Sheridan Junior High School
&
The Wright Place Middle School
Handbook

2025-2026

Sheridan Junior High School
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www.scsd2.com

Timm Cooper – Principal
Jesse Swanke – Assistant Principal/AD
Lucas Dow – Assistant Principal
Melissa Mowry – Counselor (6th Grade)
Jacob Vetter – Counselor (7th Grade)
Raili Emery – Counselor (8th Grade)

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DISTRICT MISSION & BOARD GOALS

BOARD OF TRUSTEES

Shane Rader, Chair

Ann Perkins, Vice Chair
Mike Lansing, Clerk
Arin Waddell, Treasurer
Ed Fessler
Dana Wyatt
Shelta Rambur
Doug Moore
Jeff Tomlinson

District Mission

Sheridan County School District No.2 faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

School Board Goals

Teaching and Learning Goal: SCSD2's highest priority is the learning of all students and the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students learn and grow academically through a strong social/emotional foundation. This goal is at the center of the board's philosophy, policy, and action and is the primary mover of everything in which the school district engages. The Board prioritizes expenditures to maximize student learning; hires high quality staff to optimize student learning; and receives reports from the District and site administration on student learning and progress.

Leadership Capacity Goal: SCSD2 will foster and promote learning-focused governance and leadership. The SCSD2 Board of Trustees works to provide a world-class education to district students. The Board believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results. The Board of Trustees holds regular and proactive communication with stakeholders as a top priority, including communication from Trustees and district administration.

Resource Utilization Goal: This District considers human capital its most valued resource. To continually reach high levels of student learning, SCSD2 will continue to recruit and retain high quality teachers and staff. The district will also offer quality, relevant professional development focused on improving student learning and supported through the Professional Learning Communities (PLC) framework. In addition, the district will celebrate staff success and make a focused effort to foster positive professional culture. SCSD2 will continuously monitor all financial aspects of the District.

Communication Goal: SCSD2 will foster ongoing and timely communication with stakeholders. The Board of Trustees believes that as a public entity responsible for the learning of youth, the District must actively communicate with students, parents/guardians, district personnel, and the public.

2025-2026 ACADEMIC CALENDAR

SHERIDAN COUNTY 2 SCHOOL DISTRICT

August 2025 - July 2026

www.scsd2.com

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Teacher Days (No School)
- Teacher In-Service Days (No School)
- Begin/End of School Year/End of Quarter
- Vacation
- Early Dismissal
- Snow Days

Color blind accessible key:

8/15 & 8/18	New Teacher Orientation
8/19	First Day Teachers
8/19-8/25	Teacher In-Service (NO SCHOOL)
8/26	School Begins (Full Day)
9/1	Labor Day (NO SCHOOL)
10/13	Teacher In-Service (NO SCHOOL)
10/29	K-12 Parent Teacher Conferences
10/30	K-12 Parent Teacher Conferences (early dismissal)
10/31	NO SCHOOL
11/26-11/28	Thanksgiving Break
12/22-1/2	Winter Break
1/16	Teacher In-Service (NO SCHOOL)
2/18	K-12 Parent Teacher Conferences
2/19	K-12 Parent Teacher Conferences (early dismissal)
2/20	NO SCHOOL
3/16-3/20	Spring Break
4/3	Good Friday (early dismissal)
5/23	John C. Schiffer Graduation
5/24	SHS Graduation
5/25	Memorial Day (NO SCHOOL)
5/29	School Ends
6/1	Teacher In-Service (NO SCHOOL)
6/2 & 6/3	Snow Days

185 Teacher Days
175 Student Days

1st Quarter ends	10/24	42
2nd Quarter ends	1/15	45
3rd Quarter ends	3/13	39
4th Quarter ends	5/29	49

T-1	11/14	T-2	2/20	T-3	5/29
56 Days		56 Day		63 Days	

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OFFICE & SCHOOL PERSONNEL

Administration

Principal ……	Timm Cooper
Assistant Principal/Activities Director ……	Jesse Swanke
Assistant Principal ……	Lucas Dow

Counselors

Sixth Grade ……..	Melissa Mowry
Seventh Grade ……..	Jacob Vetter
Eighth Grade…….	Raili Emery

Library & Media Staff

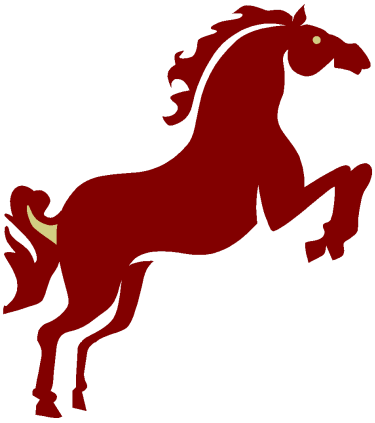
Librarian ……..…….	Sarah Haile
Technology Support Technician ……	Bret Norwood
Library Media Technician Paraprofessional……	Jolene Ferrier

Support Staff

Discipline Assistant…….….	Dan White
Discipline Assistant…….….	Howie Fitzpatrick
Principal's Admin. Asst.……..……	Jennifer Farr
Attendance/Discipline Admin Asst.……	Cheryl Curtis
Counseling/Registrar Admin.Asst. ……	Joanne Leibach
Athletics/Activities Admin. Asst.……...…	Amber Weston
Guided Study Hall Technician ……..……..	Ricardo Sanon
Office Paraprofessional ……	Susan Marker
Kitchen Supervisor …….….	Maggie Durr-Grover
Custodial Supervisor……..…….	David Garriffa
Nurse…….……	Noele Mena
School Psychologist …….……	Toby Laird
School Resource Officer …….……	Meagan Phillips
In-School Suspension Paraprofessional……	Shannon Farstveet

Emailing Staff Members:
You can reach teaching and office staff members via email using the following format:
firstname.lastname@scsd2.com

Example:
john.doe@scsd2.com



STAFF QUALIFICATIONS

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Under the law, the parent's right to know specific information is addressed. This notification is to inform you of your 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. If you have any questions regarding the qualifications of a teacher or staff member, please contact the principal.

SCHEDULE

School hours for students are 8:10 am to 3:45 pm. SJHS/tWP classes begin at 8:15 am and end at 3:30 pm. The building will be open for students at 8:05 am unless other arrangements have been made. The first bell will ring at 8:10 am. At this time, students will be in their classrooms. After school, students are to leave the building and go home unless under the direct supervision of school staff. Examples include: athletics, after school program, student council. *Students not directly supervised must exit the building at the 3:45 bell.* The daily bell schedule is posted on the school website.

Students who participate in activities after school are to stay in the gym area of the building. Participants are to exit the building from the activity entrance by the gyms when practices or events have finished. Students will *not* have access to lockers after activities or practices.

SCHOOL COUNSELING

Our School Counselors aim to provide proactive, comprehensive, and developmentally appropriate programs that address academic, social/emotional, and career needs that empower students to be successful. They work collaboratively with students, parents, teachers, and administrators to support students. School counseling services are provided within the school environment as short term, classroom lessons, small-group and/or individual sessions and are not meant to be a substitute for long-term, community-based mental health services. If students require more intensive mental health services they will be encouraged to seek assistance from community-based providers. Counselors are also highly involved in ensuring all students attend school and continue to learn. All school counselors at SJHS/tWP believe:

- Learning is a lifelong process.
- School Counselors are advocates for every student.
- All students should have access to a high quality education.
- Attendance is a critical factor in ensuring that all students learn.
- Collaboration of school, home, and community is vital to student success.
- Every student has the capacity to succeed and the right to be treated with respect and dignity.

SCHOOL LUNCH

Federal and State regulations make no provision for charging lunches; therefore, it is imperative that lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Please bring lunch money to the office before classes begin. We cannot accept cash or checks in the lunchroom. Seconds on salad bar items are available at no extra charge.

School Breakfast

School breakfast is served daily from 7:45-8:05 am. Free and reduced prices apply.

LIBRARY/MEDIA CENTER

The goals of the SJHS/tWP Library are to encourage in all students the lifelong love of reading; to assist them in using appropriate, up-to-date sources for their research needs; and to provide a welcoming environment. Library hours are from 7:40 am – 4:00 pm, Monday through Friday. Students are welcome in the library before and after school as well as during lunch. In addition, teachers regularly issue library passes to students throughout the day. Individual teachers schedule regular book check-out times as well as time for library instruction and research.

Students may check out up to five books at a time for a two-week period. Lost or damaged book fees will be assessed throughout the year and posted in Infinite Campus.

As a parent, you have always had the right to opt your child out of any reading material in the library. To select titles that your child should not check out from the library, please complete the Opt-Out Form found on the district website that corresponds to your child's school. Please discuss this decision with your child to ensure they are aware before visiting the library. Upon the opt-out form completion, your child's account will be updated in the library checkout system. It is our goal to make this process easy for parents. Book titles are available under "Library" on your child's school website.

SCHOOL NURSE & ILLNESS

A school nurse is available to all students having health-related problems, illnesses, or minor injuries. The nurse can also perform hearing and vision screenings for any student about whom parents or teachers have concerns. The nurse's office is not equipped to take care of any serious illness. Parents are requested to keep children home from school if they are ill. Students who become ill during the school day are to report first to the Office. Students must have office staff permission to call home. Phone calls regarding illness are not to be made from the classroom. Office personnel will inform the parents if it is necessary for the child to go home. If an injury should occur, office personnel will also make proper home contacts. Students must return to class, if not sent home, and may not remain in the office indefinitely. Students who are leaving school because of illness or coming to school late because of illness, must check in or out through the Office.

ACADEMICS

Promotion/Retention/Summer School

Sheridan Junior High School/The Wright Place adheres to Wyoming State Standards for all sixth, seventh, and eighth grade students. Standards are learning goals for students. The standards at each grade should be mastered before the student moves on to more advanced standards at the next grade level. Each year a student is promoted to the next grade level, the standards become more challenging. If a student has not demonstrated proficiency on current grade level standards, that student will have a very difficult time passing the next grade level standards. Therefore, students are expected to demonstrate proficiency on standards in each core class or they must successfully complete summer school before being promoted to the next grade. The following are considerations for promotion, summer school placement, and retention:

Promotion to the Next Grade

- Student demonstrates proficiency* on standards in all core classes

Summer School (Running Start)

- Student fails to demonstrate proficiency* on standards in a core class, despite intervention and reassessment

Single Class Retention

- Unsuccessful completion of summer school in one core content area; and/or
- Student fails to demonstrate proficiency* on standards in a core class, despite intervention and reassessment

*Grade level departments define proficiency in a core class based on common assessments.

***Student who fails to demonstrate proficiency* on standards, despite intervention and reassessment, the student may be considered for retention.

Common Scoring Scale

4	Exceeds Target	2	Partial Success
3.5		1.5	
3	Meets Target (Proficient)	1	Redo
2.5			

Report Cards/Progress Reports

Report cards are issued and electronically sent home at the conclusion of each nine-week quarter. Midterm in-progress scores are also made available through Infinite Campus midway through each school quarter to all students. If a parent needs one mailed home, they may contact the counseling office. Some teachers review with students' their scores on Infinite Campus. Parents are encouraged to examine the standard scores and/or Infinite Campus updates and to contact the teachers about any concerns.

Parent Portal – Accessing Student Grades

You may access your child's grades and attendance through the Infinite Campus Parent Portal. Go to www.scsd2.com; then click on *Academics* followed by *Login Portals*. Please contact the counseling office for assistance at ext 7118.

Honor Roll

The Sheridan Junior High School/The Wright Place honor roll includes students who have earned 3, 3.5, and 4 scores.

Advanced and Gifted Programs

Sheridan Junior High School works systematically to provide appropriate enrichments and challenges to students in the general education classroom. Due to high student academic skills and/or gifts in specific content areas, some students will qualify for advanced or specialized coursework. Each spring, school teams collect a variety of data to determine eligibility for courses the following fall, such as GATE English and Math Extensions. SJHS also offers advanced coursework in Science and History to eighth grade students. Data collected for eligibility includes WY-TOPP scores, district assessment scores, teacher recommendation forms, grades, and specialized assessment scores such as the Arlin Test of Formal Reasoning or Otis Lennon School Ability Test depending on the content area. Student eligibility decisions are data-driven, and students are not placed in advanced programs at parent request. Because of the extensive and detailed nature of the eligibility process, we invite parents with questions to set up an appointment with administration.

Incomplete Grades

Students who fail to meet course requirements during a quarter may receive a grade of *Incomplete*. The school will contact parents of the students explaining the need for remediation. Parents are encouraged to contact the teacher(s) to make arrangements for completing the required work. *It is the student's responsibility to complete the required work*. Upon completion of course requirements, to at least a score of 2, the incomplete quarter grade will be changed to P for *passing or the grade the student earned*.

- Teachers may determine if an *Incomplete* is applicable for each student based on academic standing in that specific class. If a passing grade is not possible within the required time frame, *Incomplete* status is not applicable.
- If eligible for an *Incomplete*, students may have five school days after the end of each quarter to complete work.

All students are given the opportunity to complete missing requirements before or after school. Other possible remediation times will vary depending upon team-developed options. Students with incomplete or missing assignments may be assigned detention or Saturday School as an academic intervention.

Homework

We ask that parents encourage children to complete homework on time. Our teachers normally give students time in class to begin their homework, so that they can get assistance. Teachers do not always give homework; however, students are expected to complete assignments when homework is given. Students and/or guardians can email questions to teachers.

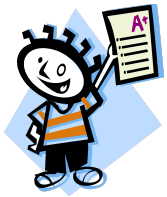
Responsibility Interventions

The school provides a variety of responsibility interventions for students with missing assignments. All students whose learning and grades are compromised by missing work are required to participate in assigned interventions until their assignments are complete. Students will be notified if they are required to participate. Interventions are supervised by certified teachers who are there to help students complete work and raise their levels of performance. These interventions occur during lunch, after school, and on Saturdays, depending on the extent of missing work. Students chronically struggling with responsibility may be placed in Guided Study Hall or Study Skills courses by school administration.

Cheating/Academic Dishonesty

Cheating is the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. Plagiarism is considered cheating. To avoid plagiarism, a student must give credit whenever using another person's idea, opinion, or theory; any facts, statistics, graphs, drawings, or information that is not common knowledge; quotations of another person's actual spoken or written words; or a paraphrase of another person's spoken or written words. Consequences will be determined by SJHS/tWP administration.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)



The word *discipline* comes from the Latin root that means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning and throughout the school year. **Be Safe, Be Respectful, Be Responsible, and Be Boldly Kind** are SJHS/tWP expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

PBIS Expectations

Area/Activity	Be Safe	Be Respectful	Be Responsible
Community	● Keep hands, feet, and objects to self ● Ask for help when needed ● Report unsafe actions to an adult	● Follow directions immediately ● Use kind words and actions ● Respect property of self and others ● Remove hats when indoors ● Remove headphones when not directly learning in the classroom	● Follow school rules ● Take proper care of all personal belongings and school equipment ● Be honest ● Pick up trash and throw it away, even if it is not yours
Hallways/ Stairwells	● Walk at all times ● Keep hands and feet to self ● Walk facing forward ● Walk on the right side of the hallway and stairwell ● Walk safely on stairs at all times	● Use only your own locker ● Use quiet voices ● Use kind words and actions ● Be aware and respectful of classes in session ● Keep hands and feet to yourself	● Use hall passes ● Move to class on time ● Use trash cans and recycling containers ● Use lockers appropriately ● Consume food or drink in Commons
Restrooms	● Wash your hands ● Keep water in the sink	● Use quiet voices ● Give privacy ● Respect property	● Use a pass ● Flush toilets after use ● Return to class promptly ● Use the closest restroom available ● Report any problems to an adult ● Keep restrooms clean
Arrival/ Dismissal	● Once at school, stay at school ● Stay in designated areas until bell rings ● Pay attention to traffic and buses ● Keep hands and feet to self ● Carry skateboards/ scooters on school property ● Walk bicycles and park them in provided stands	● Follow community rules ● Follow directions of supervising teachers/staff ● Respect others' property ● Respect the personal space of others	● Arrive on time and leave on time ● Report to designated areas promptly ● Obtain pass from front office if entering school early ● Know and follow procedures for attendance passes

Area/Activity	Be Safe	Be Respectful	Be Responsible
Commons Lunchtime	● Walk at all times ● Keep feet on floor ● Remain seated while eating ● Keep hands to self ● Choose a table and stay there for the duration of lunch	● Enter & exit quietly and respectfully ● Wait in line patiently ● Use quiet voices ● Allow anyone to sit next to you ● Use "please" and "thank you"	● Clean your table before leaving ● Return your trays and empty your trash as expected ● Stay seated until dismissed ● Recycle
Outside Lunchtime	● Follow directions immediately ● Keep hands and feet to self ● Ask permission to enter school building ● Use appropriate snow behavior ● Stay within boundaries	● Use appropriate language ● Include everyone ● Play fair	● Return to class promptly and orderly ● Ask for help when needed ● Report any problems to an adult on duty ● Return equipment promptly and appropriately ● Dress appropriately for the weather
Assembly	● Walk into assembly as a class ● Sit together as a class with teacher	● Stay seated ● Use audience manners ● Applaud appropriately ● Keep feet off the back of chairs ● Keep hands and feet to self	● Remain quiet throughout assembly or presentation ● Remain attentive to the performers
Classrooms, Gyms, & Locker Rooms	● Keep hands/feet to self ● Keep all legs of chair on floor ● Use materials appropriately	● Use kind words ● Follow directions immediately ● Respect others' belongings	● Be there, be ready, and be a learner

		● Keep a positive attitude ● Take care of school property	● Complete assignments thoroughly and on time
Office	● Walk quietly ● Keep hands and feet to self	● Wait for your turn ● Talk quietly and respectfully ● Respect privacy	● Use hall passes ● Follow attendance procedures in planner ● Return to class promptly
Library	● Keep hands and feet to self ● Keep all legs of chairs on floor	● Respect library property ● Follow instructions ● Use quiet voices	● Use hall passes ● Use time wisely ● Ask for help when needed ● Return materials on time
Bus/Bus Stop	● Keep hands, feet and objects to self ● Ask for help when needed ● Report unsafe actions to an adult ● Remain seated, facing forward ● Talk quietly	● Follow directions immediately ● Use kind words and actions ● Respect property of self and others	● Follow school/bus rules ● Take proper care of all personal belongings and school equipment ● Be honest ● Pick up trash and throw it away, even if it is not yours

Note:
SJHS/tWP students are expected to abide by the community expectations listed in the chart above at all times and in all areas of the school and its grounds. Failure to meet these expectations and/or insubordinate behavior will result in disciplinary action.

SOURCES OF STRENGTH

Our mission is to provide the highest quality, evidence-based prevention for suicide, violence, bullying, and substance use by training, supporting, and empowering both peer leaders and caring adults to impact their world through the power of connection, hope, and strength. Our focus is to create positive messaging through campaigns and other school activities that help bring awareness to these important topics and help create a positive school culture. The program trains students as peer leaders, and the campaigns are school wide to include the full student body population.

BASE CAMP

Students will attend a fifteen minute homeroom class each day prior to first period (8:15 am - 8:25 am) called Base Camp. Important information along with many school related topics will be addressed during this time. Students will remain in the same Base Camp through the 6th, 7th, and 8th grade.

Our DISTRICT ATTENDANCE PROCEDURE (POLICY JH)

Regular attendance at school promotes the mental and emotional development of children, reduces delinquency, enhances good citizenship, and promotes the general health, safety, and welfare of a community. Absences often have an adverse impact on student learning and may negatively impact student grades. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed compulsory attendance laws that require students between the ages of 7 and 16 to be in regular attendance at school. These school rules are designed to ensure compliance with those laws and to promote regular attendance at school.

Attendance Reporting

All absences, including those for school sponsored activities, will be recorded in a student's absentee report and made available through Infinite Campus. The purpose of recording all absences, including school sponsored absences, is to provide parents with an overall view of student attendance.

Excused Absences

An excused absence is an absence that the School District, with the knowledge of the legal guardian, considers compelling or unavoidable. Examples of excused absences include: student illness; serious illness or death in the family; religious holidays; court hearings where the student is required to attend; natural disasters or weather that jeopardizes travel; medical and/or dental treatment; absences that have been arranged and approved in advance through collaboration with the principal. With all absences, it is the responsibility of the parent or legal guardian to contact the school each day the student is absent to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or legal guardian upon the student's return to school. Failure to communicate with the school within two school days after the student returns may result in the absence being recorded as unexcused. The principal has the discretion to excuse or unexcuse any and all absences.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day. The principal has the discretion to assign unexcused absences in any situation, including, but not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled outside of school time;
- Vacations or shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Skipping school;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school will attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. Following the first unexcused absence, the student and parent/guardian will be contacted about the importance of attending school and the law with regard to school attendance. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Excessive Absences

Twelve (12) absences in a year are considered excessive; this excludes medical absences. The following communication protocol will be utilized for attendance concerns:

- 7th absence: letter sent to parents from attendance office
- 10th absence: an automated call to parents from school discipline office; letter sent to parents

- 12th absence: attendance contract; subsequent absences marked Unexcused; doctor's note required within 48 hours of further absences; and letter sent to parents from attendance office

Unexcused absences may result in school contact to Juvenile Justice in accordance with the Wyoming Compulsory Attendance Law. In most cases, medically excused absences (documented by a doctor or school nurse) and activities like athletic events do not count toward the excessive absences policy. However, the principal has discretion whether to accept medical excuses for students with excessive absences.

If your student is absent for 10 Consecutive days (ILL, MED, EXC, UNX, BER), your student's enrollment will be end-dated on the 11th day with the appropriate end status.

Absences for Non-School Activities

SJHS/tWP encourages participation in any positive activities, whether school sponsored or otherwise. Students participating in non-school activities that involve absences should budget absences accordingly, as these absences are not excused school activity absences. Parents are advised that any non-medical absences that exceed the district limit of twelve (12) may be marked as unexcused, even those related to non-school activities.

Checking in After an Absence

Students must check in at the office after an absence. This allows office staff to ask clarifying questions and accurately document the absence. In addition, students are required to make contact with each teacher following an absence to discuss missed work.

Tardiness

Getting to class on time is a life skill. The following consequence protocol will be used for tardiness, with students starting at zero each semester: 5 unexcused tardies = 2 lunch detentions; 10 unexcused tardies = 2 after school detentions; 15 unexcused tardies = 3 after school detentions and a meeting with disciplinarian and administrator. Beyond fifteen, excessive and habitual tardiness will be handled by administration and could result in suspension from school.

Prearranged Absences

For reasons other than illness or family emergencies, parents should call the school or send a note to prearrange absences. To enable teachers a reasonable amount of time to prepare lessons, please request a prearranged absence at least two (2) days ahead of the actual event—a form is available in the front office. Students are expected to complete all make-up work prior to the date of the absence, but could be allowed more time upon their return at the discretion of the teacher. The following is the procedure for pre-arranging absences:

1. The parent/guardian notifies the office of upcoming absence.
2. The student takes the form to all teachers for their signatures and assignments. A student's performance in class may determine if a prearranged absence will be approved.
3. The prearranged form is turned into the office prior to the absence.
4. Students are expected to complete all make-up work prior to the date of the absence unless otherwise arranged.
5. Students may check out a loaner Chromebook from the library to complete make-up work.
6. It is helpful if parents send an email to this address if you know your student will be missing school (sjhsattendance@scsd2.com).

Please note that pre-arranged absences count toward the 12 absences allowed each year per Board Policy. Pre-arranged absences for greater than 10 consecutive days result in student enrollment being ended on the 11th day per the Department of Education Rules & Regulations, Chapter 8, Section 8(b)(ii).

For situations where students will be absent at the end of the school year and not return before summer break, please use the pre-arranged absence process. In these cases, all final assessments and projects must be finished prior to the absence. *Please note that pre-arranged absences are not automatically excused.*

LOCKERS

Each student is assigned a locker. Sharing lockers is not permitted. Combinations should be kept private at all times and can be changed by office staff, if requested by a student or parent. Modifications of a locker and decorations on the exterior of the locker is not allowed without approval from administration. Stickers are not permitted on the lockers. Students also need to be responsible and remove food and drinks from the locker every night.

BACKPACKS/BAGS

For safety reasons, students are not allowed to carry backpacks/bags from class to class. These items are to remain in lockers during the school day. If extenuating circumstances exist, such as student injury or health conditions, administrators will review the case and may make exceptions.

DRESS CODE

Acceptable clothing includes the following: pants, shorts, skirts, or dresses that ride above the hips and reach past mid-thigh; modest shirts that do not expose the midriff and dresses with straps 1" or wider with fabric that covers the front, back, sides (under the arms), and undergarments and that touch the waistband when arms are at the sides; and shoes/sandals. *Things to avoid: hats; sunglasses; pajamas; slippers; references to violence, alcohol, tobacco, drugs; clothing with offensive/sexual language/acronyms, or graphics.* Any item that is deemed disruptive to the learning environment will be left up to the discretion of the administration.

Students in violation of the dress code will be allowed the opportunity to change into clothing that appropriately resolves the dress code violation (belt, T-shirt, etc.). Repeat offenses are considered disrespect/defiance and disciplinary action will be assigned as follows:

- 1st offense: Warning, Parent call
- 2nd offense: Lunch Detention, Parent call
- 3rd offense: After School Detention / Parent, Student, and Principal Meeting
- 4th offense: Referral for disrespect/defiance (see Consequence Guide)

BIKES & SKATEBOARDS

We encourage students to get to school under their own power. For safety reasons, bicycles, skateboards, and scooters may not be ridden on school property. We recommend that bicycles be parked and locked in the bike racks. SJHS/tWP staff is not responsible for theft or damage.

CELL PHONE, SMART WATCHES & OTHER DEVICES

Upon entering the building in the morning, students must turn off cell phones and other electronic devices and place them in their lockers. If a student has a cell phone on his/her person or is using a cell phone in the building before 3:30 pm, it will be confiscated and returned to a guardian only. Violating the cell phone rule is a Level 2 violation (see Consequence Guide). After 3:30 pm, students are allowed to use cell phones inside or outside the building. Other portable electronic devices, including iPods, bluetooth headphones, smart watches, MP3 players, CD players, cameras, and gaming systems must be kept in a locker, never on a student's person. SJHS/tWP strongly discourages students from bringing such devices to school because of the risk of theft. SJHS/tWP only allows wired/non bluetooth headphones for educational purposes. E-readers are allowed in class for assigned silent reading only. Students may not use E-readers to access the internet. SJHS/tWP staff is not responsible for theft or damage.

CLOSED CAMPUS

SJHS/tWP operate as *closed campuses*, meaning that students are to stay on campus at all times throughout the school day from morning arrival through afternoon dismissal. Outside supervision starts at 7:50 am and ends at 3:45 pm. Once students arrive in the morning, they must remain on campus. During the lunch periods, no student is allowed to leave the school grounds unless checked out *in person* through the office by a parent or guardian.

SALES OF GOODS & SERVICES

Student sales of goods or services for personal profit are prohibited in all cases. Fundraisers must be approved through the school principal.

ACTIVITIES & ATHLETICS

Mission

The major role of the activities program at Sheridan Junior High School/The Wright Place is to develop skills, positive self-concept, and the positive values and attitudes associated with success in life. All students are encouraged to participate in activities. Interscholastic Sports and Activities are conducted throughout the school year. Positive sportsmanship is expected from our student participants and fans. Unsportsmanlike behavior will not be tolerated.

Parent/Player Consent & Academic Eligibility Policy

Student-athletes at SJHS/tWP are expected to maintain good academic standing and stay current on school work if they desire to participate in athletics and activities. The school maintains clear expectations for eligibility, as well as a Consent for student-athletes. A current version of this document is available here (click SJHS/tWP Parent/Player Consent) as well as the school website, through our activities director, or at the front office.

Activities & After School Programs

SJHS/tWP prides itself on offering a wide variety of extracurricular and co-curricular activities, as well as after school programs, to enhance student learning in our school. These activities may include the following:

Kid Witness News	Computer Coding
Bronc Council	Podcasting
National Junior Honor Association	Commit to Fit
Spelling Bee	Destination Imagination
Geography Bee	Orchestra
After School Bronc Study Club	Band
Gaming Club	Choir
	Additional After School Programs

For a comprehensive list of activities and after school programs, see the school website.

Interscholastic Athletics

The following interscholastic sports are offered at Sheridan Junior High School/The Wright Place and will follow the guidelines of the SJHS/tWP Parent/Player Consent.

6th Grade – Track, Wrestling, Swimming, Cross Country, Nordic Skiing
7th/8th Grade – Track, Wrestling, Swimming, Cross Country, Basketball, Football, Volleyball, Nordic Skiing

DISCIPLINE (SCSD2.com for Policies JKD/JKE)

The purpose of discipline and consequences at Sheridan Junior High School/The Wright Place is to maintain a positive, safe learning environment for all and to provide interventions to help promote positive behavior among students. Administrators will apply behavioral interventions in the form of re-teaching and consequences for students whose behavior and choices compromise the quality of the learning environment or in any way jeopardize the safety of their peers. **The fundamental goal of all discipline and consequences at SJHS/tWP is to positively change student behavior.**

Consequence Descriptions

- *Re-teaching/Classroom Step Plan/Office Time Out:* Temporary removal from the classroom for discussion of behavior and re-teaching of expectations.

- *Temporary Removal:* Removal from school until after a parent/guardian conference.

- *Detention:* Supervised isolation during lunchtime or after school (3:35 pm to-4:45 pm), with time for students to reflect on their actions and impact on the learning environment. Students are to complete homework during detention.

- *Saturday School:* On Saturdays from 8:00-12:00 noon, students will reflect on their actions and impact on the learning environment. Community service is sometimes a component of Saturday School. Students are to complete homework during the session.

- *In-School Suspension:* Removal from the classroom with supervised isolation in the ISS Room. Students are responsible for completing teacher provided assignments.

- *Out-of-School Suspension:* Removal from school for a period of time not to exceed 10 school days unless further action is pending. Suspended students may not participate in school activities or be on school grounds while suspended.

- *Expulsion:* Removal from school for the remainder of the school year or, in some cases, up to one calendar year.

- *Restitution:* Restoration or payment of damages for something that has been stolen or destroyed. This includes reimbursement to the school district or an individual for the total replacement cost or repairing the damage.

Note:

The guidelines for school discipline listed on the following chart do not include all of the possible variations of student misconduct. Examples include throwing snow, horseplay, roughhousing, being in an unauthorized area, and failure to keep hands, feet, and other objects to oneself. ***In all cases, the interpretation and evaluation of extenuating circumstances is left to the Principal, Assistant Principal, or Discipline Staff***.

Step Plans

Steps are used to track a Level 1 misbehavior. A Step is a reminder to follow expectations and parent contact will be made for each behavior incident. If a student receives 4 Steps, it will be referred for a Level 2 consequence.

CONSEQUENCE GUIDE

Behaviors	Lunch or After School Detention	Saturday School	ISS 1 day	ISS 3 days	ISS 3-5 days	ISS 10 days	Expulsion Recommend -ation
Level 1 - Minor Misbehavior Includes talking in class; off task behavior; minor disruptions; lack of preparation/materials; name calling; throwing paper, etc; sleeping; dishonesty; passing notes; backtalk; writing on school property, running in hallways, littering, eating outside of commons/classroom, etc.	Level 1 Behaviors are teacher-managed using the STEP Plan. Parents/guardians will be contacted for each behavior incident. Four STEPS equals a Level 2 behavior referral.						
Level 2 - Minor Misbehavior Includes 4 STEPs; cell phone/electronics use; public display of affection; profanity; class disruption; throwing food; skipping; gossip/drama/rumors; minor technology misuse	1st offense	2nd offense	3rd offense	4th offense	5th offense	6th offense	
Level 3 – Major Misbehavior Includes bullying/threats/harassment; hate speech; insubordination; disrespect/defiance; profanity directed at staff; major technology misuse (e.g., inappropriate sites, bullying)			1st offense	2nd offense	3rd offense	4th offense	
Level 4 – Significant Major Misbehavior Includes alcohol/drug/tobacco/vape possession/use; fighting; theft; sexual harassment; vandalism					1st offense	2nd offense	
Level 5 – Expulsion Recommendation Includes providing/selling drugs or alcohol; false alarms/ bomb threats; assault/battery; weapon possession/use; extreme threats							1st offense

All consequences may vary depending on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Any student earning 10 or more major office referrals will be recommended for suspension or expulsion from Sheridan Junior High School/The Wright Place. Excessive or ongoing minor and/or major referrals may also result in a recommendation for suspension or expulsion.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT TECHNOLOGY USE (POLICY IJNDA)

Sheridan County School District No. 2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool, not a toy or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

Be Safe

- Stick to teacher-approved apps and websites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Carefully plug in devices to ensure proper charging each night
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property
Chromebook Misuse	Assigned Chromebooks should remain at Sheridan Junior High School/The Wright Place. Loaners are available in the library to take home for homework if a student obtains a pass from a teacher.

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian. Please refer to district Policy IJNDA for further detail about student technology use.

PARENT LIAISON PROGRAM

A parent liaison assigned to their respective school. The Next Level Parent Liaison (PL) supports students, families, and school staff and promotes the academic and social health of students. The PL is responsible for assisting in developing enhanced parent and school communications, increasing opportunities for parents to participate as partners with schools in the academic and social growth of their children, and assisting parents in connecting them with community resources.

MEDICATION

Sheridan County School District No. 2 requires parental consent before administering medication to a student. Parent consent forms are available through registration or can be obtained from the school (See Policy JLCD, JLCD E-1, JLCD E-2). All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left in the office during school hours and not carried by students. Unless otherwise directed by parents, school nurses may administer general care such as cough drops, antibiotic ointment or antihistamine/anti-itch cream if determined necessary.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year and posted online. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time. ~~Bus riders will receive a list of Rules and Regulations for safe riding.~~ A written list of Rules and Regulations for safe riding is provided when families register online. Please read and discuss the rules with your child.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes. Parents should remind children of safety rules when walking/riding to and from school.

PESTICIDE NOTIFICATION

The Facilities Department will distribute and post a copy of the notice provided by the applicator to each school indicating the date of application, location of application or treatment area, the pest to be controlled, name and type of pesticide to be applied, and a contact for additional information.

SCHOOL CLOSINGS

If any of the schools in SCSD2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be shared with the following: Sheridan Press, Sheridan Media, radio stations KWYO (1410) and KROE (930), KOTA, Big Horn Radio Network, and KCWY13, on the District's website at www.scsd2.com, and through phone call, email, and text (if this was provided to the school in your demographic information on the Infinite Campus Parent Portal). Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of an illness, a phone call before school will enable your child's teacher to share online resources and/or prepare the assignments and materials for pick-up after school. If you know your child will be absent, please request assignments in advance of that date. Students submitting make-up work due to an excused absence will be permitted one day for each day absent, beginning after the first day back in school. When a student returns to school after an absence, they are required to discuss missed activities and content with the teacher.

HOME-BASED EDUCATION & PRIVATE SCHOOL STUDENTS (Policy IHBG and IHBG-P)

Home-based and private school students are welcome, as long as they follow board policy and enrollment procedures, to take classes at the elementary school of attendance area. Home-based families must have their curriculum acknowledged with the SCSD2 Central Office. Paperwork is available on the District website for a parent/guardian. If a student is enrolled for more than half time, he/she is considered a full time student and not a homeschool or private school student. Upon principal approval the grade level will be established.

BULLYING AND HARASSMENT (POLICY JICFA)

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions by one or more other individuals. It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Bullying can take many forms:

- Verbal: taunting, name calling, teasing, threatening, and/or sexual comments
- Physical: pushing, kicking, restraining, pinching, and/or hitting
- Psychological: making faces, and/or making demeaning or inappropriate gestures
- Social: exclusion, isolation, and/or rumors
- Cyber: threatening or harassing emails, text messages, and/or web postings

All forms of intimidation are considered bullying. When you or someone you know is being bullied, please inform an administrator, counselor, or teacher. Students are encouraged to use the Request for Adult Assistance Form located in their Grade Level Google Classroom. The school will provide instruction and information regarding bullying at the beginning of and periodically throughout the school year. Please see the district policy on Harassment, Intimidation, and Bullying in this handbook.

WEAPONS

It is the strict policy of Sheridan County School District No. 2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or

at any school functions. Any student violating this policy may be suspended or expelled as provided by Wyoming law and SCSD2 policies. Please refer to Board Policy JICI for further explanation of this policy.

PROHIBITED ITEMS (See SCSD2.com for Policies GBEC/JICG-JICH/KFA/JICI)

Students should refrain from bringing the following items to school. The listed items will be confiscated and consequences will be assigned for their possession: wallet chains; spikes on clothing, bags, etc.; dog collars; costumes; lighters; knives; multi-tools; weapons of any type; laser pointers; vaping paraphernalia; tobacco; alcohol; drugs; prescription medication; over-the-counter medication; and/or sharp objects such as needles. Items not listed above but considered dangerous or distracting may be confiscated at the principal's discretion. Administration reserves the right to determine whether any items are appropriate for school.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

> **"Sexual harassment is not condoned** in Sheridan County School District No. 2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

SECLUSION AND RESTRAINT IN SCHOOLS(Board Policy: JLJ & JLJ-P)

Sheridan County School District No. 2 does regulate seclusion and restraint with students pursuant to W.S. 21-2-202(a)(xxxii), W.S. 21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter “Rules”). There is policy and procedure to govern all regulated use of seclusion and restraint.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

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

1. Continued willful disobedience or open defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. “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.
4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.

5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

ELECTRONIC INFORMATION RESOURCE AGREEMENT
SHERIDAN COUNTY SCHOOL DISTRICT No. 2 INTERNET ACCESS

Please read this document carefully. All students in Sheridan County School District No. 2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

Terms and Conditions of This Agreement

These policies shall apply to:

1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District No. 2.
2. Users who obtain their access privileges through association with Sheridan County School District No. 2.

Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District No. 2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

Services

- Sheridan County School District No. 2 reserves the right to log the use of all systems and monitor file server space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.

- Sheridan County School District No. 2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District No. 2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School No. 2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District No. 2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATORY STATEMENT and TITLE IX

Sheridan County School District No. 2 does not discriminate on the basis of economic status, intellectual ability, race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, or religion in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Sheridan County School District No. 2:

Title IX Coordinator, Human Resource Director
201 N. Connor St., Sheridan, WY 82801, 307-674-7405

Section 504 Coordinator, Special Services Director
201 N. Connor St., Sheridan, WY 82801, 307-674-7405

PROTECTION OF PUPIL RIGHTS AMENDMENT (Board Policy JRA-E3, JRAC)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Please refer to Policy JRA-E3, referred to below, for any questions in this regard.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. Please refer to Policy JRA-E2, referred to below, for any questions in this regard.

BOARD POLICIES FOR GUARDIANS

Sheridan County School District No. 2

This section of the Student and Parent Handbooks contains policies on which the school district must provide annual notification to parents. Policies are adopted to meet the United States and Wyoming Constitutions, federal and state statutes, case law, and State Board of Education rules and regulations, as well as federal regulations.

Please take this opportunity to review these important policies. If you desire to review additional policies they can be accessed on the School District website under Board Policies.

AC	NONDISCRIMINATION/EQUAL OPPORTUNITIES
EBAA	NOTIFICATION OF PESTICIDE APPLICATION
EFDA	PAYMENT/DEBT SCHOOL LUNCH COLLECTION
IJNDA	STUDENT TECHNOLOGY USE
IJOA	FIELD TRIPS
IJOA-P	FIELD TRIPS PROCEDURES
JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	DISCRIMINATION - STUDENT COMPLAINT PROCEDURE
JH	STUDENT ABSENCES AND EXCUSES
JICFA	HARASSMENT, INTIMIDATION, AND BULLYING
JLCD	ADMINISTERING MEDICATION TO STUDENTS
JLIE	VEHICLE USE
JLJ	SECLUSION AND RESTRAINT IN SCHOOLS
JLJ-P	SECLUSION AND RESTRAINT IN SCHOOLS PROCEDURE
JRA	STUDENT RECORDS
JRA-E2	NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS
JRA-E3	NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
JRA-P	PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS
JRAC	STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL
KBDA-E	PARENTAL INVOLVEMENT (Title I Schools)
KI	VISITORS TO SCHOOLS
KIB	REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY