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CY Middle School Mission Statement

Focusing on our school and district strategic plans, we emphasize high expectations for student learning; we engage students in 21st Century skills; we celebrate achievement; and we create a safe and healthy environment.

CYMS Vision Statement

CYMS IS COMMITTED TO STUDENT GROWTH, ACHIEVEMENT, AND CITIZENSHIP.

The Professional Learning Community of CYMS Provides:
Commitment to Excellence
Targeted Levels of Achievement
Inclusive Environment
Engaged Learners
Focused Interventions
Collaborative Culture
CORE Teaching Staff:

6th Grade CORE:
- CORE 6C: Mrs. Ballou, Mrs. Bunderson, Mr. Carlson
  - Mrs. Haight, Mr. Miller, Mrs. Parks
- CORE 6Y: Mr. Jungek, Mrs. Kepler, Mrs. Pekuri
  - Ms. Simmons, Mrs. Willis, Mrs. Lewan

7th Grade CORE:
- CORE 7C: Mrs. Beebout, Mrs. May, Mr. Mittelstadt
  - Mr. Stutheit, Mrs. Hilde
- CORE 7Y: Mr. Brater, Mrs. Brutsman, Mrs. Keller
  - Mr. Stark, Mrs. Johnson

8th Grade CORE:
- CORE 8C: Mrs. Atkinson, Mr. Bower, Mrs. Johnson
  - Mrs. Bower, Mrs. Skovgard
- CORE 8Y: Mrs. Egan, Ms. Erdahl, Mrs. Leslie
  - Mr. Sybrant, Mrs. McNulty

Additional Special Education Teaching Staff:
- Mrs. Auen, Mr. Brazfield, Mrs. Mahoney

Electives/Extensions Teaching Staff:

Career and Technical Education:
- Mrs. Anderson (Hospitality), Mrs. Arnett (Agriculture), Mr. Newman (Manufacturing), Mrs. Rodgers (Engineering/Digital Media),

Gifted Education Programs:
- Ms. Curtis (G/T), Ms. Riley (Destination ImagiNation), Ms. Wilking (G/T)

Fine and Performing Arts:
- Mrs. Bertagnole (Vocal), Mrs. Ortberg (Orchestra), Mrs. Petley (Art), Mrs. Weis (Band)

Foreign Language:
- Mrs. Boehnke (Spanish), Mr. Ruiz (Spanish), TBA (Chinese)

Physical Education/Health:
- Mr. Browning, Mrs. Farrer, Mrs. Hagar, Mr. Millay, Mr. Parker,

Certified Academic Tutors:
- Ms. Bunker (Math Extension), Mrs. Daniels (LA Extension Reading, At-Risk), Mrs. Harris (Math Tutor), Mrs. Hill (Read 180, Literacy Tutor), Mrs. Starks (Math Tutor), Mrs. Wise (Literacy Tutor)
### CY Middle School SUPPORT STAFF 2016-2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Braughton</td>
<td>Principal</td>
</tr>
<tr>
<td>Mr. Thielbar</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>TBA</td>
<td>Administrative Manager</td>
</tr>
<tr>
<td>Mrs. Bovie</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Ms. Meadows</td>
<td>Custodian Supervisor</td>
</tr>
<tr>
<td>Mrs. Sutte</td>
<td>Cafeteria Manager</td>
</tr>
<tr>
<td>Mrs. Maki</td>
<td>Guidance Counselor</td>
</tr>
<tr>
<td>Mrs. Estes</td>
<td>Registrar</td>
</tr>
<tr>
<td>Ms. Gunderson</td>
<td>Special Ed Specialist</td>
</tr>
<tr>
<td>Mrs. Rueter</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Mrs. McAtee</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Mrs. Orpet</td>
<td>Special Education Counselor</td>
</tr>
<tr>
<td>Mrs. Weibel</td>
<td>Librarian</td>
</tr>
<tr>
<td>Mr. Boehnke</td>
<td>Library Clerk</td>
</tr>
<tr>
<td>Mr. Hill</td>
<td>Campus Security</td>
</tr>
<tr>
<td>Mrs. Crowe</td>
<td>Secretary/Attendance Specialist</td>
</tr>
<tr>
<td>Mrs. Sigmon</td>
<td>Office Assistant</td>
</tr>
<tr>
<td>Mrs. Daniels</td>
<td>At-Risk Facilitator</td>
</tr>
<tr>
<td>Mrs. Arima</td>
<td>Athletics/Activities Facilitator</td>
</tr>
</tbody>
</table>

**Educational Support Personnel:**

<table>
<thead>
<tr>
<th>Mrs. Barkell</th>
<th>Mrs. Brummond</th>
<th>Ms. Cloward</th>
<th>Mr. Gilmore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Klein</td>
<td>Ms. Langdon</td>
<td>Mrs. Maerz</td>
<td>Ms. Marton-Hunter</td>
</tr>
<tr>
<td>Mr. Morton</td>
<td>Mrs. Owens</td>
<td>Mr. Rohde</td>
<td>Mrs. Rohde</td>
</tr>
<tr>
<td>Mr. Sallade</td>
<td>Mrs. Skalsky</td>
<td>Mrs. Smith</td>
<td>Mrs. Sonesen</td>
</tr>
<tr>
<td>Mrs. Sorter</td>
<td>Mrs. Svoboda</td>
<td>Mrs. Tescher</td>
<td>Mrs. Waugaman</td>
</tr>
</tbody>
</table>
First Semester - Fall 2016

Aug 22-Oct 15  Athletic Season 1 (6-8th VB, 7-8th FB, 6-8th XC)
August 24 -  8th Grade Schedule Pick Up/Ice Cream Social 3-5:00pm
August 25 -  7th Grade Schedule Pick Up/Ice Cream Social 3-5:00pm
August 26 -  6th Grade WEB Orientation 8:00am-12:15pm
  6th Grade Family Lunch 12:15-12:45pm
  6th Grade Open House (tour, meet teachers, etc.) 12:30-2:30pm
August 30  CYMS Office Closed for District Staff Meetings 8am-12:30pm
August 31 - Classes Begin – First Bell is at 7:45am
September 2  Picture Day
September 5 -  No School – Labor Day – CYMS Office Closed
September 6 -  National Honor Society Induction Ceremony
September 8 -  Back to School Afternoon 5:30-7:00pm
Sept 14-Oct 12 NWEA Fall Testing Window
October 12 - Picture Retakes 1-2:00pm
Oct 17-Dec 10 Athletic Season 2 (7-8th Girls BB, 6-8th Wrestling)
Dec -Feb  6-8th Nordic Ski Season (specific dates TBA)
October 31 - 1st Quarter Ends, Eligibility Check
November 1 -  No School – Staff Professional Development
November 3 Choir Concert 7:00pm
November 9-10 - 8th Grade Music Clinic @ NCHS
November 10 - Student-Parent-Teacher Conferences 3:30-6:00pm
November 17 - Student-Parent-Teacher Conferences 3:30-6:00pm
November 14 Band Concert 7:00pm
November 15 - Orchestra and Rockesta Concert 7pm
Nov 23-25 - No School - Thanksgiving – CYMS Office Closed
December 8 - Band, Choir, and Orchestra Holiday Concert 7pm
December 19-20 Vocal and Flute Choirs go Caroling
Dec 12-Feb 11 Athletic Season 3 (7-8th Boys BB)
Dec 21-Jan 3 - No School - Winter Break for Students
Dec 23-26 - Christmas - CYMS Office Closed
January 2 - CYMS Office Closed – New Year’s Holiday
January 4 - School Reconvenes
January 5 - CY Open House 5:00-7:00pm
January TBA Band, Orchestra Elementary School Tour
January 16 - No School - Equality Day – CYMS Office Closed
Jan 18-Feb 8 NWEA Winter Testing Window
January 20 - 2nd Quarter/1st Semester ends
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>23</td>
<td>2nd Semester Begins</td>
</tr>
<tr>
<td>February</td>
<td>TBA</td>
<td>Music and Art Assisted Living Tours</td>
</tr>
<tr>
<td>February</td>
<td>6-8</td>
<td>Casper College Jazz Festival</td>
</tr>
<tr>
<td>February</td>
<td>9</td>
<td>Orchestra and Rockestra Concert 7:00pm</td>
</tr>
<tr>
<td>February</td>
<td>17</td>
<td>No School – Staff Professional Development</td>
</tr>
<tr>
<td>February</td>
<td>18</td>
<td>State Robotics Tournament @ CYMS</td>
</tr>
<tr>
<td>February</td>
<td>20</td>
<td>No School – President’s Day</td>
</tr>
<tr>
<td>Feb 13</td>
<td>March 25</td>
<td>Athletic Season 4 (6th Boys/Girls BB)</td>
</tr>
<tr>
<td>Feb -April</td>
<td></td>
<td>6-8th Swimming Season (specific dates TBA)</td>
</tr>
<tr>
<td>March 6</td>
<td>March 24</td>
<td>PAWS Testing Window</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>Music in Our Schools Month – Activities TBA</td>
</tr>
<tr>
<td>March 2</td>
<td></td>
<td>Solo/Ensemble Concert – Auditions Only</td>
</tr>
<tr>
<td>March 21</td>
<td></td>
<td>7th, 8th Grade Choir Westside Concert</td>
</tr>
<tr>
<td>March 24</td>
<td></td>
<td>3rd Quarter Ends, Eligibility Check</td>
</tr>
<tr>
<td>March 27-31</td>
<td></td>
<td>No School - Spring Break</td>
</tr>
<tr>
<td>April 3</td>
<td>May 13</td>
<td>Athletic Season 5 (6-8th Track, 6-8th Soccer)</td>
</tr>
<tr>
<td>April 6</td>
<td>7</td>
<td>State Destination ImagINation Competition</td>
</tr>
<tr>
<td>April 14</td>
<td></td>
<td>No School - Good Friday – CYMS Office Closed</td>
</tr>
<tr>
<td>April 20-22</td>
<td></td>
<td>Greeley Jazz Band Festival</td>
</tr>
<tr>
<td>April 20</td>
<td></td>
<td>6-8th Grade Orchestra Concert 7:00pm</td>
</tr>
<tr>
<td>April 21-22</td>
<td></td>
<td>Willy Wonka performances – Times TBA</td>
</tr>
<tr>
<td>May TBA</td>
<td></td>
<td>7th, 8th Westside Band Concert 7:00pm</td>
</tr>
<tr>
<td>May 1</td>
<td>May 27</td>
<td>NWEA Spring Testing Window</td>
</tr>
<tr>
<td>May 2</td>
<td></td>
<td>6th Grade Choir Concert 7:00pm</td>
</tr>
<tr>
<td>May 4</td>
<td></td>
<td>6-8th Grade Band, Jazz Concert 7:00pm</td>
</tr>
<tr>
<td>May 5</td>
<td></td>
<td>Riverton Music Festival</td>
</tr>
<tr>
<td>May 15</td>
<td></td>
<td>Music Assisted Living Tours</td>
</tr>
<tr>
<td>May 22</td>
<td></td>
<td>8th Grade Awards Ceremony - 6:00pm</td>
</tr>
<tr>
<td>May 23-27</td>
<td></td>
<td>Global DI Competition in TN (if teams qualify)</td>
</tr>
<tr>
<td>May 29</td>
<td></td>
<td>No School - Memorial Day - CYMS Office Closed</td>
</tr>
<tr>
<td>June 3</td>
<td></td>
<td>Elitch’s Music in the Parks Competition – Denver CO</td>
</tr>
<tr>
<td>June 6</td>
<td></td>
<td>4th Quarter Ends – Students Last Day unless Snow Day required</td>
</tr>
<tr>
<td>June 7</td>
<td></td>
<td>No School UNLESS a Makeup Snow Day is needed</td>
</tr>
</tbody>
</table>
**General Information**

**Athletic Programs**
Football (Excluding 6th Grade), Volleyball (Girls Only), Basketball, Wrestling, Track, Cross Country, Golf, Skiing (NCHS), Soccer, Swimming (KW)

**Athletic and Activity Eligibility Requirements for Sixth, Seventh and Eighth Grade:**
7th and 8th grade eligibility policies and procedures will be the same as the 8th through 12th Board Policy with one exception:
A 6th, 7th, or 8th grade CY student athlete found to be ineligible at the 4 1/2 week or 9 week check point may become eligible after five school days if deficiencies are corrected and requirements have been met. Eligibility rules become effective the Monday following mid-quarter grade checks.

Individual schools may wish to check eligibility more often than at 4 1/2 week intervals and may also choose to use conduct as grounds for eligibility.

**Athletic and Activity Seasons**
Extra curricular activity is defined as all approved school performances or competitions in which students voluntarily participate.

*Athletic Activities* - Seasons will be established as outlined by the WHSAA calendar (8th grade) and/or by the District and building event coordinator(s) in the Middle School Athletic Handbook.

*Cheerleaders* – Begins the first day of school.

The Code of Conduct applies to those taking part in the following list of activities for twenty (20) school days prior to any extra curricular activity and/or any District/Regional/State or National Events.

**Activities and Clubs at CYMS (depending on sponsor availability)**

<table>
<thead>
<tr>
<th>Annual/Yearbook</th>
<th>Art Club</th>
<th>Band</th>
<th>Cheerleaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir</td>
<td>Fitness Club</td>
<td>Drama Club</td>
<td>Fitness Club</td>
</tr>
<tr>
<td>FFA/PALS</td>
<td>Flute Choir</td>
<td>Geography Club</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>Math Club</td>
<td>Nat’l Jr. Honor Society</td>
<td>Orchestra</td>
<td>Robotics</td>
</tr>
<tr>
<td>Rockestra</td>
<td>SciGirls</td>
<td>Spanish Club</td>
<td>Spelling Club</td>
</tr>
<tr>
<td>Student Council</td>
<td>WEB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Athletic/Activity Code of Conduct Letter**
An Athletic Code of Conduct Letter (Natrona County School District Board Policy) must be signed by student and parent in order to participate in sports and other co-curricular activities. Please refer to the District portion of this handbook for additional information.

**Athletic Physical Examinations**
Students must have a physical examination form on file in the principal's office prior to tryouts and participation in the athletic programs, cheerleading and dance. Physical statements must be dated after May 1, 2016 to be valid for the upcoming school year. In case of financial hardship, please contact a school official.

**Athletic Insurance**
Insurance coverage is mandatory for anyone who tries for and participates in athletics and cheerleading. Natrona County School District #1 does not carry accidental injury insurance to cover students injured at school.

**Athletic Medical Assistance**
Parents must sign a Parent/Guardian Consent Form For Medical Assistance for athletics in 6th, 7th and 8th grade. Some out of town hospitals will not administer emergency treatment without such consent.

**Athletic Seasons**

Please refer to the CY website for athletic season information. Students need to turn in all athletic equipment prior to participation in the next athletic season.

**Athletic Supervision**

CY does not assume responsibility for student athletes who choose to leave campus after school and before practice times. Some students choose to walk to Walmart or McDonalds for snacks before practice. NCSD #1 and CY Middle School do not provide supervision for student athletes when they choose to leave campus.

**Athletes of the Year Award**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Possible Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Conduct</td>
<td>Awarded for no code violations during the entire year</td>
<td>10</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Maintains eligibility the entire season</td>
<td>2</td>
</tr>
<tr>
<td>Participation</td>
<td>Completes season, school district sponsored sports only</td>
<td>3</td>
</tr>
<tr>
<td>Skill</td>
<td>Determined by coach</td>
<td>up to 3</td>
</tr>
<tr>
<td>Coach</td>
<td>1 point for attitude, 1 point for coachability, 1 point for sportsmanship, 1 point for leadership</td>
<td>up to 4</td>
</tr>
</tbody>
</table>

**Total Available Points** 22

**NOTE:**

1. One or more code of conduct violations will result in 0 points for the code of conduct category.
2. Coaches for each grade level will have a mandatory meeting at the end of the sports seasons to finalize results.
3. This award is based only on the current school year. Prior years of participation are not figured in.
4. Coaches will only evaluate players they coach in the current year.

**Activity Trips/Non Participant Riders**

COREGIS Insurance Inc., is the Property and Casualty insurance carrier for NCSD #1. COREGIS discourages non-participant riders on any activity bus. Non-participant riders includes but is not limited to: parents, friends, relatives, and/or children of the coaches, sponsors, driver, and chaperones on the activity bus. In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on an NCSD #1 Activity Bus carrying participants.

**Activity Trips and the Return Trip**

Students riding to an activity/sporting event on any NCSD #1 Activity Bus shall be required to ride the Activity Bus on the return trip. A participant’s parent(s) and or legal guardian shall be required to provide a written request and a face-to-face meeting with the activity sponsor/coach indicating the student will be returning with the parent. Student participants are not permitted to make the return trip with the parents of a friend or other relatives unless arrangements have been made in writing with the sponsor or coach PRIOR to the Activity Bus leaving for the activity. Permission letters or notes requesting students to depart the Activity Bus without participating in the activity may be made in writing and provided to the activity sponsor or coach PRIOR to the Activity Bus leaving for the activity.
Bus at destinations other than the school where the activity concludes will not be honored.

**At Risk Students**

CY Middle School provides within its program a process for identifying students who appear likely to fail academically. Therefore, the staff and administration of CY in accordance with the Natrona County School District #1 Board of Trustees, understand the need to provide free and appropriate educational services. Those students who may be at risk and need specialized interventions may be provided with one or more of the following services: School Guidance Counselor, Diagnostician, Social Worker, School Nurse, Student Review Team, CWCC Counselor (Central Wyoming Counseling Center), CWCC Substance Abuse Counselor, Summer Jump Start, tutoring classes, after-school Bridges, AM/PM teacher support, classroom interventions, and lunch time assistance. Such services address a broad range of "risks" including but not limited to: Drugs and Alcohol, Teen Pregnancy, Suicide, Dropping Out, Illiteracy, Health, Involvement with the Legal System and Victims of Violence. For further information please contact a building administrator, counselor or nurse.

**Attendance/Absence Procedure**

Success in school is dependent upon good attendance. Regular attendance and being on time is expected. Students cannot learn if they are not present to be taught. Students are expected to be in class at 7:55am and will be considered tardy if they are not. When your son/daughter is to absent or late from school, please call 253-2700 as soon as possible that day. A message regarding your child’s absence may be left on the answering machine at any time. If contact is made, no note is necessary the following day and your son/daughter will not need an admit slip. If you do not call and we do not contact you, the student will need to bring a note to the office when he/she returns. When a student must be excused from school for such matters as doctor's appointments, the student is to bring a written excuse from the parents to the school office before the appointment time. If an appointment is made after the student is at school, the parent must come into the office to pick up their child. If it is at all possible, parents are urged to arrange appointments so they do not conflict with school hours.

Students will not be excused to attend high school activities during the school day unless they are participants or have prior administrative approval. Students must be present in school on the day of an activity in order to participate in the activity.

**Natrona County School District is continuing work to review and revise the Attendance Policy. Please refer to the updated information in the NCSD section of this manual.**

**Attendance Letters Will Be Mailed Home**

Attendance is crucial for student learning. After 5 absences, NCSD requires that a letter will be sent home informing you of such absences, excused or not. A second letter is sent after 10 absences.

**Attendance – State Requirements - Definitions:**

A. **Compulsory Attendance:** Wyoming State Statute W.S. 21-4-102, guardian or other person having control or charge of any child who is a resident of this state and whose 7th birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed 10th grade shall be required to send such child to, and such child will be required to attend public or private school each year…”

B. **Habitual truant:** W.S. 21-4-103 defines a student as a “habitual truant” if that student has five (5) or more unexcused absences over the course of one (1) school year. W.S. 21-4-106 further requires that all Habitual truant students must be reported to the District Attendance Officer immediately.

C. **Failure to attend:** A student may meet the “failure to attend” definition if they have ten (10) total absences (excused, unverified, unexcused) per semester.
D. 10 Day Drop: Wyoming statute requires that schools drop students from their rolls after 10 consecutive days of absence regardless as to the reason(s) for the absences. CY makes every effort to re-enroll students back into the same courses/teachers following such a drop. The reasons for the absence are not considered. 10 consecutive excused and/or unexcused absences will result in a student being dropped from CY rolls. Re-enrollment, in most cases may be done immediately upon the return of the child to school.

E. A student who fails to attend the Safe School Suspension Lab is considered unexcused for the day.
<table>
<thead>
<tr>
<th>CY Middle School Community Member Behavior Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cyclones will:</strong></td>
</tr>
<tr>
<td><strong>Be Safe</strong></td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
</tr>
<tr>
<td><strong>Be Respectful</strong></td>
</tr>
<tr>
<td>Use positive and appropriate language at all times.</td>
</tr>
<tr>
<td>Follow adult directions the first time given.</td>
</tr>
<tr>
<td>- Stay to the right and be polite</td>
</tr>
<tr>
<td>- Use stairways safely</td>
</tr>
<tr>
<td>- Walk facing forward</td>
</tr>
<tr>
<td>- Keep hands, feet and objects to self</td>
</tr>
<tr>
<td>- Display pass anytime outside of the passing period</td>
</tr>
<tr>
<td>- Wear appropriate and safe clothing</td>
</tr>
<tr>
<td>- Use equipment safely and correctly</td>
</tr>
<tr>
<td>- Take care of all property</td>
</tr>
<tr>
<td>- Be honest and polite</td>
</tr>
<tr>
<td>- Help others follow school rules</td>
</tr>
<tr>
<td>- Practice academic integrity and honesty at all times</td>
</tr>
<tr>
<td>- Move to class on time</td>
</tr>
<tr>
<td>- Keep areas clean and dispose of trash appropriately</td>
</tr>
<tr>
<td>- Keep food, drink, and gum in designated areas</td>
</tr>
<tr>
<td>- Clear water bottles and water only outside the</td>
</tr>
<tr>
<td>cafeteria area</td>
</tr>
<tr>
<td>- Leave sunflower seeds at home</td>
</tr>
<tr>
<td>- Use electronics appropriately</td>
</tr>
<tr>
<td>- Remove hats while in the building</td>
</tr>
<tr>
<td>- Follow adult direction the first time</td>
</tr>
<tr>
<td>- Use appropriate speaking voice and volume</td>
</tr>
<tr>
<td>- Use kind words and actions</td>
</tr>
<tr>
<td>- Clean up your area</td>
</tr>
<tr>
<td>- Respect property (building, lockers, etc.)</td>
</tr>
<tr>
<td><strong>All Areas</strong></td>
</tr>
<tr>
<td>These behavior expectations will be followed in all</td>
</tr>
<tr>
<td>areas with specific areas listed below having</td>
</tr>
<tr>
<td>additional criteria.</td>
</tr>
<tr>
<td>- Enter and leave in an orderly fashion within the</td>
</tr>
<tr>
<td>designated areas</td>
</tr>
<tr>
<td>- Keep all food to yourself</td>
</tr>
<tr>
<td>- Get adult help for accidents and spills</td>
</tr>
<tr>
<td>- Clean up your area when finished eating</td>
</tr>
<tr>
<td>- Recycle</td>
</tr>
<tr>
<td>- Have pass for special activities or to go to</td>
</tr>
<tr>
<td>classrooms</td>
</tr>
<tr>
<td>- Be polite to those serving you</td>
</tr>
<tr>
<td>- Have your own money</td>
</tr>
<tr>
<td>- Follow adult requests at all times</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
</tr>
<tr>
<td>- Enter and exit through front door</td>
</tr>
<tr>
<td>- Use equipment appropriately (chairs, electronics, and</td>
</tr>
<tr>
<td>tables)</td>
</tr>
<tr>
<td>- Check in politely at front window with pass or</td>
</tr>
<tr>
<td>referral</td>
</tr>
<tr>
<td>- Sit in assigned seat</td>
</tr>
<tr>
<td>- Sit quietly</td>
</tr>
<tr>
<td>- Follow adult directions</td>
</tr>
<tr>
<td><strong>Office</strong></td>
</tr>
<tr>
<td>- Use computers responsibly</td>
</tr>
<tr>
<td>- Use internet appropriately</td>
</tr>
<tr>
<td>- Print with adult permission</td>
</tr>
<tr>
<td>- Keep food, drink, and gum in designated areas</td>
</tr>
<tr>
<td>- Wait patiently for your turn</td>
</tr>
<tr>
<td>- Respect property (yours and others)</td>
</tr>
<tr>
<td>- Use kind words and actions</td>
</tr>
<tr>
<td><strong>Library &amp; Media Center</strong></td>
</tr>
<tr>
<td>- Wash hands with soap and water</td>
</tr>
<tr>
<td>- Use appropriate receptacles</td>
</tr>
<tr>
<td>- Place paper towels in trash</td>
</tr>
<tr>
<td>- Flush toilet when finished</td>
</tr>
<tr>
<td>- Inform adults of vandalism and/or maintenance needs</td>
</tr>
<tr>
<td>- Keep restrooms clean</td>
</tr>
<tr>
<td>- Return to class promptly</td>
</tr>
</tbody>
</table>
Behavior Management Policy

CY Middle School has adopted the BEST Behavior Model and Cyclone Pride as part of the discipline model. This model establishes expectations for students and reinforces these desired behaviors with a positive school-wide recognition and reward system. The expectations are continuously taught and modeled for students throughout the school year. This model provides expectations for all students in common areas (hallways, cafeteria, etc.) and specific locations within the building. The primary goal of this program is to reduce discipline issues within the school setting. This model will reinforce positive behaviors already exhibited by the vast majority of students at CY.

In addition to the BEST model and practices being implemented this year, the goal of CY Middle School is to recognize and protect the individual rights of students and provide the necessary conditions for a safe and
orderly environment. The CY Discipline Policy will be in effect for students while on school district property and at all school sponsored functions and activities.

School rules are written under the “reasonable person” concept - meaning, any reasonable person would understand the purpose for the rule. When appropriate, teachers and/or administrators will make every attempt to notify and involve the legal guardian with the discipline process except in situations where there is a risk of personal injury or an alleged felony.

Procedural and substantial due process will be afforded to all students. The procedure to be followed for disciplinary actions including suspension and expulsion will be governed by the Wyoming Educational Code of 1969, (as amended 1999). Under due process:

1) The student will be informed of the charges against him/her.
2) The evidence against the student will be explained to him/her
3) The student will be given an opportunity to explain the situation and/or his/her behavior.

The Wyoming Education Code of 1969 (as amended 1999) states in Section 21-4-306 that “the following shall be grounds for suspension or expulsion of a child from a public school during the school year:

1) Continued willful disobedience or open defiance of the school authority or school personnel;
2) Willful destruction or defacing of school property;
3) Any behavior, which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety, or morals of other pupils;
4) Torturing, tormenting, or abusing a student or in any way maltreating a student or a teacher with physical violence;”
5) Possession, use, transfer, carrying, or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

Based on the above, CY students are advised that:
1) If a student is a) willfully disobedient or openly defiant; b) willfully destroys or defaces school property; c) acts in a manner which is clearly detrimental to the education, welfare, safety, or morals of other pupils; or d) tortures, torments, abuses, or mistreats another student with physical violence, or maltreats a teacher with physical violence, that student may be suspended for ten (10) days and recommended for expulsion and repair/replacement fees may be assessed;
2) If, in the opinion of the administration, a student engages in the behaviors described above in #1, but the administration does not believe the behavior warrants either ten (10) days suspension and/or possible expulsion, the student may be subjected to other, less serious, consequences as described in this handbook;
3) If a student engages in behavior which is in violation of school rules, but does not rise to the level required by state statute for suspension or expulsion, the student may be subjected to other, less serious, consequences as described in this handbook.

**Behavior Management Teacher Teams**

CY’s “Teacher Teams” determine all interventions for misbehavior short of suspension or expulsion. Teams will work closely with principals to develop alternative consequences determined to be in the best interest of individual students. Students will be advised regarding expected consequences of future misbehavior. Individuals who understand consequences in advance are more apt to choose appropriate behavior and are also
more likely to understand and accept consequences of inappropriate behavior. Our primary goal in the area of discipline is modification of behavior—not punishment.

Books/Computers/Other Electronics
Students are responsible for books and any other electronic resources checked out to them. Students will be assessed a fine for any lost or damaged items. All records and grades may be withheld if all charges are not paid. Books and computer electronics are expensive and should not be loaned to others. It is in a student's best interest to cover all books and to ensure electronics are maintained in a responsible manner.

Building - Care of
It is the responsibility of each of us to see that nothing happens to spoil the interior and exterior of CY and its grounds. It is an educational environment that should be maintained for the benefit of all students. This building was financed by the taxpayers, including parents, and the cost of maintaining it is borne by all of us. Damage to the building and to the property is paid for by these taxpayers unless the vandal(s) can be identified. If specific students have been identified as the vandal(s), a fine will be assessed to that student. If the fine is not paid it may affect their final graduation certification.

Cell Phone Policy
- Cell phones may be used appropriately during a student's lunch period, before and after school or between classes.
- Cell phones may not be used during class time at CYMS. They must be off and unseen from the beginning bell to the ending bell of each class period.
- Cell phones are not allowed in gym locker rooms.
- Cell phones are absolutely not permitted in classrooms during standardized testing. (PAWS, NWEA, NAEP, YRBS, etc.)
- CYMS is not responsible for stolen or lost phones.

Parents are asked not to call their child during the school day. We do realize you may need to contact your student for various reasons. We ask that you call the main number at 253-2700. We can usually get a message to your child within minutes. We appreciate your cooperation. CYMS follows the newly adopted Board Policy and Administrative Regs. regarding cell phones. See addendum in the District section.

Closed Campus
In accordance with Natrona County School District #1 Board policy, CYMS is a closed campus. Students are not to leave the school grounds during the regular sessions of school, including lunch periods. Parents/guardians are the only people who may check their students out of school. Students will not be allowed to leave campus for lunch with anyone except their own parents/guardians. Exceptions may be allowed with PRIOR administrative approval.

Counseling Services
Counseling services are available for CY students. These services include assistance with educational planning, interpretation of test scores, occupational information, help with home and/or social concerns, or any other questions the student may feel he/she would like to discuss with CY's counselor. Central Wyoming Counseling Center staff are also available for CY students. For more information, contact the Student Services office.

Crisis Management
CY Middle School, in cooperation with the Natrona County School District Crisis Management team, has developed contingency plans in the event of the following crises:
A copy of this Crisis Management Manual is available for public review in the CY office.

A further reminder to parents that:

All phone numbers on file will be called for school emergencies and closures. Please make sure the numbers on file are correct. Corrections may be made through the Infinite Campus Parent Portal.

1. Parents are asked to listen to Casper Radio/T.V. in the event of a crisis as all CY phone lines may be jammed or we may be out of the building.

2. Parents are asked to notify the principal of any circumstances involving a CY student or staff member that could be defined as a crisis.

3. CY building administrations will review pertinent crisis information with all classes during student orientation the first several weeks of school.

4. In addition, students and staff will perform PRACTICE drills for the following: Evacuation Drill, Tornado, Lock Down Drill/Intruder, and Bomb Threat.

Dangerous Items

Weapons or items that can cause harm to others are not tolerated at school. Such objects or items will be confiscated and, when appropriate, returned only to parents when they personally visit school. Appropriate discipline, as allowed by school district policy and state law will follow. Parents need to caution children about what should be left at home. For example, possession of any gun, knife, chain, or object which could be considered a dangerous weapon may result in suspension or expulsion. The use or possession of matches, firecrackers, cigarette lighters, or any other incendiary device by students on school property is also prohibited. Students must understand that for their own safety and the safety of others, they should report any dangerous items that they observe at school.

We ask that all parents, visitors and volunteers refrain from bringing firearms or other weapons on to our campus.

Detention Expectations

1) Students are expected to be on time for their assigned detentions and follow all rules and expectations. Morning detentions start at 7:05 a.m. and end at 7:50 a.m. After school detentions start at 2:45 p.m. and end at 3:30 p.m. (These times may be subject to change.)

2) Students need to have all necessary materials (ie. books, paper, notebook, pen/pencil).

3) Students are expected to work the entire detention and complete their assignments.

4) Failure to comply with the above points will result in immediate referral to the office where students will call parents to inform them that their detention is over for the day and that it must be rescheduled for the next school day.

5) Failure to attend will result in a Office Referral.
Disciplinary Consequences
1) **Student and/or Parent Conference:** via phone or in person.

2) **Individual Behavior Management Plan or Contract:** Developed by school, child, and/or parent/guardian.

3) **Teacher Detention:** Time assigned after school by teachers.

4) **In School Suspension (ISS):** Days or specific periods may be assigned by a school official to the ISS area.

5) **Safe Schools Suspension Lab (SSSL):** Days assigned by a school official to district off campus suspension program.

6) **Out-of-School Suspension (OSS):** Days assigned by a school official out of school.

7) **Expulsion:** School board action to exclude a student from school for a period longer than ten (10) days up to one full year.

Also, please note that:
1) If a student lies to a school official during a school investigation, it will be considered a major disciplinary infraction.

2) In all vandalism cases, restitution for actual damages and/or restorative labor will be assessed.

3) In all discipline cases, the school reserves the right of involving law enforcement as needed.

Discipline/Suspension from School
When a student has violated school policies for such things as tobacco products, alcohol, drugs, weapons, truancy, fighting, etc., or when a student's behavior is such that it is detrimental to the learning environment for himself/herself and others, then suspension from school may be necessary. There are three types of suspension:

1) **In-School Suspension (ISS)**
   a. Students placed in ISS will be required to do the class work being done in their regular classrooms. Assignments are submitted to the ISS supervisor by their regular teachers. When the assignment is completed, it is returned for the regular teachers to grade.
   b. Students in ISS must be off campus by 2:50 p.m.
      i. Students who have not completed ISS assigned to them may practice but may not compete in or attend any athletic competition, cheerleading, clubs, dances, or any other school sponsored activity.
      ii. Students who have fully completed assigned ISS by 2:40 p.m. may compete and attend other school activities immediately.
      iii. If a student also has detentions to serve, he/she must report to the detention room at 2:45 p.m. and leave the campus by 3:50 p.m. after detentions are dismissed.
   c. ISS is an alternative to being sent home when a student is suspended from school. If the student does not obey the rules in the ISS room, and does not cooperate by doing the required classroom work, the ISS may be changed and the student will be sent home or referred to SSSL for the remainder of the suspension.
2) **Safe Schools Suspension Lab (SSSL)**
   a. Students are placed in an off campus suspension program sponsored by the district.

3) **Out-of-School Suspension (OSS)**
   a. Under serious disciplinary circumstances, out-of-school suspension may occur. When a student is on OSS, he/she may make up missed school work.
   b. Students on OSS, may not be on campus for the duration of the suspension, and may not practice or participate in any school sponsored sporting event or other activity.

**Discipline/Law Enforcement Involvement**
It shall be the policy of NCSD #1 that a cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises, or during a school sponsored activity, or to maintain the educational environment. When an emergency situation exists, the school principal may summon law enforcement officials to the school to take a student into custody. Every reasonable effort will be made to contact the student’s parents or guardian immediately.

**Displays of Affection**
Public displays of affection (kissing, holding hands, arms around others, etc.) at CYMS are not appropriate.

**Dress Code**
The administration and faculty at CYMS believe the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. **If a style of dress or grooming is disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school.** CYMS follows the new District Dress Code Policy and Administrative Regs. See addendum in the District section.

To help everyone understand what “disruptive to the educational process” means, CYMS suggests that you remember the 4 B’s. It is disruptive to the educational process if the 4 B’s are not “adequately covered.” You can probably quickly guess that the 4 B’s refer to “bottoms,” “backs,” “breasts,” and “bellies.” We ask for everyone’s cooperation to collectively provide an atmosphere conducive to learning. If a student does not adequately cover the 4B’s, he/she will be asked to change clothing. It is important to understand that school staff determines if a clothing choice is a “disruption to the educational process.” It is equally important to note that school interpretation of “adequately covered” in an educational setting may be different than what is considered fashionably appropriate in other settings.

Also, as noted earlier, clothing which may be considered a threat to the health and safety of students is also prohibited. For example, clothing which advertises alcohol, tobacco and other drugs is not permitted. Clothing with suggestive or sexual innuendos/logos is not permitted. Chains, spikes, pins or other dangerous items attached to clothing are also not permitted, as these constitute a threat to student safety. Writing on one’s skin is not allowed. **Pajamas and slippers are not allowed to be worn to school for health and safety reasons.** Most athletic shorts are not mid-thigh and do not comply with the District dress code. Longer basketball shorts are acceptable.

The Natrona County School District #1 District Dress Code, provided below, complements the dress requirements as described above. Understanding expectations and working together will allow everyone to have a great 2016-2017 school year.
1) **Outerwear such as coats, jackets, hats, gloves, etc. should not be worn in the building without the consent of classroom teachers.** They should usually be kept in student lockers.

2) Shoes must be worn for health and safety reasons. Any shoe or sandal that is unsafe or distractive will not be allowed. Soft-soled slippers are not considered safe footwear.

3) Logos, printed statements, or pictures upon student attire will not be allowed if they are considered distractive or disruptive by school personnel. Spikes worn as jewelry, placed on backpacks, caps, shirts or other clothing will not be allowed. Attire must not be destructive to school property.

4) **Pants or jeans are to be worn so that they ride above the hips and undergarments are not visible.**

5) School personnel reserve the right to prohibit all forms of dress and appearance which, in their judgment, are a safety/health hazard or are disruptive to the school/learning environment.

**Enforcement:** Students whose dress and appearance do not conform to these standards will be referred to the office. The student will be warned and advised regarding adjustments that must be made. Clothing may be provided to the student or a parent may be contacted to bring other clothes. If the student fails to remedy the problem, parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation. Students may be suspended for serious violations which disrupt the learning process or for refusal to comply with the requests of school personnel.

**Dress Code – Physical Education**
CYMS Physical Education students, both males and females, will be required to wear a t-shirt with sleeves, appropriate-length shorts, sweat pants or capris and appropriate tennis shoes for these classes. No tights, spandex or leggings are allowed to be worn in PE class. No tank tops or shirts that have been cut out on the sides or arm pit area are allowed to be worn in PE class. Male students will not be allowed to "sag" their shorts. Students are expected to dress out daily for class. If your student forgets to bring appropriate clothes, they may borrow appropriate clothes provided by the PE teaching staff. The Physical Education teachers will determine if the students' dress is educationally disruptive and will ask the student(s) to correct the clothing or it could result in an office referral and parent contact.

**Electronic Devices**
Electronic devices will not be used to commit any act which violates any law, policy, rule or regulation. If a student is in violation, the device will be confiscated and given back at days end. **No electronic devices are allowed in locker rooms. The school is not responsible for loss or theft.** Electronic devices are not allowed in any standardized testing rooms.

**E-Mail**
All students and staff at CYMS are now able to access the Google email system. Students can ask questions of their teachers and/or classmates, and send assignments to teachers. Use this tool responsibly and respectfully.

A. Be appropriate and do not write things that are hurtful or harassing toward others
B. Do not spread gossip or rumors about other people.
C. Do not create or forward items which include inappropriate words or pictures.
D. Remember that once you send an e-mail you lose control of what others can do with what you have written.
E. Signature lines on all email communication should be appropriate and no more than one line.
FERPA / HIPAA FACTS
Rights to privacy or confidentiality are among the most cherished rights in our society. FERPA and HIPAA exist to protect the confidentiality rights of students. These rights extend to parents/guardians of minors. At the age of 18, these rights transfer to the student.

FERPA – The Family Educational Rights and Privacy Act
• Enacted in 1974 to protect student official and confidential education records
• Defines education records as all records that schools or education agencies maintain about students
• Applies to all public and private schools that accept federal funds
• Gives the right to review and confirm the accuracy of education records
• Ensures that information can be released, by a written request, only for specific and legally defined purposes

Parent/Guardian Responsibilities and Rights
• May request changes or corrections in writing, according to District policy
• If a request is denied, must be granted the opportunity for a hearing
• If a disagreement continues after a hearing, an explanation of the objection may be inserted in the student’s record

School Responsibilities and Rights
• Must respond promptly to the written requests
• Must decide if the written request is consistent with its own assessment of the record’s accuracy
• If a request is denied, must grant the opportunity for a hearing
• May release “Directory Information” without consent

HIPAA – The Health Insurance Portability and Accountability Act
• Enacted in 1996
• Applies to all public and private schools not already covered by FERPA
• Provides national standards for protecting the privacy of health information
• Covers the confidentiality of the student’s medical information:
  o Past, present or future physical and/or mental health condition
  o Provision of health care to the individual, including past, present or future payment
  o Other information that identifies the individual

Parent/Guardian Responsibilities and Rights
• Gives parents of minors and students 18 years or older, more control over their health information
• Sets boundaries on the use and release of health records
• Empowers an individual to control certain uses and disclosures of their health information

School Responsibilities and Rights
• Prior written consent is required before information can be released
• Sets boundaries on the use and release of health records
• Establishes safeguards that health care providers and others must follow
• Limits release of information to the minimum reasonably needed for the purpose of the disclosure
• Will determine whether the requesting agency or organization is allowed to have the information.

The District may release educational records to other educational agencies providing service to a student without prior written consent. For more information contact Student Support Services.

Authorization for use or Disclosure of Student Health Information
I understand that the Natrona County School District will protect my child’s health information (Form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) and that the information becomes part of the student’s permanent
educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.

Fighting
CY’s policy is that any student engaged in physically striking another person in an aggressive manner may be cited by the Casper Police Department for ‘fighting in public’ and be given up to ten days suspension (first time). A second time in one school year will result in a citation issued by the Casper Police Department and up to ten days suspension. Three acts of fighting in one school year will result in a citation by the Casper Police Department, ten days suspension, and possible recommendation for expulsion. Students who incite others to fight and obstruct or interfere with school officials trying to stop a fight will also be subject to the consequences of this fighting policy (including videoing the fight).

Fund Raising
CY Middle School annually sponsors fund raising drives to raise money for extra needs or enrichment projects. CYMS policy states that:
1. It is voluntary, no project or grade is affected for students that do not participate in the fund raiser.
2. There is no door - to - door selling. We encourage students to sell to family members, friends, and neighbors.
3. Students are responsible for collecting and submitting fund raiser proceeds in a timely manner. If product has been delivered but the student has not turned in funds for their sales, a fine will be assessed to the student for the outstanding balance.

Grading & Honor Recognition

Tier 1: Student Evaluation/Grades
◇ Teachers must use a grading system approved by building level administrators. The grading process must not violate Wyoming or Federal Rules or statutes or NCSD #1 policies.
◇ Teachers may assign grades using a traditional grading scale:

<table>
<thead>
<tr>
<th>Traditional Grade Scale</th>
<th>90-100%</th>
<th>80-89%</th>
<th>70-79%</th>
<th>60-69%</th>
<th>59% and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Excellent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-Above Average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-Average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-Below Average</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F-Failing</td>
<td></td>
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</tbody>
</table>

or teachers may use an alternative grading system (example):
   HS-Highly Successful
   FS-Frequently Successful
   SS-Sometimes Successful
   NT-Needs more time and help
Items that may be included in the evaluation/grade tier of the NCSD report of student progress should be a compilation of a student’s academic achievement and could include personal and academic behaviors and integrity.

- **Academic Achievement/Behaviors**: performance on homework, class work, tests/assessments, projects, quizzes, group activities, presentations, or other items the teacher may use to measure student knowledge and performance.

- **Personal Behaviors**: include effort, attitude, participation, classroom behavior, attendance, punctuality (tardiness to class and meeting due dates for assignments), or other positive or negative behaviors that may impact the classroom performance.

- **Integrity**: examples showing a lack of integrity include plagiarism and academic dishonesty. Academic dishonesty includes, but is not limited to: copying another’s work and representing it as one’s own; working with others on projects that are meant to be done individually; looking at or copying another student’s test or quiz answers; allowing another student to look at or copy answers from one’s test or quiz; using any other method to get/give test or quiz answers; taking a test or quiz in part or in whole to use or give others; copying information from a source without proper attribution; taking papers from other students, publications, or the Internet and representing as one’s own.

The grading system used by the teacher and approved by the building administrator must breakdown how each item impacts the grade the student earns. The breakdown must be shared with parents and students. For example:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>40%</td>
</tr>
<tr>
<td>Class/Home Work</td>
<td>15%</td>
</tr>
<tr>
<td>Participation/Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Projects/Presentations</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The grading system should also include how the final grade for the semester or course is determined. For example:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>40%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>40%</td>
</tr>
<tr>
<td>Semester Test</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Reporting Student Progress to Parents (Replaces Board Policy 6320)**

- There are four major ways in which our schools communicate the student’s progress and achievement in school: report cards, progress reports, conferences, and other written reports.

- Reports to parents are sent home a minimum of four times a year, e.g. once each quarter. The system provides a standard report card. Schools may, using shared decision making procedures, develop an addendum to the standard report card that reflects their specific educational program.

- Schools shall follow state regulations and district procedures regarding the reporting of student progress toward meeting district and state standards.

- Schools shall report student progress toward the standards at each parent teacher conference and shall provide a summative report to parents with a copy being retained in the permanent records at the
Procedure for Changing of Grades and Grade Appeals by Students or Parents
(Replaces Administrative Regulation 6330)
The person most qualified to assign grades and/or standards performance levels is the classroom teacher. There may be situations when an assigned grade/level may be questioned: in those cases the following procedure should be followed. The purpose of this regulation is to resolve grade disputes in a timely manner that allows the teacher, the student, and the parent(s)/guardian(s) a right to appeal. However, the timelines of this procedure may be waived, if such action is mutually acceptable to all parties if there are mitigating circumstances determined by the Superintendent or designee. The timelines shall be modified as necessary to accommodate vacation, work, or college schedules of the student, parent(s)/guardian(s), teacher, or principal. All meeting(s) in an appeal process shall be held at a time mutually acceptable to the parties involved.

- As a first step, parent(s)/guardian(s) and/or student(s) are encouraged to meet with the teacher to discuss concerns about grades or grading practices.

- Challenge(s) to grades shall be filed with the principal or designee within twenty (20) student contact days of the student receiving the grade, except during the summer. Due to summer schedules and timeliness of appeals, appeals of grades for the spring semester must be filed twenty (20) calendar days after the grades were distributed.

- A principal of a school, or his/her assistant principal as designated, shall be responsible for receiving and handling grade-change requests. Within five (5) student contact days of receiving notice of a grade appeal, the principal or designee will schedule a meeting of the teacher who gave the grade, the student, and the parent(s)/guardian(s) of the student for the purpose of resolving the grade change request. If the teacher who assigned the grade, the student, or the parent(s)/guardian(s) do not concur with the resolution proposed by the principal, either party may appeal the decision by filing a written request to that effect with the Superintendent within five (5) days of receiving the resolution proposed by the principal. If there is no agreement on the resolution the teacher assigned grade remains in place until the appeal process is concluded or the teacher agrees to the change in writing.

- The Superintendent shall schedule a meeting within five (5) days of receiving the appeal. The meeting does not need to be conducted within this five (5) days time frame, but shall be conducted as expeditiously as feasible. The Superintendent shall conduct the meeting or the Superintendent may appoint a panel of teachers and others to participate in the meeting and make a recommendation to the Superintendent.

- After evaluating the reasons for the proposed grade change or reviewing the recommendations of the panel, the Superintendent shall approve, disapprove, or modify the proposed grade change. The Superintendent shall not approve a proposed grade change unless he or she finds that:
  a. The teacher was not using a grading procedure approved by the building level administrator.
  b. The grade or grading process violates Wyoming or Federal rules or statutes or NCSD #1 policies, or
  c. The proponent of the grade change has met the burden of demonstrating that the challenged grade was not assigned in accordance with the teacher's established grading procedures.

- The Superintendent shall render a written decision with rationale for the decision no later than 10 (10) school days after the hearing. A copy of the decision shall be delivered by the Superintendent, or designee, to the student the parent(s)/guardian(s), the teacher, and the principal.

- The decision by the Superintendent regarding the grade appeal is final.
Evaluation of Students – Report Cards
Report cards are issued after each grading period. It is the responsibility of each student to see that report cards are taken home. The school will mail the final report card to the parents at the end of the school year. Each report card contains an academic grade and may include a comment code.

A. Academic Grade
Grade of A: Excellent (100 to 90%)
Grade of B: Above Average (89 to 80%)
Grade of C: Average (79 to 70%)
Grade of D: Below Average (69 to 60%)
Grade of F: Failing (59% and below)

B. Mid Quarter Grade Reports
School wide mid-quarter progress reports will be given at the approximate midpoint of each nine-week grading period. These reflect the student's progress and are not permanent grades. It is hoped these mid-quarter checks will allow students to monitor success in their classes.

Habitually Disruptive Students
The following procedures will be put into place for a CYMS student who is found to be “Habitually Disruptive”:
1. An At-Risk Assessment (ARA) will be completed and interventions will be put in place.
2. A behavior contract detailing specific behaviors and the corresponding interventions/consequences for continued misbehavior will be developed.
3. The parent will be notified in writing of the “Habitually Disruptive” designation through the student’s behavior contract.

Harassment/Retaliation/Sexual Harassment
It is the policy of Natrona County School District #1 to create a learning and working environment that is free from sexual harassment. Therefore, Board Policy Code 4170 prohibits any form of sexual harassment and any form of retaliation related to one's rights to pursue/defend/present evidence regarding a sexual harassment complaint. Sexual harassment can yield consequences ranging from warnings to recommendations for expulsion in cases of students found to be in violation of the policy. In cases involving employees, disciplinary actions could include, but are not limited to, warnings or more serious steps such as discharge. {Board Policy could mean anything from a warning to expulsion, in the case of student-perpetrators, and from a warning to discharge, in the case of employees.}
The District will investigate all reported complaints, verbal or written, regarding sexual harassment or retaliation related thereto. The District will act to discipline students/employees who sexually harass or retaliate against students/employees. {The District will take sexual harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.}

Honor Rolls
A) Principal's Honor Roll - A student who achieves a 3.8 - 4.00 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the principal's honor roll.

B) First Honor Roll - A student who achieves a 3.5 - 3.79 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the first honor roll.

C) Second Honor Roll - A student who achieves a 3.0 - 3.49 GPA for a nine-week grading period in all subjects which meet five days per week will be placed on the second honor roll.
GPA stands for grade point average. A GPA is computed as follows: a grade of A is valued at 4 points, a grade of B is valued at 3 points, and a grade of C is valued at 2 points. Students who receive a grade lower than a C will not be eligible for any honor roll.

**Permanent Honor Pins** are awarded to eighth grade students who have met the scholarship requirements over the three years in middle school. In order to earn the permanent honor pin, the student must: (1) have been on the Principal's or First Honor Roll a minimum of two times in each grade and (2) have been on the Principal's or First Honor Roll a total of seven times in all three grades.

**Homework**
During each class period, a portion of the class time is normally devoted to supervised study; however, some work at home may be required in order for students to be adequately prepared. Part of the educational process is development of the ability to work independently. Success in school work depends on it.

**Hours for School**
CYMS front doors are opened at 7:15 a.m. and are locked at 4:00 p.m. each day. CYMS Office hours will be 7:15 a.m. to 3:45 p.m during the school year except during holidays. The school day is 7:50 a.m. - 2:40 p.m. At the beginning of the day students may wait in the cafeteria, outside east courtyard, or the library until the bell at which time they may go to their lockers and prepare for first period. Teachers are on duty and available to help students by 7:30 a.m. each day. **Students wishing to go to a teacher's room before or after school must have a Pass.**

Supervision of students before school will begin at 7:15 am and after school until 3:30 pm. Parents or guardians are strongly encouraged to drop students off after 7:15 am and pick them up before 3:30 pm because outside of these times direct supervision will not be available.

**Injury/Illness**
A student who does not feel well, is to notify a teacher who will then refer the student to the school nurse. Before sending a child home, the nurse will notify the parents. The nurse will care for an ill student until the parents are able to take the pupil home. A student who is present is NOT to leave school without being checked out by an authorized individual through the school office.

**In School Suspension (ISS)**
ISS student expectations are noted below. If appropriate behavior is not maintained in ISS any student may be sent home for the remainder of the school day, suspended for a longer period, or be referred to SSSL to complete the suspension. Expectations include:

1) Students are expected to be in their assigned seats by 7:55 a.m. (before the tardy bell begins to ring).
2) Students need to have all necessary materials (ie. books, paper, notebook, pen/pencil).
3) Students are expected to quietly ask for adult attention when needing help.
4) Students are expected to work all period and accomplish the tasks assigned to them in a satisfactory manner and in a reasonable amount of time.

**Internet Usage**
1) Transfer accumulated e-mail or other research files from the file server to a flash drive in order to save storage space.

2) Use of the Internet is a privilege and not a right. Misuse may result in disciplinary action and loss of this privilege. CYMS’s progressive disciplinary process requires that:
Due process is afforded.
Discipline is proportionate, progressive, and designed to modify future behavior.
Privacy of student and staff files is respected; however, CYMS retains the right to search and retain such files if the building principal has reason to believe the files contain information regarding the violation of law, board policy, or building regulations.

3) CYMS will make every effort to guide, monitor, and supervise student use; however, it cannot be responsible for direct supervision of every student all of the time. CYMS is under no liability for Internet use, unauthorized by the school. Parents should also discuss what they consider acceptable use with their children.

4) Regarding plagiarism, CYMS students and staff will give credit where credit is due.

5) Student and staff safety is of paramount importance.

6) One must always keep in mind that:*

- You’re never alone. Always be aware that while on the Internet, your actions can be seen by others on the network.

- Privacy is relative. There is no such thing as “absolute privacy” on the Internet. Always be careful of what they “say” and how you say it.

- Don’t believe everything you “hear”. Exercise caution when communicating online with other users. You can’t be sure whether anything “said” is true or false. Also remember that you have no way of verifying certain characteristics (e.g., age, gender) as you can when communicating person-to-person. Err on the side of caution and don’t be quick to extend trust online.

- Don’t “talk” to strangers. This is particularly important online where almost everyone is unknown. Don’t give out any personal information. Also do not give out such information on fellow CYMS students or staff members.

Library/Media Center
The CY Library is open from 7:15 a.m. - 3:30 p.m. daily when classes are in session. Before and after school the library is a quiet study area where students can read, check out materials, complete assignments, or use computers. Library computers will not be used to access chat rooms or email (see Computer and On-Line Acceptable Use Agreement). Students are responsible for all materials checked out to them and will pay for lost or damaged items.

Lockers/Right of Search
Lockers are the property of Natrona County School District #1 and are on loan to the student to which they are assigned. Locker combinations or locker use should not be shared with other students in order to protect the contents of the locker. Personal locks may not be placed on lockers. Students are not to write on or deface lockers in any way. Violations will result in paying the cost of repair or cleaning, and possible disciplinary action. Principals or designated personnel are authorized, in the course of carrying out their duty of maintaining school discipline, to conduct a search of a student's person. This includes the student's locker or any other area on school property if the investigating staff member has a reasonable belief that a student has stolen property, an illegal substance or weapon, or has reason to believe the student has violated any law, board policy, or building regulation. Lockers may be searched at any time by a principal or designee.
Lost and Found
All lost articles that are found and turned in to the school office may be claimed. The student who loses items should check with teachers, then with the school office. **CYMS is not responsible for the loss or theft of personal property at school.** Any unclaimed items at the end of each semester may be donated to a charitable organization. Do not bring unnecessary items to school.

Make-up Work
1. Make-up work is the responsibility of the student. Students, upon their return to school, are to contact their teachers and make arrangements for turning in their work.
2. A student will be allowed two days to make up his/her work for each day he/she was **excused** from school.
3. If an assignment was made prior to an absence, the assignment is due on the day of return, or at the discretion of the teacher.
4. Tests:
   a. If announced prior to an absence, the test is to be taken upon the student's return to school, or at the discretion of the teacher.
   b. It must be taken within a week after return.
   c. Make-up tests may be taken before or after school, or at the teacher's discretion.
5. Prearranged absence:
   a. The work is due before the student leaves, or
   b. It is due on the day of return, or
   c. At the discretion of the teacher.
6. Athletic, music and other school excused absences:
   a. The student must ask for the make-up prior to the absence and be prepared to continue with the class on the day of his/her return.
   b. See #5 above.
7. Incomplete on report card: Two weeks will be granted to make up the work; thereafter, a grade of **F** will be recorded on the Report Card.

These are minimum standards: Giving a student more time may be done at the discretion of the teacher.

Medication
In fairness to those giving the medications and for the safety of your child, the **District policy must be strictly followed.** We ask this, not to make things difficult for you, but to ensure the health and well being of all students. **The only way medication can be given at school by authorized CYMS staff is with the school medication form filled out, signed by the physician, and the medication in the proper original container.** Please remember this form MUST be renewed each year. Forms may be picked up in the nurse’s office or main office anytime. If this documentation is not in place and a student needs medication, a parent or guardian must administer such medication. Students are not allowed to carry any type of medication with them (this includes cough drops) unless specifically ordered by a doctor.

Most Representative 8th Grade Boy and Girl of the Year
The American Legion and Auxiliary award one male and one female Most Representative 8th Grade Boy and Girl. Qualities upon which each nominee is rated:
1. Patriotism (30 points): Respect to the flag and other symbols of our country; encouragement of community service and civic betterment; protection of public property.
2. Honor (10 points): Strength and stability of character; keen sense of what is right; adherence to truth; conscientious devotion to duty; practice of clean speech.
3. Scholarship (20 points): Scholastic attainment; evidence of industry and application to studies.
4. **Leadership** (20 points): Ability to lead and to accomplish through group action.

5. **Courage** (10 points): Bravery in the face of opposition and danger; grit to stand up for what is right and to do one’s duty.

6. **Service** (10 points): Kindliness; unselfishness; fellowship; protection of the weak; and promotion of the interests and welfare of associates without hope of personal reward.

All CY Staff are asked to participate in the nomination process, as students are evaluated on all three years attending CYMS.

**Middle School Philosophy**

CY continues to foster Middle School practices through a teaming philosophy. CORE teams, composed of 4 to 5 teachers each, will instruct students in math, science, social studies, and language arts. A collaboration period will be provided to each team. During the collaboration period the teams will focus on individual student needs, improving school-parent communication, interdisciplinary teaching, curriculum alignment to standards, and planning for activities.

6th and 7th grade programs will focus on making a positive and less stressful transition from elementary to the middle level setting. 8th grade will be based on the same interdisciplinary team premise as 6th/7th grades. The transition aspect will not be present, rather teams will key in upon unique social, emotional, physical, and educational aspects of this grade. The goal of 8th grade is to help students make a successful transition from middle school to high school.

Our exploratory/elective teacher teams (E CORE) complement our CORE teams by working together to provide a well rounded educational experience.

**National Junior Honor Society**

The National Junior Honor Society is a school organization for outstanding 8th grade students. The purpose of the chapter shall be to create enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill exemplary qualities of character. Membership in the chapter is based on scholarship, character, leadership, citizenship, and service. Membership however, is more than an honor. While it carries certain privileges, it also incurs a responsibility and obligation to continue to demonstrate the outstanding qualities that resulted in the selection of the members. (No one will be allowed to remain a member in good standing unless he or she has attained the required 15 points per year. The number of points possible will vary each year, as they will be determined by the various projects and activities the members of the organization choose to pursue. However, many more than the required number of points will be available to members).

The CY Chapter of the National Junior Honor society is called Cosmos. To be eligible to be considered for membership by the CYMS Faculty Council, a student must earn the Principal's or First Honor Roll recognition four quarters during the year.

**Parent Conferences**

Our scheduled Fall conferences occur in November 2016. Due to historically low attendance, CYMS does not schedule Spring Conferences. Any time during the school year a teacher may contact the parent/guardian when he/she feels a conference is needed. Parents/guardians are encouraged to contact teachers about any matters concerning their children and may request a meeting with teachers at any time as well.

**Parent Internet Portal**

Parents can check grades, attendance, and other information regarding your child through an internet program called Infinite Campus. Parents may also update phone numbers, home addresses, etc. through the Parent
Portal. If you have not yet set up your portal access, please call the Infinite Campus Help Line at 253-5306 for assistance.

Parents Rights to Records
Parents are assured that CYMS and NCSD #1 will maintain the personally identifiable education records of their child in confidence and that only persons authorized by CYMS or NCSD #1 as having legitimate interest in the records will have access to the same. Parents are granted full and free access to all information which is collected and maintained regarding the identification, evaluation and placement of their child, and the provision of a free, appropriate, public education. Access to the records must be granted to the parents before any IEP meeting or due process hearing and in no case more than 45 days after the request has been made.

Parents have a right to an explanation and interpretation of the records by the district or building records officer or designee and to have their representative inspect and review the records. Copies of records will be given to parents or eligible students at no cost when failure to provide them would deny their right to inspect and review. Parents also have the right to copy, at their own expense, any information contained in their child's records.

CYMS and NCSD #1 may presume that either parent of the student has authority to inspect and review the educational records of the student unless provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Parents have the right to request that inaccurate or misleading information be amended or taken from their child's educational records if they believe that the records contain information that violates privacy or other rights of the child. CYMS and NCSD#1 shall act on such a request within a reasonable time. Should CYMS or NCSD#1 refuse such access, the parent will be informed in writing of their right to a hearing. As a result of a hearing, if the decision is made to retain the records, the parent has the right to insert a statement in the records, commenting on the information in question. The parent's comments become part of the record for as long as the record is maintained.

Prearranged Absences
Students planning on being absent will be given the opportunity to make up work in advance. These requests should be made approximately one week in advance to allow the teacher enough time to prepare assignments and for the students to complete the assignments. The student should bring a note to the office and the office will give a form to the student to take to each class for the teacher's signature. When the form is completed, the student should return it to the office.

Scent Free Campus
CY is a scent free campus. Please encourage your child from wearing heavily scented perfumes or colognes. Please choose wisely for personal care items for PE.

Schedule Changes
Students wishing to withdraw or transfer from one class to another should make an appointment with the counselor. Changes will not be automatically granted because the school must consider scheduling conflicts, class size, etc. A parent/guardian's approval must be given before any schedule change can be considered. Student Services has up to 10 days from the start of each quarter to implement or deny requested changes.

School Lunch Cafeteria
Lunch money may be pre-paid to a student’s lunch account for future use. Students will be notified when their account is low. The meal cost and/or ala carte items will be deducted from their account. Students not receiving lunch benefits are allowed to charge only up to $10.00 or 3 meals. Students receiving reduced
lunch benefits may charge up to $5.00. Ala carte items may not be charged. Staff may not charge meals.

School Lunch Prices (subject to change):

- **Full Pay:**
  - Breakfast - $1.85
  - Lunch - $2.35
- **Reduced:**
  - Breakfast - $0.30
  - Lunch - $0.40
- **Adult:**
  - Breakfast - $2.90
  - Lunch - $3.90

School Free/Reduced Meals
The federal government subsidizes a program for students to receive either free or reduced meals, depending on the family income. Students who might qualify for this service must **fill out a new application each year before October 12, 2016**. Please complete the application online. If you do not have internet services, you may come to the Library to utilize our computers. If applications are not processed by this date, the student will be charged full price until the application is approved. Previous charges can’t be reduced retroactively and parents are responsible for these expenses. Students who qualify for free or reduced meals are allowed one breakfast and one lunch per day. Any student receiving free/reduced meals purchasing a second meal or additional food must pay full price in cash. **If they are caught abusing the program (eating two lunches per day or buying food for another student) they can be rejected from the program permanently.**

School Cafeteria Account Payments/Balances
Natrona County School District #1 requires that the full amount of checks be deposited on the students’ lunch account. Checks can’t be cashed so the student can have juice money, money for other projects, or their “allowance”. If a credit balance exists on the account at the end of the school year, it will be carried over to the following year. Any debit balances will be reported to the office and grade reports may be held until the deficit amount has been cleared. Refunds will be given only with a note from the parent/guardian.

School Cafeteria Menu
Students are offered 3 choices every day except when we have Pizza Hut pizza. We offer the same thing on the bar line for 1 week, such as nachos, tacos, salads, sandwiches, etc. The main line changes every day and the alternate is usually corn dogs or hamburgers. Breakfast is also offered each morning between 7:30 and 7:45 a.m. Three choices are also offered for breakfast, plus juice, and milk. If your child cannot drink milk, please provide a doctor’s note so we can provide juice. All meals are prepared on site each day and ready-to-serve foods are cooked prior to each lunch time. Each school receives their supplies and menus from the District. With these supplies, nutritious and appealing meals are prepared.

Lunch Room Expectations
Students please recognize the following lunch time expectations:
- Students bring your coat daily if planning on going outside after eating.
- All students will remain seated while in the cafeteria or go outside after eating.
- Lunch charges are available only once.
- Students will sit and eat in the lunch room.
- Any student leaving the cafeteria, must have a PASS to do so.
- After eating, all trays and utensils will be placed at the cleaning station window.
- All waste will be cleaned up from the eating area (i.e. tables, floor, and benches) and placed in the trash barrels.
- Students may purchase school lunch or bring a sack lunch from home.
- Sunflower seeds are to be left at home.
- **Commercial deliveries (e.g. pizza) for students may not be delivered directly to the school and will not be accepted at the office.** Due to the impreciseness of deliveries, unavailability of students,
and payment difficulties, commercial deliveries will not be accepted at the school unless it is arranged by a CYMS staff member with prior office approval.

- All food and drink must be consumed in the cafeteria. Food and drink are not allowed outside.
- Adults will be available for students to ask questions or obtain permission to use the phone or facilities outside of the cafeteria.
- Students are encouraged to seek one of the adults as needed.
- All staff and students are expected to treat each other with respect.
- All phone use is limited to one person at a time in the office.

**By all of us working together lunches will be served quickly allowing the maximum eating time for students.**

**Skateboards/Skates/Heelys**
Unfortunately, because of both liability and safety concerns, students may not use skateboards, in-line skates, and heelys (shoes containing wheels) while on the CYMS Campus.

**Special Help**
All teachers are most anxious to offer special help when you need it. This is an opportunity for you and should never be looked at as punishment. Request help from your teachers when you need it. Demonstrate to them that you are making every effort to understand your assignments and that you are putting forth effort to resolve your questions. If you make an appointment with your teacher, he/she will make every effort to help you. Check with your teacher and inquire about his/her time schedule and what time would be best.

**Student Drop-off/Pick-up**
Parents, please drop off students on the south side of the building via Cyclone Drive. **Do not drop off or pick up your child in the north bus area unless it is after 3:15pm.** As traffic gets congested, please pull up as far as you can to drop off your child. For the safety of your child and others, do not cut through the parking lot to drop off students. Drive slowly and be aware of students walking between vehicles. Please be patient with everyone; each person in the loop is dropping off or picking up a child and has somewhere to go. Allow yourself extra time for the loop traffic congestion.

**Student Expenses**
Below is a partial list of fees or fines that may be assessed to students. Project-based classes (Manufacturing, Engineering, etc) are only assessed material fees if the student decides to take home that project. Computer damage fines are assessed on an individual basis after an administration review.

- **Project-based class**: $5.00-$20.00 per semester
- **FFA dues**: $20.00 per year or participate in fundraisers
- **FFA uniforms**: $59-$62.00
- **PE shirts**: $5.00
- **Cheerleader uniforms**: $30-$75
- **Weekly folder replacement**: $2.00
- **Book damage/replacement (Library/text @book)**: $5-$120.00
- **Vandalism**: Cost of repair/replacement

**Class project fees (for take home projects) Pricing is subject to change**
- **Art**: $8.00 per Quarter
- **FACS**: $10 per Quarter
- **Digital Media**: $5 per Quarter/$10 per Semester
- **Manufacturing**: $5 per Quarter/ $15 per Semester
Student Injuries
Whenever a student is injured at school, he/she must immediately report this fact to the teacher, coach, school nurse or other appropriate office staff. It is advisable to have some form of insurance to protect against financial loss as a result of an injury. The school does not carry accident insurance for students.

Student Transportation
Student wishing to ride a bus with another student after school must make arrangements through the District Bus Hub with 48 hours notice. Due to the changes in the District bussing system, the school office no longer approves such requests.
   a) Please keep in mind that buses are very full of registered students. Therefore, at any given time a bus driver can reject a non-registered student and tell them at this time they are not allowed to ride.
   b) One final note of importance: This is NOT general transportation for sleepovers or to go to a friend’s house. If that is the reason for riding, please make other arrangements.

Supplies
Every effort is made to minimize the necessary expenses of going to school. Please refer to CORE Team supply lists. School expenses of each student may be classified into two categories:

1. Necessary expenses include such items as paper, pencils, pens, notebooks, and PE clothes. Project-based classes such as hospitality, industrial/technical education, and art classes may be an expense to the student due to the consumable materials utilized for those student projects. The completed items become the personal property of the student.
2. The optional expenses include such items as the health insurance, school dances, the school yearbook, admission to athletic games, and field trip activities.

Tardy Expectations
It is imperative to a student’s success that they arrive at school and all classes on time. A student is tardy when they are not in the classroom when the bell rings. Students are expected to be in the classroom for the start of the day at 7:55am. If a student comes to class unexcused, the teacher will mark that student as tardy in Infinite Campus, document parent contacts in Infinite Campus, and may issue a detention on any of the first three (3) tardies. At five (5) tardies, the teacher will write an office referral and continue to contact parents with concerns.

Telephones
An office telephone may be used during the regular school day for calls with a pass from the classroom or after permission has been granted by office personnel.

Truancy Policy
When it has been determined that a student has been truant or has an unexcused absence from school, an attempt will be made to notify parents. Consequences may include conferences with student and/or parent, loss of credit for time and work missed, detentions, suspension, possible expulsion, and referral to the District Attorney's Office.

Valuables
Each student is requested not to bring large sums of money or items of great value to school. If a student must do so, then valuables should be checked in with the School Office Manager for safe keeping during the day. CYMS is not responsible for lost or stolen valuables other than what is checked in to the office. Before going to the dressing room for P.E., the student would be wise to place valuables in the corridor locker; however, it is not wise to place valuables in the corridor locker all day. By virtue of placing valuables in one's locker, it
demonstrates one good reason why the student should not reveal the combination or allow other students to use his/her locker.

**Video Surveillance in Building**
There are over 60 security video cameras both inside and outside the building.

**Visitors**
If a student wishes to have a CYMS visitor, he/she must bring a note from home at least 24 hours in advance. A principal must give approval for the visitor to attend CYMS. Approval will not be given if it is not in the best interest of the student or the school. A visitor may not attend more than one day. If a teacher does not wish to have the visitor participate in his/her class, the visitor will be asked to sit in the office for that class. We ask that parents, visitors and volunteers refrain from bringing firearms or other weapons on to our campus.

**Volunteers**
NCSD #1 welcomes volunteers in many capacities. However, for safety and liability concerns, there is a formal application and screening process for volunteers. Please contact the NCSD Human Resources department for information on how to get registered. It may take several weeks for your application to be approved so it is best to plan ahead.

**WEB (Where Everybody Belongs)**
WEB is a middle school transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. WEB is an acronym for Where Everybody Belongs. Built on the belief that students want to and can help other students succeed, the WEB middle school transition program trains members of the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are motivators, leaders and teachers who guide 6th graders to discover what it takes to be successful in middle school.

WEB creates safety and comfort for your new 6th graders. While the transition to middle school can be a major event in the life of a young person, very few strategies for support exist in most middle schools. The WEB middle school transition program was developed in response to the need for a middle school transition program and based on the philosophy of the very successful high school transition program, Link Crew. Creating a safe and positive learning environment for all students has become a major priority as many educators are finding that the traditional "fun and games" of teasing each other can often result in dire consequences. Additionally, more and more studies are showing that if students have a positive experience in middle school they have greater chances for continued success in high school.

WEB begins with a fun and energetic orientation day that gets 6th graders excited and proud to be attending their new middle school. It also allows them to begin developing relationships with other students as well as learn strategies that will contribute to their middle school success. After orientation WEB continues, providing a variety of both Academic and Social Follow-Up Activities throughout the year. The Academic Follow-Ups are lessons presented by trained WEB Leaders during visits to classes. These lessons are designed to give 6th graders the skills needed to be successful during their middle school years and beyond. Social Follow-Ups provide social settings for the WEB Leaders and their groups to reconnect and further build relationships outside the classroom.

WEB’s goal is to provide a structure in which students make real connections with each other. Through this program students learn that people at school care about them and their success. WEB is the middle school transition program that will increase attendance, decrease discipline referrals and improve academic performance at your school.
Withdrawal from School
Any time a student is going to withdraw from school he/she must bring a signed note from a parent/guardian no later than the day before he/she plans on leaving. The student will then be given a form to take to each of his/her teachers, the library, and the school nurse. The student must return the completed form to the office along with any books or other school issued items. If such items are not returned a fine will be assessed for the value of that item. The student will be responsible for payment of any fines before he/she leaves.

Note: Due to staffing changes over summer months, staffing lists may be different than posted.

Student/Parent Guide Signature Page
We must have a signature page from each student. This signature page states that students and parents have received the handbook and have reviewed the contents. Please sign and return the following page.
CYMS 2016-2017
POLICY ACKNOWLEDGEMENT

Please review, sign below and return to the CYMS Office.

Signatures below reflect that my child and I have received and will review the CYMS/NCSD #1 Student/Parent Guide which includes:

• NCSD #1/CYMS Discipline Policy

• Athletic/Activity Code of Conduct

• Internet/Online Use Agreement

• Cell Phone and Electronic Device Policy

• Bullying Policy

• Dress Code Policy

We understand that this Guide is the official policy of NCSD #1 and CYMS. If we have any questions, we may call the CYMS office at 253-2700 for clarification.

__________________________________        __________________________________
Parent/Guardian Signature                                Student Signature

_____________________________                                __________
Student Name (please print)                                Grade