

Home of the Dubois Rams!!!



2025-2026

DUBOIS 6-12 SCHOOL

Student-Parent Handbook

www.fremont2.org



ADMINISTRATION

Superintendent/SPED Director/ Title I Director/504 Coordinator.....Dr. Annette G. Walters
Phone: 307-455-5545 / Fax: 307-455-2178
agwalters@fremont2.org

K-12 Principal / Curriculum Director / Homeless Liaison/Title IX DirectorMrs. Malinda Garcia
Phone: 307-455-5524 / Fax: 307-455-2654
mgarcia@fremont2.org

F.C.S.D. #2 BOARD OF TRUSTEES:

Tracey Nguyen	Board Chair	tnguyen@fremont2.org
Jill Judd	Board Vice Chair	jjudd@fremont2.org
Janean Sellers	Board Treasurer	jsellers@fremont2.org
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Nicole Polmanteer	Board Member	nopolmanteer@fremont2.org
Leah Vermeire	Board Member	lvermeire@fremont2.org



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Under the Every Student Succeeds Act, all parents/guardians have the right to request information about the qualifications of their child's teacher. If you wish to obtain this information, please contact the K-12 Principal, Mrs. Malinda Garcia at 455-5510.

Fremont County School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation or gender identity in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information, please refer to the district's non-discrimination

Policy AC. The following person has been designated to handle inquiries regarding non-discrimination:

Superintendent Dr. Annette G. Walters, PO Box 188, Dubois, WY 82513 (307) 455-5545.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 1-800-795-3272 (voice) or 202-720-5964 (TTY). USDA is an equal opportunity provider and employer. If you feel that you have been discriminated against in any manner, please refer to the District's Policy Manual for all grievance policies and procedures. Policy Manuals are located at the Central Office and on the FCSD #2 website. For further information, please contact the Superintendent of FCSD #2, Dr. Annette G. Walters at 307-455-5545.

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FCSD #2 HIGH/MIDDLE/DISTRICT PERSONNEL: 2025 - 2026		
Baas, Alison	9-12 Science Teacher	abaas@fremont2.org
Baker, Brock	Activities / Route Bus Driver	bbaker@fremont2.org
Baker, Stone	Transportation / Maintenance Director	sbaker@fremont2.org
Botkin, Kyle	8-12 Math Teacher	kbotkin@fremont2.org
Bowles, Jennifer	9-12 Language Arts Teacher	jbowles@fremont2.org
Chandler, Karen	K-12 Counselor / ELL Coordinator	kchandler@fremont2.org
Miller, Melissa	Supt.& Board Administrative Asst./AP	sclaar@fremont2.org
Clouse, Fletcher	Math / Science Teacher: 7th / 8th Gr.	fclouse@fremont2.org
Dixon, Nancy	Human Resources/Payroll	ndixon@fremont2.org
Eisnninger, Felicia	K-12 Custodian	feisnninger@fremont2.org
Everhard, Roxanne	District Librarian	reverhard@fremont2.org
Garcia, Malinda	K-12 Principal/Homeless Liaison, Title I, IX & Curric Dir	mgarcia@fremont2.org
Gettleman, Sara	Food Service Assistant Cook	sgettleman@fremont2.org
Gilgen, Deputy Dani	Student Resource Officer	dgilgen@fremont2.org
Harbaugh, Greg	Bus Driver/Maintenance	gharbaugh@fremont2.org
Haughey, Lidia	MS/HS Career Tech Ed & Ag Teacher	lhaughey@fremont2.org
Hayman, Wendi	K-12 Physical Ed Teacher	whayman@fremont2.org
Hinkle, Anna	School Nurse / Food Services Director	ahinkle@fremont2.org
Johnson, Rachelle	SPED Paraprofessional	rjohnson@fremont2.org
King, Kelli	6th Grade Teacher	kking@fremont2.org
McCabe, Jo Ellen	K-12 Administrative Assistant / Office Mgr.	jmcabe@fremont2.org
Miner, Dantzel	K-12 SPED Para	dminer@fremont2.org
Miller, Nicole	K-12 Academic Resource Teacher	nmiller@fremont2.org
Neale, Caleb	Technology Director	cneale@fremont2.org
O'Brien, Dan	K-12 Head Custodian / Athletics Director	dobrien@fremont2.org
Osegueda, David	Title I Teacher	dosegueda@fremont2.org
Hawkins, Bev	9-12 Social Studies Teacher	bhawkins@fremont2.org
Reese, Tim	K-12 Art Teacher	treeze@fremont2.org
Robinson, Sammi	K-12 Academic Resource Teacher	srobinson@fremont2.org
Sanderson, Erik	Bus Driver / Custodial	esanderson@fremont2.org
Schumann, Sherri	K-12 Custodian (PM)	sschumann@fremont2.org
Scott, Caitlin	SPED Paraprofessional	escott@fremont2.org
Slider, Jenifer	Mental Health Counselor	jslider@fremont2.org
Strain, Penny	K-12 Academic Resource Teacher	pstrain@fremont2.org
Sullivan, Karen	College Zoo/Human Biology	ksullivan@fremont2.org
Vaden, Marika	School Psychologist	mvaden@fremont2.org
Wadge, Rebecca	SPED Paraprofessional	bwadge@fremont2.org
Wagner, Jason	LA / SS Teacher: 7th / 8th Gr.	jwagner@fremont2.org
Walters, Annette G.	FCSD #2 Superintendent/SPED Director/504 Director	agwalters@fremont2.org
Weiner, Ryanne	Food Services Head Cook	rweiner@fremont2.org
Wilhite, Cody	K-12 Part-time Custodian	cwilhite@fremont2.org
Wilson, Jacinda	K-12 Music Teacher	jwilson1@fremont2.org
Ysen, Amanda	Business Manager	aysen@fremont2.org

Principal's Welcome

Parents and students are responsible for knowing and abiding by the regulations in this Student Handbook which has been approved by the Board of Education.

August 2025

Dear Students and Parents,

As we kick off the year, I want to express how proud I am to be a member of the Ram Family. As a 2003 Fremont County graduate (just down the hill at Wind River High School), returning to this community with my family is a significant part of my educational journey.

Having worked in rural education for two decades, I understand the unique strengths of smaller schools in fostering personalized learning experiences. Rural schools play a vital role in strengthening communities and nurturing future leaders. At Dubois K-12, I aim to help students appreciate the value of their education as they prepare to contribute to Wyoming and beyond. One of my greatest passions is developing curricular opportunities that connect students with learning experiences geared toward future careers, whether in college, workforce, or military service.

Graduates from Dubois High School will leave with more than just a diploma; they carry a commitment to give back to their communities. At Dubois K-12 School, my vision is to help students recognize the value of a rural education as they develop into the future leaders Wyoming and our Nation needs.

I look forward to joining the dynamic team at Dubois K-12 and continuing to create meaningful and impactful educational experiences. I am committed to helping our Dubois Rams develop into the critical thinkers and professionals needed in the future. I am honored to be part of the team and this amazing community.

Let's go, Rams!

Malinda Garcia
K-12 Principal

www.fremont2.org



Facebook - <https://www.facebook.com/FremontCountySchoolDistrict2/>



Twitter - <https://twitter.com/FremontCSD2>



Instagram - Instagram@fremontcounty2



Every Day Counts: Educate, Engage, Empower

Our Vision

**Develop a community of enthusiastic,
responsible learners.**

Our Mission

Every Day Counts: Educate, Engage, Empower

Our Goal

To Ensure All Students Achieve at High Levels

DHS School Song

Cheer, Cheer for old Dubois High!

Build up the fame and keep it alive,

For our records we are proud

For we are the winning Dubois....Shout out Loud!

Come on and cheer for our royal team

Add up the score and cheer once again!

Make it clear we never say die

For the blue and gold of **Dubois High!!!**

Go, go, go, go

Fight, fight, fight, fight,

Win, win, win, win

Go! Fight! Win!



Attendance Policy & Procedures

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with few absences generally earn higher grades and are more successful. Learning to regularly attend and to be on time is a tool which is not only beneficial in school but will help students to be successful in college as well as business.

Compulsory Attendance - students who demonstrate attendance problems, and are not yet sixteen or have not yet completed the tenth grade, will be referred to the Department of Family Services (DFS) and/or the County Attorney's office. If a student has five (5) or more unexcused absences in any one (1) school year, the County Attorney may initiate proceedings in the interest of the child under the Juvenile Court Act (W.S. 14-6-201 through 14-6-252).

Please call the school to notify us if your child will not be attending school on a specific day. It is our practice to call parents when students are absent if we have not received a phone call from the student's parent or guardian. In the event that no contact was made, please send a note excusing your child's absence when they return to school. An unexcused absence occurs when the parent/guardian has not notified the school of their child's absence prior to the start of school on the day following an absence.

Absence - not being in a designated classroom for a designated period of time. An absence will be recorded if a student enters the classroom more than **10 minutes after the tardy bell has rung, or misses 10 minutes without permission**.

School Related Absence - missing class due to school related reasons. The following excused absences will not count toward the twelve-day per year absence limit:

- School sponsored activities
- Field trips
- Out-of-School Suspension
- In-School Suspension
- Administrative, counselor or teacher meetings

Non-School Related Absences- an absence that the parents and school personnel considers compelling or unavoidable. Non-school related excused absences that do not count toward the ten-day total are:

- Weather or natural disasters that make travel perilous
- Family related: life-threatening illness, death in family, or other crisis
- Court hearings that a student must attend (Proof required)
- Religious holidays (Written request to principal required)
- Medical and/or dental treatment (Doctor's note required)

Non-School related excused absences that will count towards the ten day total:

- Illness
- Family vacations
- Family circumstances (OTH)
- Visits to the nurse that exceed 15 minutes in length.

According to state law, determination of whether an absence is excused or unexcused lies with the school and not with the parent.

Unexcused Absence - an unexcused absence is an absence that the School District considers non-compelling or avoidable. An absence that is authorized by a parent is not, by virtue of that authorization, necessarily an excused absence. A student shall be considered unexcused or truant when his/her absence is deemed so by the principal. Unexcused absences also count toward the ten-day absence limit in each class. Unexcused absences will be counted consecutively from first semester through second semester. (They do not start over in second semester.) Failure to communicate with the school within two days after the student returns may result in an absence being recorded as unexcused.

Tardy: Any student who is not in class by the time the final bell signifying the start of class rings shall be tardy unless a written note excusing the tardy is provided by another teacher or administrator.

Tardies: A student will be allowed a total of three (3) tardies per nine week period. Beginning with the fourth tardy during any nine week period, a twenty minute detention will be given to the student.

If a student does not show up for detention, another detention is automatically added. The only excuses that will be accepted for missing a detention are if a student is absent the day of detention or is a bus student. When a student accumulates 3 or more detentions, double time will be served (40) minutes until the student is back to one detention.

Unexcused Absences: Students whose absences are unexcused may receive detention or suspension from school. Students whose absences are unexcused will not be allowed to make up work in the class or classes which they were absent from.

ABSENCES:

1. When a student is absent regardless of whether it is excused or unexcused for a total of five (5) times during any semester, the teacher shall send written notification to the student and parent stating the class or classes which the student has been absent from for five (5) times specifically notifying the parent of the importance of complying with the attendance policy.
2. After a student is absent from any one or more classes for a total of eight (8) times during the semester, the principal and/or guidance counselor shall schedule a conference with the student and the student's parents to discuss the absences, the importance of attendance and attendance policy.
3. After the student has been absent for ten (10) times for any class or classes during the semester, the parent and student shall be given a final notice of the number of absences and that any further absences may result in the inability to earn credit in that class for the semester.
4. Students who have been absent for more than ten (10) times in any one subject will not earn credit and may be put into an in-school suspension or study hall for that class or classes.
5. Any student who is absent from class more than ten (10) times may request an attendance hearing to keep the class credit. The students may be allowed to remain in class pending the hearing. The hearing shall be scheduled within three (3) school days beginning with the day the attendance hearing is requested. The student and his/her parents shall be required to attend the hearing along with the building principal. If the student and parents can demonstrate that the eleventh absence was due to extenuating circumstances that could not be prevented including hospitalization, required medical, dental, orthodontal, or optometric care that could not be scheduled after school, serious illness, family emergency or other emergence which the principal believes warrants continuation of class credit, then the principal, in consultation with the teacher, may grant an exception to the attendance policy. The principal as a condition to granting these exceptions may require that the parent or student enter into a written agreement between the principal and parents or students, any subsequent absence shall result in loss of credit, however, the student may request a subsequent attendance hearing in which event the same procedures as set forth above shall be followed.
6. In the event of the principal's determination to withhold credit from a student under this policy, and subsequent to an attendance hearing, the parents, if they have complied with the attendance hearing process may appeal the principal's decision to the board of trustees. In the event the parents and/or student desires to appeal the principal's determination, they shall do so in writing to the board of trustees within five (5) days after the final determination of the principal. The board shall take the appeal matter up at their next regularly scheduled board meeting held after receipt of the notice of appeal unless the matter is sooner scheduled to be heard at a special meeting. The board shall hear the appeal by allowing both sides to discuss the circumstances of the absences with the board and to call whatever witnesses either side desires. While the appeal is pending, the student shall be permitted to remain in the class. The board's determination shall be final.

**THIS IS A COPY OF THE PRE-ARRANGED ABSENCE SLIP REQUIRED FOR ALL
PRE-ARRANGED ABSENCES, GRADES 6-12:** (please acquire from the K-12 office)

PRE-ARRANGED ABSENCE SLIP

A note or phone call from a parent/guardian is required for every absence except school related absence.

This student has prearranged the absence(s) for the following date(s). Please provide the student with expected make-up work and due date.

Name _____

Date(s) _____

Reason _____

Teacher
(Please initial)

Assignments

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Principal's Signature of Approval: _____

Makeup Work - any activities, labs, assignments, tests, or quizzes that a student would have completed had the student not missed class. When a student is absent for any reason, it is the responsibility of the student to make arrangements for make-up work. If the student knows ahead of time that she/he will be absent, arrangements should be made to complete work before they leave. Students leaving for activities and field trips need to make prior arrangements for makeup work in advance of their absence.



Daily Schedule

Teacher /Class Hour	1st Hour	2nd Hour	3rd Hour	4th Hour	K-5 Lunch 6-12 WIN Time	6-12 Lunch	5th Hour	6th Hour	7th hour			
	8:00-8:55 (55)	8:58-9:52 (54)	9:55-10:49 (54)	10:53-11:46 (53)	11:49-12:13	12:13-12:42 (29)	12:45-1:38 (53)	1:41-2:34 (53)	2:37-3:25 (48)			
BAAS, Allison	CWC Chemistry 1000 (11/12)	Physical Science (10)	Earth Science (11)	CWC Bio 1010 (11/12)	Elementary Lunches K - 2 11:15- 11:40 3 - 5 11:40- 12:05	6-12 LUNCH	Ecology/Space Science (12)	Biology (9)	Prep			
BOTKIN, Kyle	[CWC 26-27] Calculus (12)	Person/Business Math (12)	Pre-Calculus (11)	Algebra 2 (11)			9th Algebra 1	Geometry (10) (HS)	Prep			
BOWLES, Jennifer	English Applications/Creative Writing (12) (HS)	CWC 1010/1020 (HS)	English 9	English 10			English 11	Prep	Publications (HS)(10-12)			
EVERHARD, Roxanne	CWC (12)		CWC	CWC			CWC	CWC	CWC			
HAUGHEY, Lidia	9-12 Natural Resources (VCA)	6th-8th Engineering (VCT)	3D Design (HS) (VCR)	Prep			21st Century Skills (HS) (VCW)	10-12 Engineering (VCT)	Fab Lab (HS) (VCR)			
HAWKINS, Bev	Econ - Intro to Business (9-12)	11th Civics	10th US History	9th World History			Prep	Econ - Intro to Business (9-12)	History through Film (9-12)			
HAYMAN, Wendi	6th/7th/8th PE	9th Health	Prep	Elementary PE. 4th and 5th 10:55-11:35			Elementary PE 2nd and 3rd 12:40 - 1:25	Elementary PE K and 1 1:30 - 2:10	Standards PE			
MILLER, Nicole	Academic Resources						Academic Resources					
REESE, Tim	9-12 High School Art /CWC Art	6-8th Art	Prep	Photography and Visual Media	6-12 WIN Time (24 Mins)		Elementary Art. 1st/K 12:45-1:25	Elementary Art 3rd/2nd 1:30 - 2:25	Elementary Art 4th/5th 2:30 - 3:25			
ROBINSON, Sammi	Academic Resources						Academic Resources					
STRAIN, Penny	Academic Resources						Academic Resources					
SULLIVAN, Karen	CWC Zoo/Human Bio 1200											
WADGE, Bec	Study Skills											
WILSON, Jacinda	HS Band	6th-8th Music	Title I/ELL	Prep			Elementary Music K-1st 12:45 - 1:25	Elementary Music 2nd/3rd 1:30 - 2:25	Elementary Music 5th/4th 2:30-3:25			
Culinary Class							Culinary Class 2 Hour Block 11th/12th					
	8:00-8:55 (55)	8:58-9:52	9:55-10:55 (60)	10:58-11:58 (60)	----->	12:01-12:30 (29)	12:33-1:33 (60)	1:36-2:36 (60)	2:39-3:25 (46)			
CLOUSE, Fletcher	7th PE	Prep	7th Math	7th Science	NO MS WIN	6-12 LUNCH	8th Math	8th Science	8th MTSS			
KING, Kelli	6th PE	Prep	6th Math	6th Science			6th ELA	6th SS	6th MTSS			
WAGNER, Jason	8th PE	Prep	8th ELA	8th SS - US History			7th ELA	7th SS - World History	7th MTSS			

6th-8th will rotate every Quarter and 1/2 - (Art, Music, and Engineering)

*Please do not arrive to the school prior to 7:40 a.m. unless you have a scheduled meeting or other event.

*Students who are not active in after-school programs, study hall or athletics are requested to leave the building at the time of dismissal.



BREAKFAST AND LUNCH PROGRAM

FCSD #2 operates a nutritious breakfast and lunch program daily. Students are also welcome to bring a sack lunch. Students may purchase extra milk or juice at the current price.

- The free/reduced meal program does not cover extra milk (\$.50), and juice (\$.40).
- If your household account has a negative balance, your child will not be able to charge items for purchase until the negative balance is paid.
- Students must take a full reimbursable meal to receive the free/reduced meal benefit. (See fremont2.org/foodservice for details)
- Students are sent back by our cafeteria staff to choose missing components on their trays if they do not have a reimbursable meal.
- Students must take all of the components of a reimbursable meal, however, they are NOT required to consume all of their meal.
- FCSD #2 implements a "share table." All unopened pre-packaged food items, unopened milk and fruit cups, and whole fruit are placed on the share table if they choose not to eat them. Other students can take the items, avoiding waste.
- Students are not to bring sweetened drinks or pop to consume at mealtime. 100% fruit juice is okay.
- If a student is not a big eater or does not like certain foods, please request a smaller portion so food is not wasted.
- Students are responsible for keeping our school lunchroom neat and clean. Students clean up spills and sweep excessive floor messes as needed.

UNPAID LUNCH BALANCE FOOD SERVICES [Code: EFDA](#)

FCSD #2 discourages households and staff from charging meal accounts into a negative balance. Students and staff will continue to receive a regular scheduled meal if their account has a negative balance. The meal account will be charged as normal. Communication will be focused between the school and the household rather than the student. Payments to household accounts can be made online via Infinite Campus or in the K-12 office. Students may continue receiving meals with a negative lunch balance so long as parents/guardians are taking actions to rectify their account. A copy of this policy will be provided to every household at the beginning of each school year and to all new students upon enrollment.

THE BOARD OF TRUSTEES OF FREMONT COUNTY SCHOOL DISTRICT #2 RESERVES THE AUTHORITY TO DEEM NO CREDIT, GRADE OR DIPLOMA TO BE EARNED UNTIL SUCH TIME A STUDENT HAS MET THE DISTRICT'S REQUIREMENTS FOR SUCH CREDIT, GRADE OR DIPLOMA AND THE STUDENT HAS MADE PAYMENT FOR ALL INDEBTEDNESS DUE THE DISTRICT.

Free & Reduced Breakfast/Lunch Program

**If you were eligible for Free or Reduced meals last school year, you will continue to receive those benefits for the first 30 days of school (October 3, 2025). After the 30th day, if you have not re-applied, you will be charged full price for meals. Remember to reapply each school year. Applications are available after July 1 each year and mailed to each household prior to the start of school.

Free & Reduced lunch applications are available to print on our school's website and are available outside of the front office. You may qualify for meals at no cost or the reduced rate of only \$.30 for breakfast and \$.40 for lunch. Please feel free to apply or reapply anytime throughout the school year. Please call our Food Service Director, Anna Hinkle, if you have any questions at 455-5510.

Meal prices for the 2025-2026 school year:

<u>Breakfast</u>	Full Pay	Reduced	<u>Lunch</u>	Full Pay	Reduced
6-8	\$2.00	\$.30	6-8	\$3.00	\$.40
9-12	\$2.25	\$.30	9-12	\$3.25	\$.40
Staff/Guest	\$3.50	NA	Staff/Guest	\$5.00	NA

DISTRICT AND STATE ASSESSMENTS

All students of FCSD #2 will participate, at the appropriate level, in any testing required by FCSD #2 and/or the State of Wyoming to meet the required standards of education as required by the District and the State. The resulting scores of these tests are recorded on the official transcript of high school students and will remain on the student's permanent record and may be used as a condition of graduation.

Opportunities are provided for a variety of tests to be administered through the school year. Purposes of such tests may be to qualify for college admission, to explore career planning, and to inform instruction.

Middle - High School:

WYTOPP Interim (Fall) Sept. 9 - Oct. 3, 2025

- *ELA & Mathematics : Grades 6-10
- *Science: Grades 8 and 10
- *Writing: Grades 7 and 9

WYTOPP Interim (Winter) **Jan. 13 - Feb. 6, 2026**

- *ELA & Math: Grades 6-10
- * Science: Grades 8 and 10
- *Mathematics: Grades 6-10
- *Writing: Grades 7 and 9

WYTOPP Summative: Mar., 2026

* Writing: Grades 7 and 9

WYTOPP Interim (Spring): **Apr. 14 - May 8, 2026**

*ELA & Math: Grades 6-10
*Science: Grades 8 and 10
*Writing: Grades 7 and 9

WYTOPP Summative: Apr. 14 - May 8, 2026

*ELA & Math: Grades 6-10

NAEP – January - March, 2026
National Assessment of Educational Progress
as required by state and federal regulation in
alternating years. Grades 8 & 12

FASTBRIDGE—
Screening of early literacy, math and reading to inform
lesson/unit planning.

High School:

ACT TEST is available to any high school student during national test dates in Oct, Dec, Feb, and April. Pre- registration is required. High School Juniors take a scheduled ACT test which is paid by the district.

- Oct. 16, 2025: register by Sept. 12, 2025
- Dec. 11, 2025: register by Nov. 7, 2025
- Feb. 12, 2026 register by Jan. 9, 2026
- State Assessment for Juniors: April 9, 2026

Dubois Student Recognition Program

- **Our philosophy** is best described as seeking to demonstrate positive behaviors and correct negative behaviors. Students are treated with respect, but also carry the responsibility of treating others respectfully. FCSD #2 subscribes to a tiered system of support regarding discipline. Teachers are responsible for managing their classroom discipline. The office staff support this work and intervene when issues escalate.
- **Our goal** is to give students the opportunity to make the right choices, to help them correct negative behaviors and to grow through their experiences.
- **Recognitions** - Parents and guardians are invited to attend these celebrations and help us applaud good choices in our school.
 - **Citizenship** – Students who “pay it forward” or assist others, demonstrate maximum effort, overcome adversity, and students with no referrals to the office will be recognized on a weekly or monthly basis.
 - **Attendance** - Students with perfect attendance will be recognized on a Quarterly/Yearly basis.
 - **Students of the Month** are selected by nomination and voting by all middle & high school staff. To be nominated students should be prepared for class, complete all assignments on time, show honesty and integrity, follow school rules, and be respectful to self, adults and peers. One male and one female student will be chosen monthly between September and April. They will have their photos in the Dubois Frontier, receive a gift certificate from Kiwanis and Country Store, and are eligible for Student of the Year honors in May from the current year’s “Students of the Month” chosen candidates.

Student Conduct and School Policies

Please discuss all components of this behavior plan with your child and support us in its implementation.

K-12 SCHOOL CODE OF CONDUCT

Every student has a right to learn in an environment that is safe and free from unnecessary disruption. A student that disrupts the educational process and violates transportation rules is subject to discipline. Parents will be notified by letter, telephone, or email when disciplinary action is taken that involves their child.

The administration will follow the guidelines. However, principals reserve the right to administer consequences at their discretion, which may include a contract specific to the situation. Any situation that arises that endangers the safety of others, or is a distraction to the educational process, will result in disciplinary action at the discretion of the Administrator.

Classroom Rules

Teachers formulate classroom rules specific to their classrooms. Consequences for breaking classroom rules will be addressed by teachers or referred to the principal.

High School student performance expectations:

- Students are expected to perform to the best of their ability academically and socially.
- Students who are failing a class are encouraged to meet with their teacher to schedule extra time for support.

Our School staff promise to assist students and treat them as an individual by:

- *Personalizing student instruction*
- *Challenging student potential each day*
- *Focusing on student strengths*
- *Listening to student concerns*
- *Treating students fairly by recognizing their needs*
- *Enforcing rules consistently*
- *Providing a network of individuals to meet student needs*
- *Providing resources for student educational needs*
- *Providing a safe environment for learning and growing*

School-wide Rules

RULES APPLY TO HALLWAYS, COMMONS and CLASSROOMS:

1. **Respect** the personal space of others. Keep hands and feet to yourself. Be verbally appropriate.
2. **Be safe** at all times. Walk in the halls, play safely, and treat others with respect.
3. **Any form of bullying, harassment, intimidation, or hazing of other students will not be tolerated.**
4. Resolve disagreements by addressing the problem with the person involved rather than using physical means.
5. Students will comply with requests made of them by any supervisory authority.

Student Vehicles

Parking on school property is a courtesy extended to students and others by the Board. Students are expected to adhere to all traffic regulations established by the Wyoming Department of Transportation. Violations may result in loss of parking privileges.

- ❖ Park in the student parking lot located on the south side of the school. Please park in the rear of the lot. Students may also park in the west lot by the fence for post athletic purposes.
- ❖ Avoid “No Parking”, Fire Lanes or Handicapped areas.
- ❖ Avoid parking in the rear activities parking area during school hours.
- ❖ Weapons are not allowed in vehicles at the school.
- ❖ Stay within the 10 M.P.H. speed limit around the school.
- ❖ Please drive safely and respectfully.
- ❖ Avoid riding on fenders, bumpers, hoods, back ends of vehicles, etc.
- ❖ Exit the student lot carefully onto First Street and watch for pedestrians & bicyclists.

Dubois K-12 School assumes no liability for damage to student vehicles or for any loss while these vehicles are operated or parked on the campus. Please keep vehicles locked at all times.

Bus Rules

- **Riding the bus is a privilege, breaking the rules will result in the loss of bus privileges.**
- Students need a note or phone call from parents to change their bus routes when special needs arise.
- Changes from the student’s normal routine are strongly discouraged!
- Please help us monitor children’s safety by being as consistent as possible in busing routines.
- Keep the bus clean.
- The bus driver needs cooperation from students to alleviate distractions.
- Students will remain off the road at all times and behave in a safe manner while waiting for the bus.
- Remain seated at all times.
- Keep head, hands, and feet inside the window.
- Items left on the bus may be picked up at the school lost-and-found area.
- Cell phones may only be used on the bus by permission of the sponsor or driver.

School behavior expectations, rules and discipline policies apply to students while being transported to and from school, on field trips and activities.

STUDENT DISCIPLINE

Students are expected to conduct themselves in a manner that is consistent with the vision, goals and values of Dubois Schools. Accordingly, Dubois Schools will teach students to be respectful, responsible and safe while at school and on school property.

Responsibilities of Students

- Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Above all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.
- NO student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, security, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.
- Any student who has a grievance with a school staff member, absent a disciplinary matter, may raise his/her grievance with the School Principal.

Dubois Schools will provide students with lessons, interventions and encouragement to display the School expectations at all times. Should a student and parent/legal guardian choose not to accept behavior intervention support, consequences will be assigned with the intention being to help the student decide to be safe, respectful, and responsible at school.

Intervention program may include but is not limited to:

- Parent/Legal Guardian Contact and/or Meeting
- Reteach behavior expectation
- Reinforce expectations
- Loss of Privilege
- Implementation of appropriate interventions(s)
- Check-In/Check-Out outlined in behavioral plan
- After School Intervention
- Lunch Detention
- Red Zone
- Development of an action plan or behavioral contract
- Behavior Specialist Consultations

Disciplinary Actions may include but are not limited to:

1. INFORMAL TALK

A school authority (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

2. CONFERENCE

A formal conference is conducted with the student and one or more school authorities.

3. PARENT INVOLVEMENT

The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

4. IN SCHOOL SUSPENSION (ISS)

The student is subject to consequences that do not require out of school suspension but will require loss of privileges, detention, and temporary removal from the regular classroom environment students will receive instructional service in an alternative setting. This will be recorded as in school suspension for attendance purposes. The parent will be notified.

5. SHORT TERM SUSPENSION

The student is subject to a suspension of 1-5 school days or less. A short term suspension may be imposed by school administrators. During that suspension, the student is not permitted on school property or at school functions.

6. LONG TERM SUSPENSION

The student is subject to a suspension of 6-10 school days or more. A long term suspension may be recommended by the school administrator and imposed by the superintendent or designee during that suspension, the student is not permitted on school property or at school functions unless the student has been readmitted to school. If the student is readmitted, the student will be placed on a behavioral contract for the remainder of the current school year.

7. EXPULSION

The student is subject to permanent expulsion from Dubois Schools. Expulsion may be recommended by a school administrator and imposed by the Superintendent and School Board. Upon expulsion, a student is not permitted on school property or at school functions unless the student has been readmitted to school.

Dubois Secondary Schools attempt to resolve all student management issues with the student(s) first. These good faith attempts are made because all secondary students are treated as young adults and they are held accountable for their behavior. If issues are unresolved or issues continue, then the school will seek parental/guardian support.

The following section describes misbehaviors that are disruptive to the educational learning environment and are prohibited. The consequences corresponding to the following offenses are guidelines. Disciplinary action for a violation of applicable policies may be adjusted based upon individual case circumstances including the repeat or egregious misconduct of a student.

The listed offenses below are not all inclusive and may be updated as deemed necessary. If multiple violations occur during a single incident, then the consequence imposed will take place based upon the most severe violation. **While the following chart serves as a guide, all consequences are ultimately at the discretion of the administration and students who show honesty and integrity may serve a lesser punishment depending on the circumstances.**

Behavior Not Allowed	First Violation Range	Repeated Violation Range
Academic Misconduct/Cheating: <i>Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately</i>	Minimum: Parent Involvement Maximum: Loss of credit for assignment	Minimum: In School Suspension Maximum: Short Term Suspension
Alcohol Violation (Possession/Use/Providing Selling): <i>Alcohol violations will be considered matters of the law. Use, possession, sale, purchase or distribution of Alcoholic substances. This violation includes drunkenness at a school event. An alcohol violation preceded by a drug violation will be treated as a repeated occurrence for Disciplinary action.</i>	Minimum: Short Term Suspension and Intervention Program Maximum: Long Term Suspension (up to 10-day suspension)	Minimum: Long term suspension and Intervention Program Maximum: Recommendation for Expulsion
Arson (Structure/Property): <i>Damaging or attempting (action that may cause a fire) to damage property by fire or incendiary device.</i>	Minimum: Long Term Suspension Maximum: Expulsion	Expulsion

<p>Assault (Aggravated): <i>Causing serious physical injury to another, using a deadly weapon or dangerous instrument.</i></p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>
<p>Assault : <i>A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault</i></p>	<p>Minimum: Intervention Program/Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>
<p>Automobile Violation: <i>Misuse of an auto on school property, including Unauthorized parking.</i></p>	<p>Minimum: Informal Talk</p> <p>Maximum: Short Term Suspension of privileges per administration</p>	<p>Minimum: Conference</p> <p>Maximum: Long Term Suspension of privileges</p>
<p>Bomb Threat: <i>False Endangerment</i></p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>	<p>Expulsion</p>
<p>Bullying and/or Hazing: <i>Continual physical or psychological abuse of another student by means of <u>verbal or physical threats, intimidation, insults or other aggressive behavior</u>. This violation includes abuse based upon race, ethnicity, gender, sexual orientation, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.</i></p>	<p>Minimum: In School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension and/or Intervention Program</p>	<p>Minimum: Short Term Suspension and/or Intervention Program</p> <p>Maximum: Long Term Suspension</p>
<p>Burglary or Breaking/ Entering: <i>Burglary or Breaking/ Entering will be considered matters of the law.</i> <i>Entering an education property without authorization using the slightest degree of force.</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Expulsion</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Expulsion</p>

<p>Dangerous Weapon/Instrument: Dangerous Weapon/Instrument will be considered matters of the law. Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; Use, display or possession of a knife, ice pick, CO2- or spring-powered pellet or BB gun, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use, but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.</p>	<p>Minimum: Short Term Suspension Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension Maximum: Expulsion</p>
<p>Deadly Weapon/Firearm: Deadly Weapon/Firearm will be considered matters of the law. Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns and glare guns.</p>	<p>Minimum: Long Term Suspension Maximum: Expulsion</p>	
<p>Defiance/Disrespect/Insubordination/Non- Compliance: Failure to comply with reasonable requests of school officials or other disrespectful behavior. Physical resistance to school officials may result in long term suspension, regardless if such resistance is a first occurrence.</p>	<p>Minimum: Intervention Program and/or In-School Suspension Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension Maximum: Long Term Suspension</p>
<p>Discrimination: Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.</p>	<p>Minimum: Conference Maximum: In-School Suspension and/or Intervention Program</p>	<p>Minimum: In-School Suspension Maximum: Long Term Suspension</p>

<p>Disorderly Conduct: <i>Conduct that disrupts the orderly operation or educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection</i></p>	<p>Minimum: Conference</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: Short Term Suspension /Intervention program</p> <p>Maximum: Long Term Suspension</p>
<p>Dress Code Violation: <i>Failure to comply with division and school dress standards</i></p>	<p>Minimum: Informal Talk</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: Parent Involvement</p> <p>Maximum: In-School Suspension</p>
<p>Drug Violation (Distribution): <i>Drug violations will be considered matters of the law. Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants, and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including medication for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).</i></p>	<p>Minimum: Short Term Suspension and Intervention Program</p> <p>Maximum: Longer Term suspension Intervention Program</p>	<p>Minimum: Long Term Suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>
<p>Drug Violation (Possession/Use): <i>Use, possession or purchase of marijuana, other illegal drugs and inhalants, and other noxious substances. This includes off-campus use and then being on division property or at a division function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances Possession of medication or a dietary supplement for recreational use will be treated as a drug violation possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action.</i></p>	<p>Minimum: Short Term Suspension and Intervention Program</p> <p>Maximum: Long Term suspension Intervention Program</p>	<p>Minimum: Long Term Suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>
<p>Electronic Devices Violation: <i>Inappropriate use of electronic devices, such as computers, cell phones, Cameras and audio/video recorders, and other information systems devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others. Staff members will utilize the provided cell phone holder case as a management tool.</i></p>	<p>Minimum: Conference/Loss of Privileges: Absence for the period</p> <p>Maximum: In-School Suspension</p>	<p>Minimum: In-School Suspension/Loss of Privileges</p> <p>Maximum: Out of School Suspension</p>

<p>Fighting: <i>Mutual participation in physical violence against a Person or persons.</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Fire Alarm Misuse/False Report: <i>Intentionally ringing fire alarm when there is no fire or reporting a fire to school or officials without reasonable belief one exists</i></p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Harassment <i>To subject one to hostile or prejudicial remarks or actions; pressure or intimidate. To irritate or torment.</i></p>	<p>Minimum: Informal Talk/Parent Involvement</p> <p>Maximum: In-School Suspension or Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Lying/False Accusation: <i>Knowingly giving false or misleading information, including false accusations against others.</i></p>	<p>Minimum: Parent Involvement</p> <p>Maximum: Conference/Intervention Program</p>	<p>Minimum: Intervention Program/In-School Suspension</p> <p>Maximum: Short Term Suspension</p>
<p>Sexual Harassment: <i>Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.</i> <i>Sexual harassment also includes indecent exposure, sexual innuendos, etc.</i></p>	<p>Minimum: Short Term Suspension/Intervention Program</p> <p>Maximum: Long Term Suspension</p>	<p>Minimum: Long Term Suspension</p> <p>Maximum: Expulsion</p>

<p>Social Media: <i>Social media will NOT be considered the school's responsibility. The school will monitor the situation during school hours/school activities if needed to ensure safety within the school.</i></p>	<p>Minimum: Informal talk</p> <p>Maximum: Conference/In-School Suspension</p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>
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<p>Student Speech:</p> <p><i>Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other Communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; "fighting words;" threats of violence; and racial, ethnic, sexual or religious slurs.</i></p>	<p>Minimum: Informal talk/Parent Involvement</p> <p>Maximum: Conference/ In-School Suspension</p>	<p>Minimum: In-School Suspension</p> <p>Maximum: Short Term Suspension</p>
<p>Technology:</p> <p>In appropriate use of: using or accessing email, chat lines, or other communication channels; using obscene material; harassing, insulting or attacking others; accessing (without authorization), damaging, or making unauthorized changes to computers, systems, or computer networks (including downloading software or sniffing network traffic.); violating copyright laws</p>	<p>Minimum: Short term in-school suspension and/or intervention program</p> <p>Maximum:</p>	
<p>Theft:</p> <p><i>Taking or concealing property that belongs to others.</i></p>	<p>Minimum: In-School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Threats:</p> <p><i>A threat is an expression of intent to physically or sexually harm someone, something, or the school. This expression may be spoken, written, or gestured.</i></p> <p><i>Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied.</i></p>	<p>Minimum: In-School Suspension and/or Intervention Program</p> <p>Maximum: Short Term Suspension</p>	<p>Minimum: Short Term Suspension</p> <p>Maximum: Long Term Suspension</p>
<p>Tobacco Violation:</p> <p><i>Tobacco violations will be considered matters of the law. The use, distribution or possession of a tobacco product. This includes vaping.</i></p>	<p>Minimum: Short term suspension and/or Intervention Program</p> <p>Maximum: Longer term suspension (up to 10-day suspension)</p>	<p>Minimum: Long term suspension and Intervention Program</p> <p>Maximum: Recommendation for Expulsion</p>

Vandalism: <i>Destroying or defacing property of the division, staff or students. This violation includes graffiti.</i>	Minimum: Short Term Suspension Maximum: Long Term Suspension	Minimum: Long Term Suspension Maximum: Expulsion
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Technology Infractions:

Behavior Not Allowed	First Violation Range	Repeated Violation Range
Level 1: Accidental (Min) - any purely accidental mishap resulting in damage to a student device as a result of misfortune or happenstance. An unfortunate, but one-off event.	Minimum: Lunch detention Maximum: After school detention	Minimum: After school detention Maximum: <ul style="list-style-type: none">• Loss of privileges - not taking computer home• Pay for damages• Work off payment
Level 2: Negligence (Gray) - student device damage as a result of the device not properly being cared for. A repeat Level 1 offense will likely end up here.	Minimum: After school detention Maximum: <ul style="list-style-type: none">• Loss of privileges - not taking computer home	Minimum: <ul style="list-style-type: none">• Loss of privileges - not taking computer home• Pay for damages• Work off payment Maximum: <ul style="list-style-type: none">• Loss of computer
Level 3: Purposeful (Severe) - intentional damage, i.e. dropping on purpose etc. A repeat Level 2 offense ends up here.	Minimum: <ul style="list-style-type: none">• Loss of privileges - not taking computer home• Pay for damages• Work off payment Maximum: <ul style="list-style-type: none">• Loss of computer• Pay for damages• Work off payment	Minimum: <ul style="list-style-type: none">• Loss of computer• Pay for damages• Work off payment Maximum: <ul style="list-style-type: none">• ISS/OSS

IN-SCHOOL SUSPENSION (ISS)

If a student is placed in ISS, they will eat lunch in the detention room. They are able to bring their own lunch or purchase a lunch. Students will not be allowed to be in possession of their cell phones when assigned to ISS. The student's bag and their person will be searched before entering the ISS room. They may leave their belongings at home or turn them into the principal for the day.

There may be infractions made by students that will lead to that student not being allowed on campus for extra-curricular activities as a participant as well as an observer. This decision will be at the discretion of the Administrator. There may be cases where it is necessary to assign a student to OSS as a result of the nature of their behavior. This decision will also be at the discretion of an Administrator. The week a student receives ISS they are not allowed at any school activity.

Bullying - Policy JICFA

Bullying is a form of harassment and taken very seriously. FCSD #2 recognizes the negative impact that bullying can have on the health and safety of students, staff, and the learning environment. Bullying includes intimidating, threatening, abusive, or harmful conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the one or more persons engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; (2) occurs in a pattern or is a continued behavior; and (3) may materially and substantially interfere with a person's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.



Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger or better than them.

Bullying is never okay, cool or acceptable.

Reporting Procedures:

- **Victims:** All students who believe they have been the victims of bullying shall promptly report the bullying to a school staff member. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- **Witnesses:** All students who witness bullying shall immediately report the bullying to a school staff member. Any school staff who witness bullying shall immediately intervene and take appropriate action to stop the bullying.



What to do if someone is bullying you:

- Tell someone you trust about it. If it is easier for you, write that person a note.
 - People you might want to tell are: parents, teachers, the principal, or older friends.
- If the person you told cannot help you or does not do anything, find someone else.
 - Never keep being bullied a secret.
- Try not to let the bully see you are upset.
 - Bullies are looking for signs that you are upset and they may do it more.
- Avoid areas where the bully feels comfortable picking on you.
 - Places where teachers cannot see you such as corners of the playground, empty hallways, and behind large furniture in the classroom or library.
- Try to surround yourself with friends and people who will stand up for you.

What to do if you see someone who is being bullied:

- Get friends together and TALK to the bully.
 - Let the bullies in your school know that bullying is not accepted at your school.
- Don't cheer the bully on or stand around to watch.
 - The bully might like the attention, and pick on the person even more.
- If you see someone being bullied, find someone to help stop it.
 - Get another friend, a teacher, or the principal.
- Be nice to, include, and get to know the people who are being bullied.
- Try to make friends with the bully, too.
 - Show them other ways to interact.
 - They don't need to bully others to be accepted or cool.

Weapons in School: Policy JICI

Adoption Date: September 20, 2011 (please click on [link](#) to read entire policy)

Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.

A student who possess articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or the possessor actually used or intended to use the article to inflict bodily harm or to intimidate other persons shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one year. Items in the following categories are defined as weapons:

1. Type 1: Deadly weapon (W.S. '6-1-104(a)(iv)."Deadly weapon" means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury
2. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.
3. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

Activities

Code: JJI STUDENT ATHLETICS *Adoption Date: September 20, 2011 (please click on [link](#) to read entire policy)*

The Board of Trustees believes that students benefit from the experiences made possible through participation in intramural and interscholastic sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork, and developing physical skills are some of the benefits which can come from these programs.

All intramural and interscholastic programs shall require Board approval and shall operate under the general supervision of the building principal. Personnel shall be assigned to supervise and coach the various sports as needed.

Membership of the district or an individual school in an interscholastic athletic association or league shall be subject to the approval of the Board. The Board shall review the constitution and bylaws of any such organization, and its rules and regulations for member teams, before granting approval.

Student Activities Participation Policy

Administration, teachers and students consider activities to be an important part of the educational process; we encourage all students to participate. This is a time for exploring different activities, and we hope your child will take advantage of the activities offered. Although activities enhance your child's school experience, academics should always be a top priority.

- **A one-time annual student activity fee of \$15 will be required for participation** in any athletic extracurricular activity. Fees are due during the first week of participation. Failure to pay fees will result in lack of any activity participation opportunity.
- **Students are expected to attend all practice sessions and events when participating in school activities.** It is the student's responsibility to inform sponsors and coaches of anticipated absence. Exception would be in the case of illness or family emergency; all absences should be pre-arranged with sponsors and the office. Sponsors may further delineate requirements for participation.
- A student missing a period or more of school on a practice -or- competition day may not be eligible to participate that day. The principal and activity sponsor will determine eligibility in these cases with allowances made for doctor appointments and family circumstances.
- Students who are absent from school on the day prior to a competition may not be able to participate in that event. The principal and activity sponsor will determine participation based on whether or not the school absence was prearranged and/or excused absence was approved by the administration.
- Disciplinary action may affect a student's participation in sports or activities. Students who are assigned OSS or those awaiting potential expulsion will not be eligible to participate in certain circumstances.
- Students who engage in illegal activities such as drugs, alcohol, and tobacco or who engage in any other illegal activity will lose their right to represent the school in any extracurricular activity: i.e.: student council, sports or field trip opportunities for a period of time to be determined by the principal.
- Students who have been excused from physical activity as a result of injury, surgery or other medical condition will be required to have a physician's consent to participate in activities or other school events that require physical participation. Forms are available from the school nurse.

Extra-Curricular and Co-Curricular Activities

- Volleyball, Basketball, Wrestling and Track **may be available** for students in grades 5-12. Football is available to students in 6th-12th grade. Drama/play performances and Speech/Debate may be available to High School students.
- Students enrolled in music may participate in Music Clinic and Music Festival.
- Other contests may be offered based on academic competition.
- Student Council participation is by election. MS/HS officers are elected by the entire student body for a term of one school year using the democratic process.

For eligibility, please refer to the Academic Eligibility section of this handbook.on page 25

Activity Sponsor Expectations and Procedures

Each coach will set the team requirements, makeup policy, and eligibility for their culminating tournament, when applicable. It is our goal that students will understand their role on the team through effective communication from the coach and have a positive experience as a team player.

Playing time will be determined by the coaches according to the level of competition.

To be eligible for activity awards, students must successfully complete the current season for that sport.

Parents should instill a positive attitude by encouraging their students to do their best and by helping them understand their role on the team. If students have difficulties with other team members or a coach, the parents need to help their children resolve the situation in a positive and productive manner. Complaining to friends, team members, or others is discouraged, and is counter-productive to team unity. We encourage communication between students, coaches and parents.

We encourage all students to ride both to and from contests with the team on the bus. We believe that we win as a team and lose as a team, and developing and maintaining team unity is an important part of the experience. If the need arises for parents to take their children after events, a release form must be signed and dated by the parent. Parents may sign their students out at the event with the coach. If the student is not being released to a parent, a written note from the parent must be given to and approved by the Principal prior to leaving for the event.

Code of Conduct for Student Activity Participation

As a participant in WHSAA-sanctioned activities, you represent Dubois Public Schools when traveling as well as hosting activities in Dubois. We are proud of our school and expect your behavior and dress to demonstrate your pride in Dubois K-12.

You are expected to follow school rules during all school activities. The student discipline portions of this handbook are in effect during all school activities. If you violate a school rule in which the minimum consequence is short-term suspension during a school activity/season, consequences spelled out in this handbook will be used as well as the following suspensions from the activity:

- **First Offense: Three (3) weeks.** Suspensions will begin the day of official confirmation of the offense and end three weeks from that date. Practice is mandatory unless you are suspended from school.
- **Second Offense: Five (5) weeks.** Suspensions will begin the day of official confirmation of the offense and end five weeks from that date. Practice is mandatory unless you are suspended from school.
- **Third Offense: Eight (8) weeks.** In most cases, this will be the majority of the activity season and at this point, participation may not be allowed by the sponsor of the affected season. A suspension for substance abuse may be reduced to the second offense if you enter and stay in a behavior assistance or drug and alcohol rehab program at your or your family's expense for the length of time recommended by the program. Suspensions will begin the day of official confirmation of the offense and end eight weeks from that date.
- For any violations after the third offense, the minimum suspension will be that for a third offense.

Major violations will result in the student being excluded from consideration for all post season awards and honors (all conference, all state, all-star teams and lettering).

Violations of common rules will result in the activity sponsor disciplining the offending student. The activity sponsor, just like the classroom teacher, is always the first change agent for inappropriate behavior. The activity sponsor may bring the offense to the principal to enforce the consequence as a means of changing the inappropriate behavior or may impose a consequence befitting the offense.

Academic Eligibility and Student Activities

Dubois Middle/High School believes participation in student activities is a privilege, not a right. Students must be passing their classes to participate in *any* WHSAA sanctioned event.

- Eligibility will initially be determined at the beginning of a semester.
- You must have been enrolled in the immediate preceding semester.
- You must meet WHSAA requirements for the previous semester (passing 5 classes).

Eligibility during the season:

- You must pass all classes. Fs are not passing.
- You will be given one week of probation to bring up failing grades.
- Weekly eligibility reports (The D & F Lists) will be distributed on Monday by the School Counselor to the head activity sponsors/coaches listing the students' status for the current week.
- The principal, counselor and/or activity sponsor may communicate with the student prior to Monday in an effort to be proactive and help the student avoid being on the "D/F" list.
- Probation status starts at the beginning of each season.
- 1st week with an F: Student will be placed on probation and may be provided opportunities to go in before or after school to complete make-up work or get other help to improve their grade. The student may still practice and participate/compete in the activity; however, lost practice time may affect contest playing time.
- 2nd week with an F: Student will meet with the teacher(s) until the "F" grade is rectified. He or she may practice and participate in the activity that week. However, at this point a student is considered ineligible until no longer having an F in that subject when eligibility checks are performed the following week.
- If participating in an activity with a D or an F, a student will be encouraged to take every opportunity to work on improving grades.
- If you begin practicing for a sport that occurs during the winter or spring and you have an "F" in one or more classes, you will have your first probation notice given the Monday of the first week of practice and so on.
- During an activity season, if you receive your third ineligible notice in the same class, you will be dismissed from the activity.
- If the semester ends during a sports season, you must meet WHSAA requirements to continue participating in that sport.

Activity Dress Code

All student participants and managers are required to wear the following:

- A Dubois Middle/High School team purchased attire (these may be purchased through team coach or the A.D.).
- Shirts and ties may be worn in lieu of polos.
- Navy, black or khaki pants. No blue jeans or denim are permitted.
- Activity sponsors may allow dresses or skirts as long as they adhere to district dress code standards.
- Nice tennis shoes (not torn or stained) are permitted. No slippers allowed.
- Staff supervising WHSAA activities other than sports may dictate specific dress requirements applicable to that event.



Dubois High School Graduation Requirements

To graduate from Dubois High School, a student must meet the following requirements:

1. 24 credits in grades 9-12
2. Demonstrate proficiency on the state content standards required for their graduation class and demonstrate satisfactory performance on an examination of the principles of the constitution of the United States and the State of Wyoming as required by W.S. 21-9-102.
3. Meet the credit requirements listed below:
 - * 4 units of Math
 - * 4 units of Language Arts
 - * 4 units of Science
 - * 3 units of Social Studies
 - * 1 unit of PE
 - * 1 unit of Health
 - * 1 unit of Fine/Performing Arts
 - * 1 unit of Career-Vocational Education
 - * 5 units of electives

Code: IKC CLASS RANKINGS/GRADE POINT AVERAGES

Because some colleges and organizations use class rank as a basis for admission and for awarding scholarships, class ranking shall be computed and made available to students in grades 9-12 and their parents at the end of each semester. Grade point averages shall also be computed at the end of each semester for purposes of determining eligibility for school honor rolls.

For purposes of designation of student honors (valedictorian, etc.) and for college admission information, the end of the first semester of the senior year will serve as the cut-off date for computation of class rank.

Dubois High School Valedictorian and Salutatorian Administrative Protocol

To qualify for valedictorian or salutatorian students

- must be in the top 5% of their class after the first semester of their senior year.
- must have attended DHS for at least their full 11th grade year, and the first semester of their 12th grade year
- Students who graduate 1 full year early, will NOT be considered for valedictorian/salutatorian honors.
- Students who graduate a semester early WILL be considered.

The valedictorian and salutatorian are chosen by a committee composed of the principal, guidance counselor and faculty representative(s). Selection will be based upon the following formula:

1. Take the GPA and multiply it by a multiplier of 20
2. Student ACT score
3. Add up total points of rigorous courses taken: (1 point per course)

Rigorous courses are defined as:

- dual and/or concurrent enrollment classes
- AP and/or upper level courses

4. Add up the total from steps 1-3

Ex. (ACT score of 30) + (4.0 GPA x 20= 80) + (7 rigorous course points) = 117 points

The student with the highest sum of points based on the formula will be the valedictorian and the second highest will be the salutatorian.

In the event of a tie for valedictorian, there will be co-valedictorians and no salutatorian.

In the event of a clear valedictorian and a tie for salutatorian, there will be a valedictorian along with co-salutatorians. The number of valedictorians/salutatorians is never to exceed three.

PLANNING FOR POSTSECONDARY EDUCATION

As early as possible, students need to think ahead toward life after high school. About 30% of High School graduates go straight to a four-year college or university, 40% enter two-year community colleges, and 30% go directly into the workforce, the military, or to a technical training school. The individual student's plan will depend on his or her own needs and expectations. The sooner she/he can define these, the better prepared the student will be to make important educational choices.

Students who plan to attend college for a bachelor's (or higher) degree should begin planning their curriculum in eighth grade, and their financial planning should begin even earlier. The best reasons for obtaining a college degree include the following:

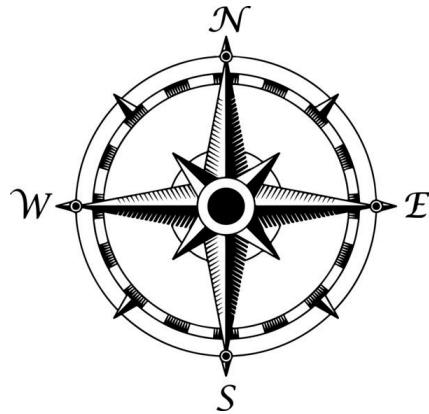
To Get a Better Job: College graduates earn, on average, twice as much as those who finish their education with just a high school degree.

To Learn How to Think Critically and Analyze Information: Critical thinking skills, logical reasoning, and analytical powers make a person's life more interesting and provide many new career options.

To Build a Network of References and Resources for Future Careers: Future opportunities come from both *what* you know and *whom* you know.

To Develop a Knowledge of and An Appreciation for Different Ideas, Philosophies, Cultures, and People: Strong leadership and active community participation require us to understand the world at large.

To Have Fun and Experience Life: College life should be enjoyable and educational.



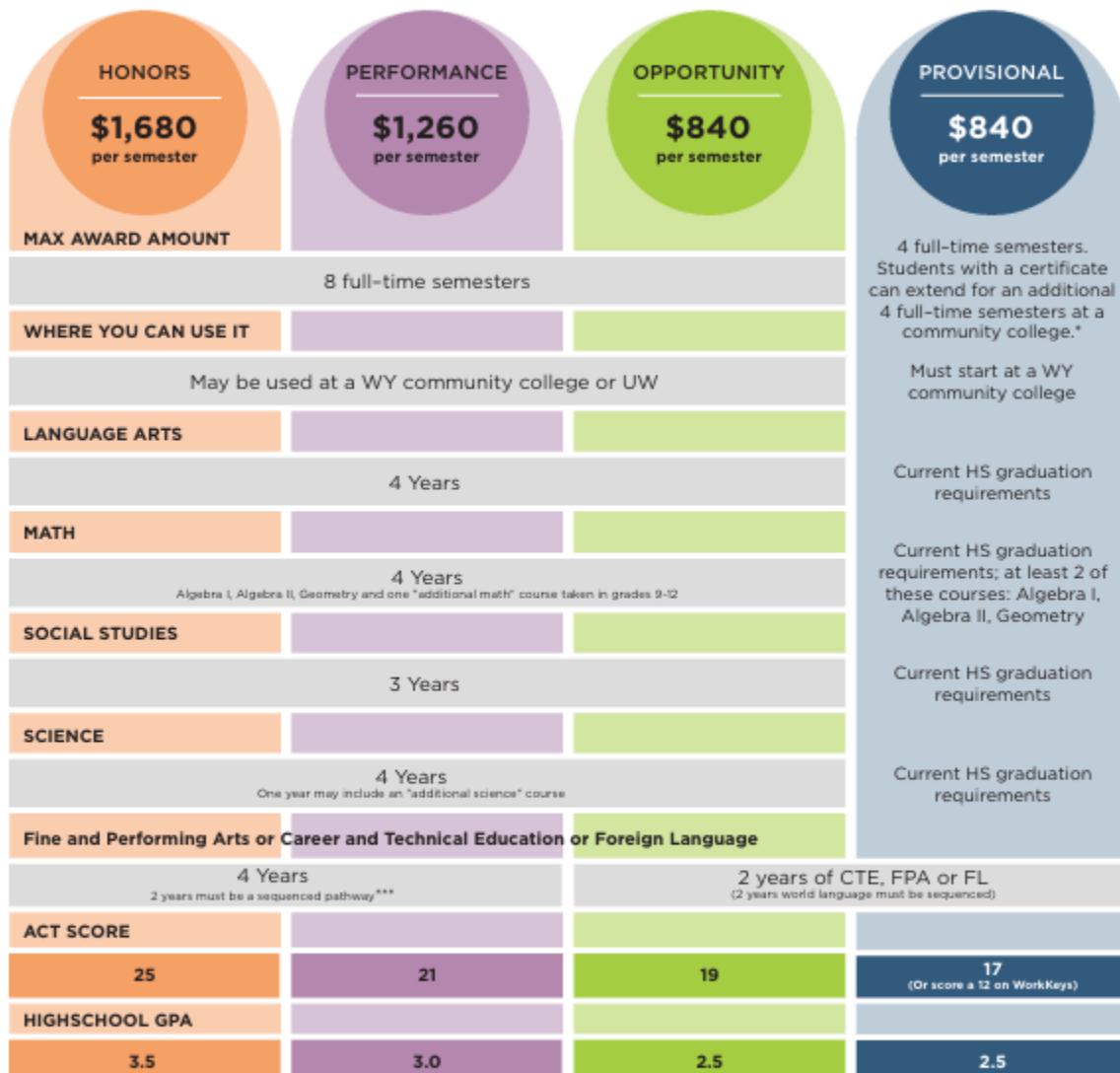
“Will I Qualify for the Hathaway Scholarship Program?”

Students and Parents: If you plan on applying for the Hathaway Scholarship Program, any Wyoming Community College, or the University of Wyoming, please utilize the following informational charts:





Hathaway Scholarship Requirements



HBO120 provides flexibility for students meeting Hathaway success curriculum (HSC) requirements. As of July 1, 2021, students will now be able to take any HSC approved high school level course/s **prior** to ninth grade and will qualify for the Hathaway Success Curriculum

* Students with an associate's degree can extend for an additional 4 full-time semesters at UW.

** All AP, IB and dual/concurrent courses (+1000 level and above) will be weighted.

*** Two of the four years must be sequenced. Sequenced courses follow the same CTE career cluster OR CTE program of study.

HATHAWAYSCHOLARSHIP.ORG

For additional information, please access the following link: HATHAWAYSCHOLARSHIP.ORG

General Information

Academic Honesty

Honesty is a value that guides a person's life. It is a quality that is highly valued in our society and indicates what a person stands for. You should build a reputation as an honest, trustworthy person.

Academic dishonesty will not be tolerated. Unless otherwise indicated, all work is expected to be that of the individual responsible for the assignment. Dishonesty includes cheating, plagiarism, and any conscious act by a student which gives him or her undue advantage over fellow students. Cheating involves obtaining and making unauthorized use of answers to examinations, quizzes, and written work, copying from fellow students or submitting work that has been done by someone else. Plagiarism is copying or using ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Academic Progress

Academic progress is monitored weekly, with teachers updating grades by Monday at 8am. Parents/guardians may access their student's academic progress on their Parent Portal account through Infinite Campus (the district's Student Information System).

Assemblies

Students must behave courteously at school assemblies. Students should give full attention to the performers or speakers, and show appreciation only through the clapping of hands. Visitors often form a lasting impression of our school and community by behavior at assemblies. Students planning assemblies must obtain approval from sponsor and principal a minimum of 2 days prior to the event.

Bicycle / Scooter / Skateboard Riders

All students who ride bikes or scooters to school are expected to wear safety helmets for their protection. Review proper bike safety and rules of traffic safety with your child. Riders must cross in identified crosswalks and walk bikes, scooters and skateboards on campus during the school day. (A bike rack is provided in front of the school.)

Campus Leave

Students will not be sent on errands off the school grounds except where the activity is related to the course or school activity being pursued by the pupil and unless a parent release JHE-R is signed. **Campus will be closed to all students as all courses are offered on campus. In order to leave school, students may be picked up and checked out of the office by a parent or guardian. Notes or telephone calls will not be acceptable.**

Care of School Property by Students

Students are responsible for the care of equipment and materials assigned to them. Lost or damaged items may result in replacement fees. Any student found to be causing damage to or destroying school property will be required to reimburse the district for the repair or replacement of the property and may be subject to legal action.

Communication

- K-12 Website: www.fremont2.org
- Staff email addresses are listed in this handbook and on the school's website under SCHOOL INFO.
- Generally, teachers are available for phone calls after school until 4:00 p.m.

Computer Use

Students will be expected to follow all school guidelines for computer and internet use; failure to do so may result in loss of privilege.

Counseling

School counseling services are provided to help make the student's high school career more enjoyable and more successful. Services offered include:

- Academic counseling individual sessions to make a student's schedule and discuss future plans and Hathaway scholarship courses
- Crisis support at any time for personal issues
- Self-understanding-the counselor will help students study their own interests and abilities with regard to high school

and post high school planning.

- Community resources - counselors can help contact other persons in our community, state, or federal agencies when assistance is needed.

Dances for Dubois High School

All school parties and dances are for students of Dubois High School. The following provisions will apply:

- All parties and dances shall be approved by an administrator.
- Students and guests must arrive within one hour after the function begins. The sponsor may grant exceptions.
- Any student leaving the function after it begins forfeits the right to return.
- Guests must have attended high school within one year or currently be enrolled in high school elsewhere, and be approved by the principal in advance of the event.
- Sponsors/chaperones will enforce all pertinent rules.
- All school-sponsored functions must be held in the school unless the board grants special permission.
- Appropriate behavior is expected of all students while at the event.

Dress Code

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco-vape products; or is determined to be gang related is prohibited. Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

The administration, faculty, and staff of Dubois K-12 reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Guidelines cannot take into account every possibility, so the cooperation of students and parents is requested and appreciated. Students should consider the following guidelines with respect to attire:

- Full head coverings, i.e. hats and hoodies, etc. are not to be worn in the building from 8:00 AM until school ends.
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing which promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including visible chains and spikes, are prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process are prohibited.
- Clothing that does not properly cover the human form is not appropriate for the school environment and includes:
 - Cut-off shirts, strapless tops, sagging pants, see through shirts or other similar clothing.
- A coach, director, or sponsor may extend dress and appearance guidelines that exceed the list above.

Students wearing inappropriate clothing shall be sent to the office. If the inappropriate attire can be substituted with a T-shirt and/or sweat pants, the office will provide the student with such clothing in exchange for the inappropriate attire. The student will receive his/her own attire back with the return of the substituted clothing. Each apparel offense after the first incident will result in a deduction of points from the behavior code. Any clothing or jewelry that disrupts or impedes the educational environment will be addressed on an individual basis.

DRIVING RESPONSIBILITIES

Driving and parking in the Dubois K-12 School parking lot is a privilege and all driving behaviors should be responsible, legal, and safe. All traffic related incidents or complaints should be referred to the School Resource Officer (SRO) first. The following driving behaviors are expected from all drivers using school district parking lots:

1. No driver shall text or talk on the phone while driving.
2. The speed limit will be enforced.
3. If a student has a driving accident in the school parking lot, **do not leave**. Go to the main office to report it to the SRO or call the police if the SRO is unavailable at 455-2226 (no injuries) or 911 (if there are injuries). All accidents must be reported. A hit and run is illegal and will be investigated by the Dubois Police Department (DPD).
4. Any careless, unsafe, or illegal activity may result in a school consequence, plus be reported to law enforcement
5. Depending on severity, the first offense or repeat offenses will result in loss of parking privileges at DHS.

Electronic Devices

Code: JICJ

STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of School District employees is a privilege, which will be permitted only under the circumstances described herein. Students may use cellular phones and other electronic signaling devices on campus before school begins, during passing periods, during lunch, and after school ends. In special circumstances, the building principals may authorize the use of cell phones by students.

The school is not responsible for lost, damaged or stolen devices.

Except under special circumstances authorized by building administration, the use of cell phones during instructional time is prohibited.

These devices must be non-accessible (kept in the student's backpack, purse, etc.) and must be turned off during the instructional block.

Other exclusions may be imposed at the discretion of coaches and other activity supervisors during activities.

Students may not operate a cell phone or other electronic device with video recording, audio recording or photographic capabilities in a locker room, bathroom, or any other location where such operation may violate the privacy rights of another person. Any student who violates this prohibition shall be subject to discipline up to and including expulsion.

The unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Any unauthorized use of such devices with the apparent intent to "cheat", including texting or other electronic means to convey information, is prohibited. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. A first or second offense shall require confiscation of the device to be turned in to the school administration. These confiscated devices will be returned to the student or to the student's parent or guardian at the end of the school day, at the discretion of the administrator. A third offense will result in confiscation and additional disciplinary action as deemed appropriate by the administrator and may include a suspension from school or a recommendation for expulsion from school.

Fees, Fines and Charges Code: JQ

The school shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

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

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost.

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage. All credits, report cards, and grades will be upheld until proper settlement of fines, bills, or assessments is rendered.

Field Trips

Educational field trips will be scheduled to enhance our classroom experiences. Parents will be informed in advance so preparations can be made. Occasionally, parental involvement will be requested to help with supervision. Permission slips will be required for field trips **except** for in-town trips or Gilligan's Island (the outdoor classroom).

It will be the student's responsibility to inform their parents of planned local field trip activities. A permission/medical release slip is to be completed for each student at the beginning of the current school year for local field trips via online registration.

Food Allergies

Please alert the school nurse immediately of any food allergies.

Food & Classroom Snacks

Students play, work and think hard all day at school. That's why it's important to fill them up with the kind of food that will keep them going strong! Please help your child by making sure they have snacks for their locker or cubby. *Please focus on snacks that contain less sugar such as trail mix, pretzels, jerky, unsweetened applesauce, etc... and remember to replenish frequently.*

Grades / Promotion:

Students that have been in Wyoming schools since entering high school will be classified by their cohort group, as determined by the state of Wyoming. Students transferring to DHS from out of state will be classified according to their number of credits. To ensure students are on track for graduation with their designated cohort group, we expect the following:

- 10th graders to have at least 6.0 credits
- 11th graders to have at least 12.0 credits
- 12th graders to have at least 18.0 credits
- Graduation = 24 credits

Gym

The gym is open to students only when an adult is available to directly supervise.

Hall Passes

Students wanting to go to another classroom must obtain permission in advance from the teacher concerned. For example, if a student wants to spend time in the art room, permission must be obtained from the art teacher prior to the student's study time. All students in the halls during classes must be escorted by a teacher or have a hall pass.

Harassment, Intimidation and 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:

- Verbal harassment or abuse
- Any pressure for sexual activity
- Inappropriate patting, touching, or pinching

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

A School as used 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 child.

Internet Access of Student Information

Parents and students may access current grades of middle and high school students, attendance, and lunch balance via the internet. Each student will be assigned a confidential ID and password, as well as their parents. The website location is www.freemont2.org Families who do not have internet access are welcome to use a computer at the school to check information. The system is secure and will not allow data to be changed through parent/student access. Middle & high school

teachers will update student grades weekly.

Internet Use

The use of the internet is a privilege. Students will be given instruction in appropriate internet usage and will be required to sign an Acceptable Use Contract before using the Internet at school. Violation of [policy IJNDA](#) will result in loss of privileges and possible discipline consequences.

Leaving School Grounds

Students are not to leave the school grounds without parental permission during school.

- Release of students to their parent/guardian will be recorded in the Student Check- In/out log located at the office.
- Release of children to individuals other than their parent/guardian will require either verbal or written permission.
- Students will not be sent on errands off the school grounds except where the activity is related to the course or school activity being pursued by the pupil and unless a parent release [JHE-R](#) is signed.
- **Campus will be closed to all students as all courses are offered on campus. In order to leave school, students may be picked up and checked out of the office by a parent or guardian. Notes or telephone calls will not be acceptable.**

Lockers / Locks

Lockers are the property of the school and the school retains the right to open and inspect the contents of any student locker. Lockers should be kept neat and clean at all times. Locker damage is often caused by overfilling; students may be required to clean their lockers. Students are to close lockers after each use to protect belongings and to treat lockers with respect.

***Locks are available for check out through the PE Teacher; **only these locks** will be allowed on student lockers.

Lost and Found

Students who lose or misplace personal belongings while at school should check the lost and found, or inquire about electronics/jewelry in the office. Students are especially reminded not to leave books, backpacks and other personal belongings on the hallway floors, or in Commons areas.

Unclaimed items are typically held for four weeks and then donated to the Opp Shop. The school is not responsible for lost and/or stolen items.

Make-Up Work

You can never truly make-up work from missing a class. **You will have two days per each day absent to make up work. If you know you are going to be absent, please get a pre-arranged absence slip from the office with a call or note from a parent/guardian.**

Media

Fines will be assessed for lost or damaged materials or books. Student records will be withheld until such fines have been paid in full. Computers and printers are for educational use only. Students will abide by the Electronic Use Agreement as stated in the handbook. School cell phone rules apply in the library.

Medical, Sickness and Immunizations

Immunizations

Wyoming State Law Requires your child to be properly immunized as designated by the State Health Officer. Upon enrollment, please provide the school nurse with a copy of your child's most recent immunization records.

Children attending a public or private school, preschool, Head Start or child caring facility must be vaccinated against the following diseases based on their age:

Chicken Pox (Varicella)	Diphtheria	Hepatitis B
Hib	Measles	Mumps
Pneumococcal	Polio	Rubella
Tetanus	Pertussis	

A copy of the above must be given to the nurse for all newly enrolled students and students entering Kindergarten within 30 calendar days. **After 30 days your child WILL NOT BE allowed to attend school unless they are currently under a “Conditional Enrollment” with your medical provider.

If you choose to have a medical or religious exemption for your child's immunizations, plan accordingly. The information for exemptions can be found on the Wyoming Department of Health website. **A copy of the exemption must also be given to the nurse within 30 calendar days or the child will NOT BE allowed to attend school.

Student Illness and Exposure Protocol:

Guidelines from the Wyoming Department of Health, the CDC, local Health authority guidance and orders, along with guidance from the Wyoming Department of Education will be adhered to concerning COVID related illness and protocol. The most current guidelines are found on our website.

PLEASE notify the school nurse of any illness or medical condition for which your child is being treated or monitored. Upon registration for the school year, a Health Information Form must be filled out completely to best care for your student.

We ask that you please inform the school if testing for COVID-19 has occurred. This information will be confidential.

If your student exhibits symptoms that are *consistent* with COVID-19 *or* other communicable diseases as listed, **PLEASE DO NOT SEND THEM TO SCHOOL!** If students exhibit any of these symptoms at school, they will be put in a separate area, until a parent or guardian picks them up from school.

The following symptoms are not all inclusive but are indicative of potential illness:

Students should be screened for these symptoms daily prior to being sent to school and will be sent home from school if developed during school hours.

- Fever (100 or higher) or feeling feverish
- Repeated chills
- A new or worsening cough
- New or worsening shortness of breath or difficulty breathing
- New or worsening fatigue
- New or worsening muscle or body aches
- New or worsening headache
- New loss of taste or smell
- Sore throat
- New congestion or runny nose
- New abdominal pain
- Diarrhea - repeated loose or watery stools
- Vomiting - any episode. If the event is unwitnessed at school, the nurse may use their discretion based upon student health assessment.

PLEASE notify the school nurse of any illness or medical condition for which your child is being treated or monitored. Upon registration for the school year, a Health Information Form must be filled out completely to best care for your student.

Other health condition considerations that may keep students home from school, or result in the need for students to be sent home from school:

Asthma: Symptoms that do not respond to prescribed medication, if no prescribed medication is available for treatment of asthma symptoms. If your child has a diagnosis of asthma, make arrangements to have an inhaler available for use at school.

Diabetes: Each diabetic has an individualized plan of care. The school nurse and parent(s)/guardian(s), will meet as needed to ensure appropriate action is in place for the student.

Considerations for sending a diabetic student home: A blood glucose of greater than 300, inadequate supplies to treat diabetes at school, blood glucose less than 60, or accompanying low blood glucose

symptoms such as feeling weak, hungry, trembling and feeling shaky, sweating, pounding heart, pale skin, or feeling frightened or anxious.

Localized rash: A new rash/skin changes of undetermined origin is a sign of potential illness. **Please contact your healthcare provider for treatment and confirmation that the rash is not contagious.**

Pink eye or purulent conjunctivitis: Defined as pink or red conjunctiva with white or yellow eye drainage. The student will be sent home if this is suspected and there is drainage from the eyes. You may be asked to get an examination from a medical provider. Pink eye is very contagious and treatment is easy. They may return to school 24 hours AFTER treatment has been started.

When students may return to school:

Please supply the school with the release to return to school if greater than 3 days of school day absences.

FEVERS: Keep your child home until they have been fever-free, WITHOUT fever reducing medicine, for 24 hours. Returning to school too soon may slow your child's recovery and make others sick as well. If your child needs medication to feel better to attend school, please keep them home.

VOMITING OR DIARRHEA: Keep your child home for 24 hours after the **LAST** time they vomited or had diarrhea. If your child needs medication to control either of these symptoms, please keep them home!

ANTIBIOTICS: Keep your child home for 24 hours after the FIRST dose of antibiotics and per your healthcare provider's instructions. If your child started antibiotics, but still has FEVER or further severe symptoms, or they are still having a productive and frequent cough, fatigued, generally run down or not feeling well in general, please keep them home. An extra day of rest will speed their recovery. .

HEAD LICE: Students will be sent home if live lice are identified. Students may return to school once treatment has been initiated.

******In the event of a student medical emergency, school personnel will call 911 then contact the parent/guardian. The student may be transported to a medical facility via ambulance.*****

Medical Release

Students who have been excused from physical activity as a result of injury, surgery or other medical condition will be required to have a physician's consent to participate in activities or other school events that require physical participation. Forms are available from the office or the P.E. Department.

Medication Policy

The complete medication policy can be found on our school website www.fremont2.org -It is also available upon request from the school nurse. All students must have a completed health form on file with parental permission before any medications are given. If your child requires a specific over the counter medication or prescription medication brought from home to be administered during the school day, a Request for Administration of Medication form must be submitted. All medication must be in the original bottle from the pharmacy with the student's name, date, medication name and physician's name. Over the counter medications must also be in original packaging. No zip top bags or old medication containers please. Whenever possible, student medication should be scheduled to be given at home. Parents/guardians will be notified to come to the school to give the medication to their child if the proper paperwork is not filled out.

New Student Transition Program

Each new student will meet with the district guidance counselor for assistance in the transition to Dubois Schools. The counselor will be a resource to new students and parents to help each child learn about our school and to become acquainted with others and to enable our staff to learn the needs of each student. Our purpose is to integrate new students within their new school setting as quickly as possible.

**NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY SCHOOLS ([Policy 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.

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA – [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.

NONDISCRIMINATORY STATEMENT AND TITLE IX ([Policy AC](#))

Fremont 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 Fremont County School District No. 2:

Title IX Coordinator, Malinda Garcia
700 N. First St., Dubois, WY 82813, 307-455-5510

Section 504 Coordinator, Dr. Annette G. Walters
700A N. First St., Dubois, WY 82813, 307-455-5545

Off Campus Activities/Passengers in School Vehicle

Students attending off-campus, school sponsored events are governed by the same rules and regulations which apply to their daily campus behavior. The discipline policy remains in effect while riding in a school bus or any other district vehicle.

Parent Advisory Committee (P.A.C.)

Dubois K-12 School maintains a parent advisory committee that meets with the building principal. The purpose of this committee is to involve parents with the continuous school improvement process. The parent advisory committee is also used to facilitate stakeholder input with building-level improvement efforts. In addition, the Board of Trustees maintains open communication with the community through regular meetings and work sessions. Meetings are held in September and April by invitation of the Principal.

Parent Teacher Association (P.T.A.)

The Dubois PTA's mission is to enrich every child's learning experience and to make every child's potential a reality by connecting the home, school, and community. The Dubois PTA will work or side by side with the district, the faculty, and parents to ensure the success of our mission and offer the most benefit to the students of Fremont County School District #2.

Party Invitations

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are excluded.

Personal Items

Students may not bring toys, games or inappropriate materials to school. Items brought to school for classroom sharing will remain in the classroom at all times. **Dubois K-12 School will not be responsible for lost or stolen items.** If there is an argument over ownership, the item will be confiscated by the teacher/principal until rightful ownership can be established.

- The bicycle racks are not locked and the district cannot assume responsibility.
- Movies which are taken on bus trips are limited to G and PG rating **only**.
- Electronic/musical devices may be used on activity buses, if permissible by sponsor. These are not to be used at school.

Prohibited Items

Items that are disruptive to school activities are not permitted at school. State law prohibits firecrackers, matches, firearms of any type, weapons of any type, tobacco, vape pens, nicotine products, alcohol, and illegal substances. Possession of these items will lead to disciplinary action at school, including suspension and/or expulsion. If a student has inadvertently brought

prohibited or questionable items, please contact a teacher or principal.

Public Display of Affection

Public displays of affection, including playful roughhousing, should be moderated to maintain respect and safety within our schools for all students. It is important to limit excessive expressions of affection that may be deemed inappropriate in the school environment.

Releasing Students:

Students may not be released to anyone other than a parent or legal guardian during school hours without explicit permission from parents.

Report Cards

Progress reports and grade cards will be available online via Infinite Campus. A paper copy can be requested by contacting the office at the end of each quarter.

High/Middle School Grade Scale A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = Below 60%

- Parent-teacher conferences will be scheduled at specific times throughout the year. Please watch for notices.
- Special conferences may be requested by parents and teachers.

School Closure

The Superintendent is empowered to close school or dismiss school in the event of emergency conditions that threaten the health, safety, or welfare of students or personnel. Emergency closures may also be pursuant to regulations of the State Board of Education or to Presidential or Gubernatorial executive orders. Whenever it is necessary for the closure of schools due to inclement weather or other emergencies the safety of students and staff is always the first consideration. However, there shall be an attempt to achieve the majority of a day's operation whenever possible.

FCSD #2 will send out an Infinite Campus, ParentSquare, and Remind, at or before 6AM **if** it is determined that school will not be in session. This message will go out to all parents and school staff and it will include details about the school closure. **No message will be sent out if FCSD #2 decides that school will be in session.**

FCSD #2 will also post this message to our website at www.fremont2.org as well as on our facebook page at facebook.com/FremontCountySchoolDistrict2.

A school closure means that **the entire FCSD #2 will be closed**. The K-12 school, Administration building, Bus Barn, and the Little Rams buildings will be closed for students and staff. All activities and practices will be canceled.

School Nurse

The school nurse will be available during scheduled hours. **All student health issues should be brought to the attention of the school nurse. Students will see the nurse prior to going home due to any illness, regardless of grade level.** When the nurse is out of the building, classroom teachers will handle the basic needs of the students, (bandages, cough drops, lip balm etc.). A complete and thorough health history should be given during student registration on the Health Information Form. If at any time a meeting to discuss the health needs of your child is needed, please arrange to do so.

The school nurse will screen students annually in selective grades for vision and hearing. When completed, parents will receive these results.

Student allergies will be taken seriously when documented correctly. Please be specific when completing the Health Information Form for your child. Specific environmental and food allergies will be listed on this form. If your child requires an Epi pen for allergic reactions, please plan to provide one for them to keep at school. This will also require a medical provider's order and signature. For food substitutions, special diets, or milk a: "*Medical Statement to request Special Meals, Accomodations, and Milk Substitutes*" must be completed and signed by the medical provider.

School Resource Officer - SRO

Our School Resource Officer is a law enforcement officer who provides security and crime prevention services in our school. SROs work closely with administrators in an effort to create a safer environment for both students and staff. The responsibilities of SROs are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers typically have additional duties to include mentoring and conducting presentations on youth-related issues such as the D.A.R.E. program.

School Services/Programs and Activities

We have many special services and activities available to students throughout the school year including but not limited to:

- Music, Band & Choir
- Physical Education
- School Counselor
- Foreign Languages
- Special Education
- Speech/Language Therapist
- School Social Worker
- OREO Days for Middle and High School
- Title I Intervention
- Art
- Book Fair and Library Program
- Drama
- Yearbook
- Career and Technical Education for Middle & High School
- Field Trips
- Missoula Children's Theatre
- Student Council
- National Honor Society

Search and Seizure on School Premises

Purpose and Objective

To maintain order and discipline in the schools, school officials are empowered to conduct searches of students and school property. Accordingly, students who bring contraband on to school property or to school-related activities may be searched in order to secure the school environment so learning can take place, and to protect students, staff and visitors from any potentially harmful effects stemming from the contraband. The Administration may utilize reasonable suspicion searches, metal detectors and canines as necessary to carry out and further the objectives of this policy. A student's failure to submit to searches and seizures as provided in this policy will be considered grounds for disciplinary action up to and including expulsion.

Seclusion and Restraint In Schools [Code: JLJ-R](#)

It is the policy of Fremont County School District #2 to regulate the use of 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. This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint. For further information, read the entire policy. [JLJ-R Seclusion and Restraint](#)

Social Media Communications

School information can also be found on the [Dubois K-12 Facebook Page](#). At Dubois Schools, we are proud to embrace the power of social media as a tool to communicate and engage with our parents, students, and community. We encourage positive and productive feedback from fellow stakeholders. Negative behavior or attacks on any student or employee, by a student, employee, parent, or any other member of the public is disruptive to our district's positive learning environment and will not be tolerated.

Solicitation ([Policy KH](#))

The district as a whole and its individual schools, including student bodies, shall not participate in general community fund drives or solicitations except as authorized by the superintendent upon the recommendation of the principal or appropriate staff member.

Student Records/FERPA:

An accurate cumulative record shall be maintained for every child enrolled in FCSD #2. Access to a student's record shall be limited to authorized school personnel, parents, and legal guardians of the student. When students reach the age of 18, access to their records reverts from the parents to the student. District employees will forward transcripts from the cumulative record upon the request of an educational institution, parent, legal guardian, or the student if they have reached the age of 18.

Study Hall

Students may be offered study hall before and after school Monday through Thursday for assignment make-up, sports eligibility or other situations as assigned and conducted by their classroom teacher. Study hall appointments should be mutually communicated between the teacher and the student.

Supplies

FCSD #2 will furnish textbooks and workbooks. Your child's teacher will inform you of other necessary supplies. Classroom Supply lists are published annually and are available at the office and on the district's website.

Telephone Messages

Messages will be accepted at the office until 2:30 p.m., after that time there will be no guaranteed delivery.

Visitors/Parents/Classroom Visitation

Appointments with teachers or staff members should be scheduled by telephone or email indicating the staff member and the date and time requested for the visit. Visits should be scheduled by telephone or email indicating the staff member and the date and time requested for the visit. Visits should be scheduled at least one full school day in advance to allow for teacher notification. The school days extend from 8am to 3:25pm. Students visiting DHS/DMS are not allowed without prior approval by the Principal. In all cases, the administration reserves the right to refuse any visitor from attending classes.

All campus visitors must:

The school district is using a product called RAPTOR to complete our background checks. All you need to do is come into the

office with your driver's license. The license is scanned into the system. Once approved, we can print a visitor badge with your name and photo. Any visitor or volunteer will be screened through the national sex offender registry. Additionally, the system will also allow us to keep track of issues related to the custody of minor children and permit us to "flag" those individuals who have been ordered not to have contact with staff or students. Returning visitors will not need to have their ID scanned as the system retains their information. Volunteers will have additional background checks through the National Criminal Database and Terrorist Watchlist.

- Enter and leave the school through the main door and be as quiet as possible.
- Not interfere with any school activity during the visitation.
- Not disrupt or cause disorder to any class, office, or school activities.
- Any individual who disrupts a school site or fails to follow school rules and /or procedures is subject to removal from the school site and may be further restricted from visiting the school.

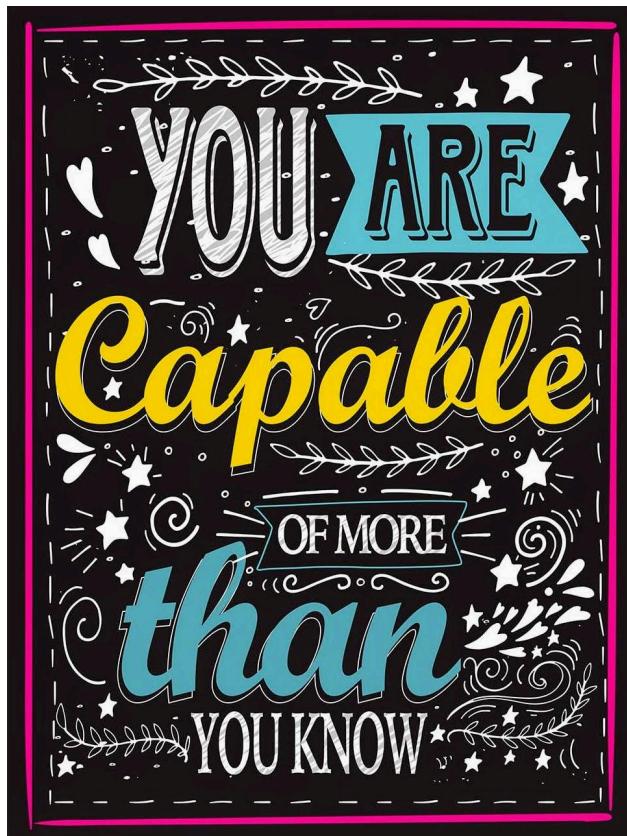
Volunteers

- You are encouraged to volunteer to help in a variety of ways at our school.
- Your child's teacher may ask you to volunteer in the classroom to model reading, listening to children read, help organize a classroom party, etc.
- Please visit the principal or secretary for more information about volunteering.
- Your ideas and thoughts concerning assisting in other areas, or volunteering are *welcome* and *valued*.
- Volunteers will be asked to sign in with the office.
- The Booster Club is a parent organization which supports student activities.
- A volunteer serves and his/her tenure is totally at the discretion of the district administrator.
- A **Volunteer** is an adult (18 years of age or older) individual who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Volunteers work with students under the immediate supervision and direction of a certified employee. The need for volunteers will be driven by our staff who will identify when those services are needed. Volunteers are serving in that capacity without compensation or employee benefits. Volunteer contact is defined as routine interaction with one or more children

and care, supervision, guidance or control of one or more children. Volunteers need to complete the district's volunteer registration form in addition to completing the required background check prior to starting their duties. Verification could take up to 3-4 days to complete once we have the form and background check submitted. ([Board Policy IJOC](#))

Withdrawal from School

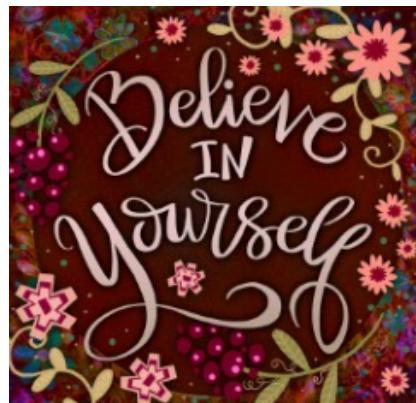
- Withdrawal from school requires that a student check in all books, laptop/electronics, and other district property. Transcripts, report cards or any other records may be held until all fees, books, laptop/electronic devices, library fines, lunch accounts, and any other financial obligations have been paid. Checkout forms must be obtained from the principal's office.
- The Board of Trustees of FCSD #2 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.
- EARLY CHECKOUT: If a student checks out before the school year is over, they may receive 0's on missed work including final exams. Final exams will not be given early unless prior arrangements are made with the teacher. The only excused absences will be: medical-with documentation from doctor, funeral-immediate family.
- A parent/guardian signature will be required on the student check-out form.



FREMONT COUNTY SCHOOL DISTRICT NO. 2
BOARD POLICIES FOR PARENTS

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 [District Policy Manual](#).

AC	NONDISCRIMINATION/EQUAL OPPORTUNITIES
ACE	NONDISCRIMINATION ON BASIS OF HANDICAP/DISABILITY
ACR	NONDISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES
EBAA	NOTIFICATION OF PESTICIDE APPLICATION
EFDA	PAYMENT/DEBT SCHOOL LUNCH COLLECTION
IJOA	FIELD TRIPS
IJOA-R	FIELD TRIPS
JB	EQUAL EDUCATIONAL OPPORTUNITIES
JBA	DISCRIMINATION - STUDENT COMPLAINT PROCEDURE
JFABD	HOMELESS CHILDREN POLICY
JH	STUDENT ABSENCES AND EXCUSES
JICFA	HARASSMENT, INTIMIDATION, AND BULLYING
JII	STUDENT GRIEVANCES
JLJR	SECLUSION AND RESTRAINT
JLCD	ADMINISTERING MEDICATION TO STUDENTS
JLIE	VEHICLE USE
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-R	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	PARENTAL INVOLVEMENT (Title I Schools)
KI	VISITORS TO SCHOOLS
KIB	SEX OFFENDERS ON SCHOOL PROPERTY



INFORMATION FOR PARENTS



**IF YOUR FAMILY LIVES IN ANY OF
THE FOLLOWING SITUATIONS:**

- ◆ In a shelter
- ◆ In a motel or campground due to the lack of an alternative adequate accommodation
- ◆ In a car, park, abandoned building, or bus or train station
- ◆ Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

Local Liaison	State Coordinator
Malinda Garcia, FCSD2 K-12 Principal (307) 455-5510	Shannon Cranmore 307-777-3672

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education:
1-800-308-2145 • homeless@serve.org • www.serve.org/nche

NOTICE OF CHILD FIND

Fremont County School District #2 is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in the district. This includes children ages 3 through 21 years of age who are in public schools, private schools, are being homeschooled, or are kindergarten eligible, but not enrolled. Early identification and intervention is essential to help ensure school success. If a child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, he/she may be a child with a disability. For support, referral or evaluation please contact Mrs. Malinda Garcia, K-12 Principal at 307-455-5510. The district provides voluntary Child Find screening services through coordination with Child Development Services of Fremont County. Fremont County School District No. 2 meets the mandated Child Find requirements of the IDEA

THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT Subtitle VII-B, is a federal law that entitles children who are homeless to a free, appropriate public education, and requires schools to remove barriers to their enrollment, attendance, and success in school. Fremont County School District No. 2 complies with all facets of this legislation.

Please visit the following websites for additional information about this act:

(Please note that these links will take you outside of Fremont County School District #2 website.)

<https://www2.ed.gov/policy/elsec/leg/essa/160240ehcyguidance072716.pdf>

http://www.serve.org/nche/downloads/briefs/who_is_homeless.pdf

Homeless liaison for FCSD #2 is Mrs. Malinda Garcia, K-12 Principal at (307) 455-5524 or mgarcia@fremont2.org

Fremont County School District #2
Dubois Middle School
Title I School-Parent Compact

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

School Responsibilities

Dubois Elementary & Middle School will:

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

In order to assure achievement of this goal, Dubois Middle School will:

- Implement a curriculum that aligns to the appropriate grade-level standards.
- Monitor teachers' preparation for implementation of a standards-aligned curriculum through lesson planning.
- Support the use of differentiated instructional techniques in every classroom, including the use of technology when/where appropriate.
- Implement the use of data to drive instructional decisions throughout the year using multiple measures.
- Implement a Response to Intervention (RTI) Program to meet the needs of identified students who are struggling in Math and ELA.
- Focus professional conversations around the three essential questions for student achievement:
- What do we want each student to learn?
- How will we know when each student has learned it?
- How will we respond when a student experiences difficulty?

- 2. Hold parent-teacher conferences during which this compact will be the foundation as it relates to the individual child's achievement.**

Dubois Elementary & Middle School hosts an annual Back to School Night as well as parent-teacher conferences. Dubois Middle School encourages a two-way open-line of communication. At any time, a parent or teacher may request a meeting.

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

- Dubois Middle School provides quarterly report cards to all students.
- Students receiving additional services through RTI or Special Education receive additional updates of their progress.
- All teachers use a live parent portal that includes up-to-date attendance and academic achievement data. (Infinite Campus)
- Assessment results and related reports are communicated to parents.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

At Dubois Middle School, we believe questions are best addressed at the appropriate level. Therefore, any concern related to the classroom is first referred to the classroom teacher. Parents are encouraged to e-mail or directly phone their child's teacher with any concerns. We work to provide parents a response within 24-48 hours of any contact.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

Parents may:

- Attend field trips with students
- Attend special classroom events and student presentations
- Attend special school-wide events

Parent Responsibilities

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

- Monitor attendance.
- Ensure that homework is completed
- Volunteer in child's classroom.
- Participate, as appropriate, in decisions relating to my child's education.
- Stay informed about my child's education and communicate with the school by promptly reading all notices (including those posted to the website) from the teachers, the principal, and other district administration.
- Serve to the extent possible, on parent advisory/involvement groups.
- Support school discipline and attendance policies and procedures.



STUDENT TECHNOLOGY USE POLICY

Acceptable Use

The intent of this section is to ensure that **ALL** users of the district's computer network are consistent with the district's mission statement, strategic plan and Fremont County School District #2 graduation criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials.
- Reinforcing the specific subject matter taught.
- Requiring the use of critical thinking skills.
- Promoting tolerance for diverse views.
- Teaching socially appropriate forms of civil discourse and expression.

These expectations do not attempt to define **ALL** required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user **MUST** exercise good judgment and appropriate conduct. For purposes of these expectations, the district's "computer network" includes all the district's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the District's local and/or WiFi network, and access to the Internet through district computers or the district's local and/or WiFi network.

Opportunities and Risks of Computer Network Use

Fremont County School District #2 believes the value of information, interaction and benefits that access to the district's computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The District has chosen, on a "best effort" basis, to limit access only to educationally appropriate resources. This "best effort" basis would include, but not be limited to, the following:

- Staff supervision
- Security software
- User training

Fremont County School District #2 does not support or condone access to educationally inappropriate resources.

Users **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The district will provide students with a student email account that can be accessed through any computer with Internet access. The district may review all files, including electronic communications that are created on, stored on or sent to, from or via the computer network. The district reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the district's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the district's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The district cannot be held accountable for information that is retrieved through the use of technology.

User Conduct and Responsibilities

Guidelines for access to the district's computer network within this document apply to **ALL** students, administrators, faculty, staff and other employees of the district. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as its policy on student behavior and staff contacts.

The district's computer network is part of the educational curriculum and not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. **ALL** users of the district's computer network are expected to abide by district policies and rules of behavior. These guidelines are provided

here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the district's computer network for **educational or professional purposes only**.

Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via the district's computer network and acknowledge the source of information when appropriate.

ALL users of the district's computer network are representatives of FCSD #2 and should act accordingly. Guidelines for acceptable use include, but are not limited to, the items listed below. Users will:

- Use appropriate language.
- Avoid offensive or inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain").
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others.
- Note that email is not guaranteed to be private. People who operate the school information systems do have authorized access to email; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s).
- Take responsibility for any technology-related activities that they borrow or are used under their account or password.
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology.

Misuse of the district's computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school.
- Threaten the integrity or efficient operation of the district's computer network.
- Violate the rights of others.
- Are socially inappropriate or inappropriate for a student's age or maturity level.
- Are primarily intended as an immediate solicitation of funds.
- Are illegal or for illegal purposes of any kind.

Use of the district's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Examples of district computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue.
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat.
- Harassing other users.
- Using another user's account(s).
- Misrepresenting oneself as another user.
- Violating the rights of others or their privacy and safety.
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Accessing district blocked Websites, via codes or other improper routes.
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling.
- Vandalizing data, programs, networks or information resources.
- Degrading or disrupting systems or equipment.

- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage.**
- Spreading computer viruses.
- Gaining unauthorized access to resources or entities.
- Violating copyright laws or other intellectual property rights.
- Using technology resources for illegal activities.
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the district's computer network. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

District Responsibilities and Confidentiality

The district reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from district personnel as it relates to the use of the district's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside our district. **FCSD #2 reserves the right to deny individual users access to specific technology as a consequence of misuse.**

Disciplinary Actions

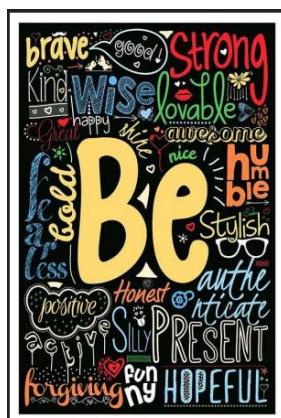
Failure to comply with these expectations and/or the regulations governing the use of the district's computer network will result in disciplinary action. FCSD #2 reserves the right to deny individual users access to the district's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand

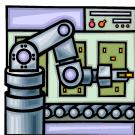
Additional actions as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks
(Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion



CAREER & TECHNICAL EDUCATION OPPORTUNITIES FOR STUDENTS OF FCSD#2

Fremont County School District #2 does not discriminate on the race, color, national origin, sex, age, disability, religion, sexual orientation or gender identity in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of their operations. Fremont County School District #2 Career and Technical Education department does not discriminate in enrollment or access to any of the programs available including Animal Systems, Natural Resources Systems, Design/Pre-Construction, Manufacturing Production Process Development, Engineering & Technology. The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Fremont County School District # 2 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Dr. Annette G. Walters, PO Box 188, 700A North First Street, Dubois, WY 82513



Think first, is it:

True
Helpful
Inspiring
Necessary
Kind

**if not, then don't say it,
text it, or post it!**

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Middle & High School Coaches

HS Football Head –	Dan O'Brien
HS Football Asst. –	Cody Hoafer
<i>HS Football Volunteer</i> –	Nick Roseberry
HS Volleyball Head –	Katrina Dingman
HS Volleyball Asst. –	Barbara Jo Sparks
HS Girls BB Head –	
HS Girls BB Asst. –	
HS Boys BB Head -	Warren Johnson
HS Boys BB Asst. -	Justin Poppe
HS Wrestling Head –	Brock Baker
HS Wrestling Asst. –	
HS Track Head –	Bec Wadge
HS Track Asst. –	Dan O'Brien
HS Track Asst. -	Bev Hawkins
MS Volleyball Coach –	Patricia Kelley
MS Volleyball Coach –	Maren Baker
MS Football Head –	Brock Baker
MS Football Asst. –	
MS Boys BB Head –	Melissa Claar (?)
MS Boys BB Asst. –	Jessica Waite (?)
MS Girls BB Head –	Kyle Miller
MS Girls BB Asst. –	Nicole Miller
MS Wrestling Head –	Brock Baker
MS Wrestling Asst. -	
MS Track Head –	Dani Gilgen
MS Track Asst. –	Chris Dingman
MS Track Asst. –	Sadie Graff

Middle & High School Activity & Club Sponsors

- Freshman Sponsor..... Tim Reese
- Sophomore Sponsor..... Jaci Wilson
- Junior Sponsor..... Ali Baas
- Senior Sponsor Jennifer Bowles
- All Class/float..... Lidia Haughey
- Athletic Director Dan O'Brien
- Drama Coach..... tbd
- MS Class Sponsors: 6th: Mrs. King, 7th: Ms. Clouse, 8th: Dr. Wagner
- Missoula Children's Theater..... Jacinda Wilson
- NHS Sponsor..... tbd
- DHS Student Council: Bev Hawkins
- DMS Student Council: Kelli King
- Yearbook Club..... Nicole Miller
- HS Trap Team Coach..... Bodie Johnson

Dubois Middle & High School Supplies List

2025-2026

DUBOIS MIDDLE SCHOOL

6th Grade	7th/8th Grade Language Arts	7th/8th Grade Social Studies
1 pkg. colored pencils 12 pencils #2 lead 2 dry erase markers 1 spiral notebooks 2 folders with pockets 1 large box of facial tissues 1 container of disinfectant wipes 1 backpack-or-bookbag (<i>label with name</i>) *Gym Shoes: Non-Marking Soles ONLY	1 box of facial tissues	3 pkg's 3 x 5 index notecards 2 Dry Erase Markers
7th/8th Grade Math	7th/8th Grade Science	
2 composition notebooks 5 dry erase markers 1 box of facial tissues	2-composition notebooks 1 pack of colored pencils 3 x 5 notecards 1 large container of disinfectant wipes	
6th Gr. Music / Choir (Sem. 2)	6-8 Music/Band	MS ART
1 pocket folder Pencils 1 music staff notebook <i>Facial Tissues appreciated</i>	1 pocket folder / 1 music staff notebook Instruments & accessories Pencils <i>Facial Tissues appreciated</i>	Medium Pink Erasers Pencils #2 Black Fine Point -or- Regular Sharpies Tissues

GYM SHOES FOR GRADES K-12 are required to have non-marking soles only - no skater shoes, please!

DUBOIS HIGH SCHOOL

Social Studies	English/Language Arts	Math
1- 1.5" binder w/ 8 dividers highlighters (4-colors) #2 pencils pen 1 poly 2-pocket folder Notebook	pens / pencils / highlighters (4 colors) colored pencils or markers (optional) 1 pack 3x5 index cards 5-subject spiral notebook 1" binder headphones/earbuds For Classroom: (optional & appreciated) 1 box of tissues -or- disinfectant wipes	1 spiral notebook 1 pkg erase markers pencils For Classroom: (optional & appreciated) 1 box of tissues -or- disinfectant wipes
P.E. / Physical Conditioning/Health & Fitness	9-12 Band	Science
Gym Shoes for gym use only. <i>Non-marking sole only</i>	1 pocket folder Instruments and accessories Pencils 1 music staff notebook For Classroom: (optional & appreciated) Facial tissues	1-notebook Pencils to last a year 1 folder
DUBOIS RAMS  #RAMPRIDE	All students will need a clear water bottle & a backpack -or-book bag. (Please write name on both)	1st day of School: Aug. 19, 2025 ***** Log on to our website for the most current information: www.fremont2.org

ACTIVITIES BUS ROUTE SCHEDULE

Drop-off Time:	Drop-off Location:
5:30	Bus Barn Departure
5:10	K-12 School Departure
5:14	Painted Hills
5:15	Kingfisher Road
5:25	Dinwoody Parking Area
5:30	Riverbend/Red Rocks
5:32	East Fork
5:55	Clubhouse Drive
5:56	Taylor Creek/Warm Springs
5:58	Mustang Meadows
6:02	Stoney Point Rd
6:06	Dumoir Station
6:15	Rhoades Street

East**West**

NOTE: Drop-off/pick-up times are estimated only. PARENTS/GUARDIANS should be at their child's bus stop 5-minutes before the time indicated above. Adjustments will be made to accommodate other students along each route. For further information, please call Mr. Stone Baker at the School Transportation Center at 455-5540



2025 - 2026

7/08/2025

F.C.S.D. #2 Bus Route Schedule

SCHOOL / LEVEL:

Elementary : K - 5 grade
Middle & High School: Grades 6-12

SCHOOL HOURS:

8:00 - 3:25
8:00 - 3:25

7:10	Leave Parking Area-Dinwoody
7:13	Riverbend/ US HWY 26
7:18	East Fork / HWY 26
7:20	6232 Hwy 26
7:25	5920 US HWY 26
7:28	Kingfisher Rd./Bridge
7:30	Leseberg Ave/Mason Dr.
7:32	Leseberg Ave/Painted Hills Dr
7:34	614 S First St.
7:36	415 Meckem St (Lights On bldg)
7:37	Lander/ Welty
7:39	3rd/ Welty
7:42	Drop-off at K-12 School



EAST ROUTE BUS
Mr. Erik Sanderson

3:31	School Departure
3:34	Lights On Drop-off
3:36	Lander / Welty St
3:38	3rd / Welty St
3:39	Leseberg Ave/Painted Hills Dr
3:43	Leseberg Ave/Mason Dr.
3:45	Kingfisher Rd./Bridge
4:02	Dinwoody Parking Area
4:06	Riverbend/ US HWY 26
5:19	East Fork Rd.
5:22	6232 US HWY 26
5:26	5920 US HWY 26

A.M.	Pick-up Location:
7:00	Diamond D
7:05	Buffalo Buttes
7:25	Dunoir Station
7:30	Stoney Point
7:33	Mustang Meadows
7:36	Taylor Creek Exxon/Warm Springs
7:38	Super 8
7:40	Fremont Street
7:42	Nana's
7:45	K-12 School



WEST ROUTE BUS
Mr. Greg Harbaugh

3:31	School Departure
3:34	Lights On
3:40	Diamond D
3:42	Stetter Ranch
3:45	Nana's
3:50	Super 8
3:55	Taylor Creek/Warm Springs
4:00	Mustang Meadows
4:10	Boondoggle Dr
4:15	Dunoir Station
4:25	Fremont Street

NOTE: Drop-off/pick-up times are estimated only. Students should be at their bus stop 5 minutes before the time indicated above. Adjustments will be made to accommodate other students along each route. If you live further than two miles from the listed bus route stops, please contact the District's Central Office for an Isolation application. To talk to your bus driver or for further information, please call Stone Baker at our Transportation Center at (307) 455-5540

F.C.S.D. #2 District Calendar 2025 - 2026

August, 2025					KEY:					January, 2026						
M	T	W	TH	F						M	T	W	TH	F		
					1					1				2		
4	5	6	7	8						5	6	7	8	9		
11	12	13	14	15						12	13	14	15	16		
18	19	20	21	22						19	20	21	22	23		
25	26	27	28	29						26	27	28	29	30		
Student: 8 PD: 2* TWD: 1 *New 3 Staff day on 8/12 not counted in PD days																
September, 2025																
M	T	W	TH	F						M	T	W	TH	F		
1	2	3	4	5						2	3	4	5	6		
8	9	10	11	12						9	10	11	12	13		
15	16	17	18	19						16	17	18	19	20		
22	23	24	25	26						23	24	25	26	27		
29	30															
Student: 19 PD: 1																
October, 2025																
M	T	W	TH	F						M	T	W	TH	F		
		1	2	3						2	3	4	5	6		
6	7	8	9	10						9	10	11	12	13		
13	14	15	16	17						16	17	18	19	20		
20	21	22	23	24						23	SPRING BREAK			27		
27	28	29	30	31						30	31					
Student: 20, TWD: 1																
November, 2025																
M	T	W	TH	F						M	T	W	TH	F		
3	4	5	6	7								1	2	3		
10	11	12	13	14						6	7	8	9	10		
17	18	19	20	21						13	14	15	16	17		
24	Thanksgiving Break		27	28						20	21	22	23	24		
Student: 14										27	28	29	30			
December, 2025																
M	T	W	TH	F												
1	2	3	4	5												
8	9	10	11	12												
15	16	17	18	19												
22	23	24	25	26												
29	Winter Break															
Student: 13, TWD: 1																
STAFF CONTRACT DAYS: 1st Semester: 80 Days 2nd Semester: 90																
School Quarters: Q1 = 34 Q2 = 40 Q3 = 44 Q4 = 42																
Revised 8/25/25																

School calendars are subject to updates throughout the year due to factors such as severe weather or unexpected events. While notifications will be sent to parents and community members, it is advisable to check the latest calendar on our school website for the most accurate information. Additionally, while visiting the site, take a moment to explore the exciting activities happening within our schools.