21st Century Skills and the Wyoming Content and Performance Standards, through continuous use and integration of technology across learning environments including school, home, and community. To achieve this, the district is providing devices for all students in grades 9-12.

Option #1- Purchase

<i>Annual Use Agreement Cost – Non-Refundable & Non-Transferrable</i>	<i>Replacement or Repair Cost (1st Occurrence*) Additional occurrences at LCSD2 will result in full cost of the repair.</i>	<i>Purchase cost</i>
<i>\$60</i>	<i>\$125</i>	<i>Purchase price at graduation or dis-enrollment will be based on the current value of the device less any Use Agreement Costs paid.</i>

* A \$125.00 fee will be charged for repairs and/or replacement for the 1st occurrence. Students will be responsible to pay full repair costs for subsequent incidents. A pattern of misuse or damage to the Device by the student will result in limited device availability during school hours. Replacement devices may not be an equivalent.

INTENTIONAL DAMAGE/LOSS – If a device is lost, stolen, or intentionally damaged as a result of irresponsible behavior and/or not turned in for the summer break, the parent/guardian will be responsible for the full repair/replacement cost to include accessories. Warranty and the Use Agreement **DOES NOT** cover intentional damage of devices or failure to check in for summer break.

_____ (\$60.00) Yes, I choose to participate in the device Use Agreement with purchase, as stated above, available through the school district.

Option #2- No Purchase

By selecting Option #2, I choose not to participate in the purchase of the device. However, I understand a device will be issued to my student. I agree to pay the full cost of repair or replacement should the device become damaged, lost, or stolen.

_____ I choose not to participate in the purchase of an device as outlined in Use Agreement- Option #2 as outlined above. I agree to pay the full cost of repair or replacement should the device become damaged, lost, or stolen.

Option #3- School Use Only

_____ I understand an electronic device will be made available for my student during the school day. No device will be issued for personal use off campus.

Terms

Students will comply at all times with the LCSD#2 Instructional Device Agreement. Any failure to comply may terminate the student's rights of possession, effective immediately, and the district may repossess the device. Any lost, stolen, or damaged devices must be reported to school authorities immediately.

Instructional Use Agreement

LCSD#2 has legal title to the property at all times. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement. Students will be required to read and comply with the LCSD#2 Internet Use Agreement. (EDC-R)

Teachers and staff may also set additional requirements for use within classrooms, lunchrooms, etc.

LCSD#2 reserves the right to confiscate and search a device to ensure compliance with the Internet Use Agreement and/or the Instructional Device Agreement.

LCSD#2 reserves the right to restrict apps or other content from being installed onto the device.

Students will be given the opportunity, upon exiting, to purchase their device at a tiered rate set by the district.

Loss, Theft or Damage

Should a device be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. If a device is stolen the student/guardian should file a police report as soon as possible. If the device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost.

In the event of a lost or stolen device a police report will be filed and LCSD#2 may deploy location software to aid in recovering the device. Students who are no longer enrolled in LCSD#2 must return the device, along with any other accessories, at the time they leave. Use Agreement funds will not be refunded.

Repossession

If the student does not return the device for summer break or when they leave the school district, the school resource officer will be notified and the device will be considered stolen. Students will be assessed a \$40 fee for failure to return the device at the end of summer break.

Monitoring and Supervision

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Any attempt to remove the MDM profile may result in loss of privilege and/or suspension.
- Internet filtering is provided as a safeguard. Attempting to by-pass the Internet filter, the MDM, or other security measures put in place by the technology department is prohibited.
- Students are responsible for the safety and security of the device and any activity on the device.
- The district may disable the device remotely to protect the device and/or data on the device.

Transport

- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle

Content

Applications (Apps) will be downloaded (synced) at school. School owned devices may be synced to a student's personal account, however, in the event the device runs out of memory, all such personal content will be subject to deletion to make room for required instructional content. Likewise, students may also load apps that are not part of the required instructional

program, however, in the event the device runs out of memory, all such apps and content will be subject to deletion. LCSD#2 will not be liable for lost or erased personal data or content. Apps or content purchased, downloaded, or created by the student are not the responsibility of the district.

Mobile Technology Precautions

- Do not set books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the devices exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- Students should not photograph any other person without that persons' consent. Respect the privacy of others.
- The device is subject to routine monitoring by LCSD#2. Upon request of any LCSD#2 staff member, a student must immediately surrender their device.

Cyber Bullying

The highest level of **Digital Citizenship** is expected from each student. Electronic devices and network access will be available to students who adhere to the strict level of Digital Citizenship. LCSD#2 policy, JICFA, strictly prohibits cyber bullying. Cyber-bullying is bullying through the use of technology or any electronic means. State law prohibits bullying.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. *Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or*
2. *Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or*
3. *Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.*

"Written" acts include, but are not limited to handwriting or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

A "school" as defined in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the children. (LCSD#2 Policy JICFA) (WY Stat § 21-4-313)

Students using school issued electronic devices or the district network to participate in Cyberbullying may lose possession and access to both the device and the network. Students who engage in cyberbullying, harassment or intimidation shall be subject to disciplinary action, up to and including suspension or expulsion. (JICFA)

Student Responsibilities

- Find my computer must be turned on at all times.
- LCSD#2 is not responsible for the loss of any personal files that may be deleted from the computer.
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.
- Students are responsible for home Internet connections. The school will **not** provide support for home internet or networks.

Maintaining and Safeguarding

- Device batteries are required to be charged and be ready to use in school.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- Devices belonging to other students are not to be tampered with in any manner.
- If a device is found unattended, it should be given to the nearest staff member.

Prohibited Use of the device

- Accessing or Posting Inappropriate Materials – All material on the any device owned by LCSD#2 must adhere to the LCSD#2 Internet Use Agreement Policy & the Student Technology Agreement. Students are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Cameras – students must use good judgment when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit, or sexually explicit photographs or videos; nor will it be used to embarrass anyone in any way. ***Any use of cameras in restrooms or locker rooms, regardless of intent, will be reported to administration and law enforcement.***
- It is illegal for students to transmit or possess pornographic images of themselves or other students.
- Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action.
- Malicious Use/Vandalism – any attempt to destroy hardware, software, or data will be subject to disciplinary action.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.

Student Pledge

(Please put your initials on the line after each statement once you have read it. Your initials on the line signify you are in agreement).

1. I will take care of my device. I understand that I will be issued the same mobile device each year. _____
2. I will never leave my device unattended or in an unsecure location. _____
3. I will never loan out my device to other individuals. _____
4. I will know where my device is at all times. _____
5. I will charge my device daily. _____
6. I will keep food and beverages away from my device since they may cause damage to the device. _____
7. I will not disassemble any part of my device or attempt any repairs. _____
9. I will use my device in ways that are appropriate and educational. _____
11. I can decorate the device with appropriate stickers, markers, etc. _____
12. I understand my device is subject to inspection at anytime, without notice, and remains the property of LCSD#2. _____
13. I will not attempt to alter the operating system in any way. _____
14. I will follow the policies outlined in the Internet Use & Student Technology Agreements at all times. _____
15. I will file a police report if my device is stolen. _____
16. I will be responsible for all intentional damage. _____
17. I agree to pay for the replacement of my power cords and charger in the event any of these items are damaged, lost, or stolen.

18. I will "Backup" my device content by turning on the Backup option in my device Settings.

Students will complete a Canvas course quiz reviewing the handbook and sign this form electronically during the first few weeks of school.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Any student who participates in a WHSAA sanctioned activity must meet the eligibility rules established by the WHSAA as published in the official handbook for the year of participation. Two of the criterion are, 1) student must be in good standing, "a creditable school citizen whose conduct in and out of school is such that it will not reflect discredit upon your school" (6.1.0), and 2) "student must currently be passing in four solid subjects, and you must have passed in four solid subjects during the immediate preceding **trimester**." (6.2.0)

For a complete list of WHSAA eligibility requirements, please visit www.whsaa.org/whsaa/handbook.html.

In addition to the eligibility rules, any student at Star Valley High School who participates in extracurricular activities must:

1. Maintain a passing grade in all classes for the time period in which a student participates in an activity.
2. Demonstrate good citizenship in classes and school by following the Student Training Code, which the student and the student's parents have signed.
3. Students and parents must sign the WHSAA Eligibility pamphlet, which will be kept on file at the school.
4. No student is eligible to participate in an activity or practice if he/she has been absent from school the day of the activity. Special circumstances must be cleared in advance through the athletic director or school administration.
5. Students must follow other rules and requirements as established by individual activities advisors.
6. Must have a current physical exam by a medical doctor, dated after May 1st for each year. Students are responsible for the cost of the physical. The physical must have signatures by the athlete, parent, and doctor in order to be considered valid and complete.

It is the student's responsibility to keep up on schoolwork and constantly check to make sure that work is done and assignments are turned in.

ELIGIBILITY PROCEDURE

Students will be identified as a member of a sports team, speech team, cheerleading, music group, or other extracurricular activity. Each Monday the main office will run a grade report on these students. Any student with an F will be notified that he/she is on eligibility **warning** status by his/her coach during the first week the "F" is obtained.

If a student receives an "F" for two consecutive weeks in the same class, they will be put on eligibility **suspension** and will not be allowed to participate in that week's events. A student will not become eligible until the next grade check is run on Monday and they are passing that class. Three consecutive weeks of eligibility suspension, in the same class, will result in dismissal from the team, group, or club.

One time activities such as field trips, competitions, and class excursions that go beyond the normal class period, etc. require the sponsor of such an activity to provide a list of students involved to the main office at least two weeks prior to the event. The eligibility of these students will be run in the same manner as explained above for the team and extracurricular activities.

Students who participate in WHSAA sanctioned events are subject to random drug testing as per district policy.

SPORTSMANSHIP FOR ACTIVITIES & EVENTS

The Wyoming High School Activities Association Rules and Regulations 3.7.0 state: Students' habits and reactions 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.

- a. Know and demonstrate good sportsmanship.
- b. Respect and cooperate with cheerleaders
- c. Respect the property of the school and the authority of school officials.
- d. Show respect for an injured player and do not heckle or jeer opposing teams.
- e. Cheer for your team.

Students are subject to behavior expectations any time they are at school, a school activity, or any event sponsored by the school on school grounds or in any school vehicle.

Wyoming High School Activities Association Rules and Regulations state in Section 3.6.1: A school is responsible for the conduct of its team, coaches, students, and fans at any interscholastic event in which the school is participating. Therefore, students will be subject to the school discipline code when attending events sanctioned by the WHSAA at any facility.

SVHS students who violate the Code of Conduct will miss the next two (2) events and complete a Good Standing Buy Back Program through the Activities Office before being allowed back to SVHS events. A second violation will result in long-term suspension from SVHS events for up to one year, depending on the severity.

When laws are broken, law enforcement authorities will be notified and charges will be filed. School disciplinary action will also be taken.

EVERY STUDENT SUCCEEDS ACT

- a. *The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are. [parents must sign at enrollment electronically OR sign the following:]*
- b. *Please sign this form below indicating you have received notification and understand your right to request the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.*

Parent/Guardian Printed Name

Parent/Guardian Signature

Date Signed

FEES & FINES

Students can participate in a general program of study at Star Valley High School without paying or accruing fees. Certain courses may provide students with enhancement options that require fees. Enhancement options are usually projects that require materials or other resources not provided by the school. Enhancements are not required; therefore, a student's grade cannot be penalized when a student does not participate in enhancements. Projects that are created when a student chooses an enhancement must be paid for in full before they will be allowed to leave the premises. Although AP and concurrent enrollment courses are free, fees are required when a student chooses to participate in AP testing and/or concurrent enrollment for college credit.

Participation in activities and clubs extend a student's school experience beyond the general program. Students who participate in activities and clubs are subject to fees. Following is a list of fees for participation in various activities and programs here at SVHS:

Activities Fee: Students participating in WHSAA sanctioned activities with designated season are required to pay a non-refundable \$40 fee per activity.

Yearbook Fee: The fee for yearbooks is \$50. Yearbooks can be purchased during registration.

There may be additional fees required to meet the unique needs of specific activities.

End of Year Checkout or Mid-Year Transfer: Computers must be turned in and fines paid before students leave.

No transcript of credits or school files will be sent from this high school to any other institution until all fees and financial obligations are paid in full through the high school office.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Student directory information may be released at the discretion of the school. This includes such information as height/weight for athletic programs, names and phone numbers for PTA directories, etc. If you do not want your student's information released please contact the counseling office.

Students, parents, and patrons may request a full copy of the district's FERPA policy and procedures from the Lincoln County School District #2 Office located at 222 E. 4th Avenue in Afton.

GRADUATION REQUIREMENTS

		MATH	3.00
		Algebra I	1.00
		Geometry	1.00
		Other Math	1.00
LANG ARTS	4.00		
English I	1.00		
English II	1.00		
English III	1.00		
English IV	1.00		
SOC STUDIES	3.00	SCIENCE	3.00
World Hist. & Culture.....	1.00	Phys Science.....	1.00
American Hist.....	1.00	Biological Science	1.00
U.S. Gov't.....	0.50	Elective Science.....	1.00
Economics	0.50	PHYSICAL ED.	1.00
		PE 1	0.50
		Health	0.50

TOTAL CREDITS REQUIRED FOR GRADUATION 2026: 30 Credits

Students are allowed to take up to four credits from an alternative source with **PRIOR** approval from their counselor and administration. If **Prior** approval is not obtained, credit may not be honored toward SVHS graduation requirements.

INFINITE CAMPUS ACCESS

Access to Infinite Campus can be gained by going to <http://svhs.lcsd2.org/>. Each parent will be given an activation key and parents will create their own accounts by following the online instructions. Each student is assigned a username and password. If you do not know what these are, please contact the Counseling Center at 885-4020.

LOCKERS

Students may request a locker for clothes, books and personal items. The school places responsibility upon the student for the contents of the locker and the condition of the locker and lock. Students will be fined for locker abuse or vandalism.

Students enrolled in P.E. classes and/or participating in school sports will also have gym lockers available for their use. These lockers should also be kept locked at all times to prevent theft of personal items.

Personal padlocks placed on lockers will be cut off. Lockers are subject to periodic inspection at the discretion of the school authorities. This includes drug-sniffing dogs.

The school is not responsible for theft of personal items. Personal belongings need to be kept in the locker or with the student AT ALL TIMES. **Students should keep lockers locked and their combinations confidential.**

LUNCH

Lunch choices are available each day in the cafeteria and costs can be found at lcsd2.org/nutrition. Students may also bring their own lunch and eat in the cafeteria or commons area. Breakfast is also available in the cafeteria before class begins and a second chance breakfast after 1st period.

Money for lunch can be deposited in the student's uniquely numbered account online through Infinite Campus or students can pay at the cafeteria till. Students and Parents can check lunch balances online through Infinite Campus or at the cafeteria till. Students may not charge meals.

Free or Reduced Lunch

For students whose parents meet certain financial income guidelines, the school offers a free or reduced price lunch. Applications may be picked up at the cafeteria or the high school counseling office. You must reapply every year.

MEDICATIONS

Please note that all medications, including prescriptions and over the counter medications, administered or taken at school need parental permission. These forms can be obtained at the counseling center and must be filled out in advance. The form will indicate whether the medication can be self-administered, or needs to be administered by a school official. **Students may not give medications of any kind to other students and the high school staff cannot give out over the counter medications to students.**

NCAA CLEARINGHOUSE RULES

Students wishing to participate in NCAA sanctioned activities are highly encouraged to work closely with the counseling office and visit www.ncaa.org for further information.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Star Valley High School are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access to, or treatment or employment, in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

Nate Wescott
445 W. Swift Creek Lane
Afton, WY 83110
(307) 885-7847

Who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

PUBLICATIONS & SOCIAL MEDIA

Star Valley High School's yearbooks may be purchased at registration. Distribution is near the end of the school year. The "Mountain Star," the school's online newspaper, is posted approximately once a month. [Link to Mountain Star](#)

Star Valley High School publications reflect upon our entire school and community. The school reserves the right to edit all school publications. Inappropriate material will not be approved for publication.

SCHEDULE CHANGES

Counselors will work with students in the spring to ensure that they have the required courses to ensure graduation. Students will have the opportunity to register for elective classes of their choice.

Students will need to meet one or more of the following criteria in order to make a schedule change:

1. A mistake was made by the counselor i.e.: math level, pre-requisites not met, or student does not have a complete schedule.

2. Changes are allowed during registration or the first 3 days of each Trimester with a limit of one change during the three day period.
3. Change in placement for an IEP or 504 plan.
4. Change requests must take place during registration or non-academic time (before/after school, during lunch, Academic Support).

Class Drop/Withdraw/Fail Procedure

Students are able to change classes during the first three school days of each trimester, with no impact on the transcript, as long as there is room in the requested class. After the first three days of a trimester, students must apply to withdraw from the course up until September 18th(Tri 1), December 18th (Tri 2), and March 26th (Tri 3). If approved, dropped courses between day 6 and day 20 of the trimester will be reflected with a "W" on the transcript. The GPA will not be affected. A student who drops a class after the 20th day of each trimester will receive an "F" in the class. Extenuating circumstances will be given special consideration pending administrative approval.

1-3 days: Can change classes.	Day 4 to day 20: "W" posted to transcript, GPA is not impacted.	After day 20: "F" will be posted to transcript, GPA will be impacted.
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RELEASED TIME

The release of pupils during a portion of the day for the purpose of religious education will be permitted provided the pupil attends at the agreed upon time and place.

Absence of a pupil from school during school hours for religious education to be had outside the school buildings and grounds will be excused upon the request in writing signed by a parent or guardian of the pupil. The courses in religious education must be maintained and operated by or under the control of a duly constituted religious body or of duly constituted religious bodies.

Religious instruction will not count as a class nor may a student receive credit towards graduation for religious instruction. (Policy JEFB)

ACADEMIC SUPPORT

The SVHS school calendar includes remediation opportunities on Tuesday Mornings, after school, and select Fridays (see calendar above) to be used for academic support, enrichment and at times disciplinary consequences.

RETAKE & MAKE-UP WORK POLICY

Common Assessments:

All teachers at SVHS provide students with an opportunity to retake or make-up tests. Students can use one of two available pathways to retake tests for the purpose of improving performance. Each test can only be retaken one time. Students can take make-up tests if they have an excused absence and were not able to take the initially scheduled test within a determined amount of time set forth by the department. When a student makes up a test that was administered during an excused absence, the student will receive full credit based on their earned grade. When a student makes up a test that was administered when the student was truant, the highest possible grade on the test cannot exceed 80%.

Students can retake or make-up a test at a time scheduled with the teacher. Test retakes or make-up tests must occur prior to the day of the next scheduled test.. Once the next scheduled test has been administered, prior tests cannot be retaken or made up. When extenuating circumstances exist that are out of the student's control, tests may be retaken or made up beyond the time frame presented in this paragraph, at the discretion of the teacher.

Retake Pathway One:

Students can use this pathway to retake any test one time. When a student retakes a test using this pathway, the score of the initial assessment is averaged with the score of the retake. If the average of the two scores is below 80% but the retake score is higher than 80%, the student will receive 80% on the retake. If the average of the two scores is below 80% and the retake score is also below 80%,

the retake score will replace the score of the initial assessment if the retake score is higher than the initial score. Before a student can retake a test using this pathway, he/she must:

- Work with the classroom teacher during a remediation time on deficit skills required on the test, or
- Work with a teacher within the department during assigned remediation times, or
- Receive course/unit specific peer tutoring under the direction of the classroom teacher.

Retake Pathway Two:

Students who wish to make a commitment to work toward a better grade can retake one test each semester for full credit (replace the initial grade with the retake grade) if they meet the following provisions:

- Attend two hours of outside class time with the teacher or Friday school engaged in course/unit specific remediation and study.
- Retake the test within one week of receiving a score from the initial assessment.
- Complete and turn in all classwork that was assigned during the related units of instruction leading up to the assessment.

STUDENT PARKING & DRIVING PRIVILEGES

While on SVHS' campus, students are expected to drive slowly, safely and orderly at all times and to park vehicles/all modes of transportation properly in single spaces in the student lot. Unsafe or inappropriate driving/parking practices may lead to loss of campus driving/parking privileges and referral to law enforcement.

Students are prohibited from parking in the 15-minute Visitor Parking spaces. Fines will be assigned to those violating this rule. Students are prohibited from parking in the staff lot. Violators are subject to towing.

Students and staff are requested to park in the lot next to the football field when leaving on activity trips. Vehicles are not to be left in the student or staff parking lots overnight to facilitate parking lot maintenance (Snow Removal, etc.).

Students are not allowed to loiter in the parking lot. Refer to discipline code.

VALEDICTORIAN, SALUTATORIAN & HONOR STUDENT SELECTION

Criteria for consideration will include:

1. Valedictorian as determined by points figured by the following formula: Grades of the 22 semesters of ranked courses are multiplied by their ranks and summed. The sum is added to the result of the GPA *25.
2. All courses are ranked according to difficulty: Basic Courses = 1, Intermediate = 2, and Difficult=3
3. Must have been a full time student at Star Valley High School for at least two semesters prior to selection. Selection cut off date for grades is two weeks prior to graduation.
4. Exchange and early graduation students will not be eligible.
5. Only grades transferred from an accredited high school will be considered and will be computed on the scale of Star Valley High School.
6. If a tie exists, the students will share the honor.
7. There is a citizenship component considered in the final selection of Valedictorian, Salutatorian and Honor Students.
8. After the graduating class of 2023, online courses will not be considered.

A complete list of courses and weights is available in the Counseling Center. For requirements of each level, please contact the Counseling Center at 885-4020.

*Participation in SVHS graduation ceremonies and senior activities will be dependent on student conduct.

VISITORS

Parents are encouraged to visit the school anytime. All visitors must sign in at the main office. They will be issued a badge that must be visibly worn at all times while in the building.

Students may not bring guests to school.

It is our hope that all of our students have a safe and enjoyable experience at Star Valley High School. We also hope that we can help provide a springboard for their pursuit of a successful career and an enjoyable life. It is an honor and a privilege for us to be a part of your educational path.

Good luck and have fun!
SVHS Administration