

# Douglas High School Student Handbook 2023-24



Douglas High School  
1701 Hamilton St.  
Douglas, WY 82633  
Phone: 307-358-2940 Fax: 883-453-0458

Ryan Mackey, Principal  
Justin Carr, Associate Principal  
Doug Hughes, Activities Director

**DHS Mission Statement:** We ensure all learn at high levels to become life-ready!

**DHS Vision Statement:** To become the standard of excellence in education!

**CCSD#1 Mission Statement:** Working together to achieve excellence.

**CCSD#1 Vision Statement:** #LifeReady

Page Break

# SCHOOL CALENDAR

2023-2024

\*days we observe

## Converse County School District #1

Working together to achieve excellence. #LifeReady



Approved December 8, 2020

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

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

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

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

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

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

166 student days  
178 staff days\*\*

### AUGUST

- 7-10 New teacher training
- 14-17 No students-all staff professional learning
- 14 First day of fall sports
- 21 First day of school

### SEPTEMBER

- 4 No students/no staff
- 4 \*Labor Day
- 17 \*Constitution Day
- 18 No students-all staff professional learning

### OCTOBER

- 9 No students-all staff professional learning
- 9 \*Columbus Day
- 26 Student only early release
- 27 No staff/no students-high impact day

### NOVEMBER

- 3 No students/no staff-high impact day
- 22 Students & staff-early release day
- 23-24 Thanksgiving break
- 29 \*Nellie T. Ross's Birthday

### DECEMBER

- 7 \*Pearl Harbor Remembrance Day
- 8 No students/no staff-high impact day
- 10 \*Wyoming Day
- 15 Students & staff-early release day
- 18-29 Holiday break

### JANUARY

- 1 Holiday break
- 2 No students-all staff professional learning
- 15 No students-all staff professional learning
- 15 \*Martin Luther King Jr. Day

### FEBRUARY

- 5 No students-all staff professional learning
- 19 \*President's Day
- 23 No students/no staff-high impact day

### MARCH

- 7 Student only early release
- 8 No students/no staff-high impact day
- 11-15 Spring break
- 29 Easter break

### APRIL

- 1 Easter break
- 29 No students-all staff professional learning

### MAY

- 9 \*Native American Day
- 12 Graduation
- 17 No students/no staff-high impact day
- 23 Student only early release
- 23 Last Day of School

\*\*Parent/teacher conferences and/or family engagement events will be communicated by each school. Two work days are calculated into total staff days for these events.

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

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

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

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

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

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

Snow days will be made up on the first available day: 10/27, 11/3, 12/8, 2/23, 3/8, 3/29, 4/1, 5/17, 5/24

## **DHS TEAM MEMBERS**

Alvarado, Lillian – SPED Para  
Alvarado, Ruben – Lead  
Custodian  
Arima, Lindsie – BASE Educator  
Armstrong, Kerstin - English  
Barker, Collin – Social Studies  
Barker, Mel – Social Studies  
Barnett, Jeff – CTE  
Bartling, Katie – SPED  
Bethea, Luke - CTR  
Blaylock, Bob – SPED  
Boner, Mariah – SPED Transition  
Bourne, Utahna – Deaf Educator  
Bower, Jarred – CTE  
Bratton, James – SPED  
Brown, Troy – Fine Arts  
Bunting, Laura - Food Service  
Busboom, Darla – Library Media  
Specialist  
Capp, Amanda - SPED  
Carr, Justin – Associate Principal  
Carr, Nicole – Counselor  
Castrogiovanni, Cara – SPED  
Para  
Cobb, Dana – Library Media  
Para  
Collins, Chris – Math/Science  
Collins, Michelle – SPED  
Cook, Jon – Science  
Cudney, Jeff - ELL  
Davidson, Corey – Instructional  
Coach  
Davidson, Tara – SPED Para  
Engelker, Mistie – SPED  
Ewing, Jennifer – Nurse  
Fenner, Becky – Science  
Ferguson, Karena – SPED Para  
Foster, Melina – English

Geer, Sean – SPED Case  
Manager  
Gifford, Connie – SPED Para  
Gifford, Randy – Fine Arts  
Gray, Amelie –  
SPED/Graduation Coach  
Gusse, Dustin - SPED  
Haley, Jill – SPED  
Harting, Courtney – SPED  
Haught, Emily – Instructional  
Coach  
Helenbolt, Cody – Social Studies  
Helgeson, Zac – SPED Para  
Hellbaum, Nate - CTE  
Henwood, Tiffany – Counselor  
Hoopman, Melissa – English  
Hughes, Doug – Activities  
Director  
Johnson, Jayme – Secretary  
Johnson, Jessica – Speech Path  
Assistant  
Johnson, Cassidy – SPED  
Kayser, Dodi – ISS Coordinator  
Kelley, Bryan – School Resource  
Officer  
Kerkvliet, Baylee – English  
Lapin, Carmella – Food Service  
Lehner, Cherie – SPED  
Counselor  
Levi, Anita – Spanish  
Lindeman, Ian – BASE Para  
Logar, Devon - Custodian  
Mackey, Ryan – Principal  
McPherson, Erin – SPED Para  
Morgan, Shea – Attendance  
Secretary  
Nevarez, Jennica – ELL Para

Olivarez, Zac – CTE/Athletic  
Trainer  
Olson, John – Science  
Ortega, Kristy – Food Service  
Ostlund, Autumn – Speech  
Language Pathologist  
Pagett, Toni – Print Shop  
Coordinator  
Parker, Rhonda – Secretary  
Pearson, Bill – Math  
Phillippi, Carsten – Math  
Phillips, Patrick –  
Math/Computer Science  
Plumb, Chase - PE  
Polich, Sarah – Math  
Rhoades, Angela – English  
Rhoades, Jay – PE/Alt.  
Instruction  
Ricks, Lea – CTE  
Roberts, Rosann – SPED  
Schale, Julie – SPED Para  
Schoening, Ashley – SPED/BASE  
Schoening, Chris – SPED Para  
Seeds, Jack – PE  
Settelmeyer, Jeremy – Fine Arts  
Smith, Josiah – Social Studies  
Toolen, John - Custodian  
Toppenberg, Dusty – Science  
Tresch, Nikki – PE  
Wallis, Judy – Food Service  
Watson, Sherry – Food Service  
Wiederrecht, Ann – Fine Arts  
Accompanist  
Wilkinson, Robyn – Instructional  
Coach  
Wood, Stacy – SPED Counselor  
Wright, Erin - Registrar



## **BELL SCHEDULES**

### **2023-2024 Douglas High School – Bell Schedules**

<b>Monday - Thursday</b>	
Zero Hour	7:00 – 7:50
1 <sup>st</sup> Period	8:00 – 8:50
2 <sup>nd</sup> Period	8:53 – 9:43
3 <sup>rd</sup> Period	9:46 – 10:36
4 <sup>th</sup> Period	10:39 – 11:29
5 <sup>th</sup> Period	11:32 – 12:22
Lunch	12:22 – 12:59
6 <sup>th</sup> Period	1:02 – 1:52
7 <sup>th</sup> Period	1:55 – 2:38
8 <sup>th</sup> Period	2:41 – 3:31

<b>Friday</b>	
Zero Hour	7:00 – 7:50
1 <sup>st</sup> Period	8:00 – 8:40
2 <sup>nd</sup> Period	8:43 – 9:23
3 <sup>rd</sup> Period	9:26 – 10:06
4 <sup>th</sup> Period	10:09 – 10:49
5 <sup>th</sup> Period	10:52 – 11:32
6 <sup>th</sup> Period	11:35 – 12:15
8 <sup>th</sup> Period	12:18 – 12:58
Lunch	12:58 – 1:28

<b>Late Start</b>	
1 <sup>st</sup> Period	10:00 – 10:40
2 <sup>nd</sup> Period	10:43 – 11:23
3 <sup>rd</sup> Period	11:26 – 12:06
Lunch	12:09 – 12:39
4 <sup>th</sup> Period	12:42 – 1:22
5 <sup>th</sup> Period	1:25 – 2:05
6 <sup>th</sup> Period	2:08 – 2:48
8 <sup>th</sup> Period	2:51 – 3:31



## **CENTRAL OFFICE TEAM AND SCHOOL BOARD**

Superintendent – Dr. Paige Fenton Hughes  
Associate Superintendent – Dr. Andrea Gilbert  
Human Resources Director – Steve Walker  
Student Support Services Director – Penny Bolinger  
Business Manager – Brian Bartz  
Technology Director – Tony Witbrod

Board Chair – Tom Holt  
Vice Chair – Shane Stinson  
Treasurer – Staci Hill  
Clerk – J.C. Forgey  
Board Member – Jared Vollman  
Board Member – Trent Boner  
Board Member – Jeremiah Darr  
Board Member – Josh Moore  
Board Member – Ty Tillard

## **WELCOME TO DOUGLAS HIGH SCHOOL – HOME OF THE BEARCATS**

The administration, faculty, and staff welcome you to another school year. DHS believes that education is a cooperative venture shared by the school, the home, and other community agencies. Our mission is to ensure all learn at high levels to acquire the skills and knowledge necessary to be college, career, or military ready.

As such, DHS is an organization that reflects the society it serves and yet emphasizes the value of individual ideas, beliefs, and worth. As in any society, rules and regulations have been developed to foster the proper operation and function of the school. They are intended to promote and protect the rights and privileges of every student and staff member. We encourage you to refer to and become familiar with this student handbook.

This handbook has been approved by the Board of Education of CCSD#1. Please remember that as a citizen of this school, you are expected to follow rules and regulations that have been established for the welfare of the entire student body. With sufficient reason and at any time, the guidelines outlined in this handbook can be changed by administration.

### **ACADEMIC EXPECTATIONS**

Students at DHS are expected to learn at high levels to become life ready. Our team is determined to help students by providing students with multiple opportunities to demonstrate proficiency.

#### **Grading System**

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D (*minimum requirement to obtain credit towards graduation*)
- 59 & below = F

Each department within DHS will remain consistent in their grading and late work policies. Please refer to the specific course syllabi for precise details related to departmental grading and late work procedures.

At all times, students are expected to take a conscientious interest in their work and to make an honest and diligent effort in all classes. Failure to do so may result in school issued consequences per the behavior matrix. Parents and guardians will receive student report cards via e-mail during fall and spring parent/teacher conferences. Final report cards will be issued via e-mail at the end of each semester. Additional hard copies will be available upon request. Parents and students are encouraged to sign up for PowerSchool to get notifications and check their student's academic performance while enrolled at DHS. If you need assistance setting up a PowerSchool Parent Account, please contact the office at 358-2940.



## GRADUATION REQUIREMENTS

The following are Converse County School District #1 Board of Education requirements for graduation, as evidenced by passing grades; ½ credit is earned per class each semester when a student earns a grade of 60% or higher. All students must obtain a total of 24 credits to graduate. PLEASE NOTE: All students who are considering NCAA athletics for Division I or II schools, please check with the Counselor's office to register with the Clearinghouse. All monetary obligations to CCSD1 must be paid to the district before graduation. Credit will be withheld, and a diploma will not be issued until dues/fines are paid.

Class	Required for Graduation	Hathaway Honors \$1680/sem	Hathaway Performance \$1260/sem	Hathaway Opportunity \$840/sem	Hathaway Provisional \$840/sem
Language Arts	4 years/credits	4 years	4 years	4 years	4 years
Social Studies	3 years/credits	3 years	3 years	3 years	3 years
Mathematics	3 years/credits	4 years	4 years	4 years	3 years
Science	3 years/credits	4 years	4 years	4 years	3 years
Fine Arts	1 semester/.5 credit	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>
Practical Arts	1 semester/.5 credit	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>	FPA -CTE – FL 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b>
Health	1 sem/.5 credit				
Physical Education	2 sem/1 credit				
Technology	1 sem/.5 credit				
Financial Literacy	1 sem/.5 credit				
Electives	8 credits				
Total	24 credits				
Minimum GPA		3.5	3.0	2.5	2.5
Minimum ACT Score		25	21	19	17 ACT or 12 WorkKeys

### **CLASS REGISTRATION**

School counselors will meet and visit with all incoming freshmen during May of their 8th grade year. During that time, they will help students create a four-year plan that they will use as a guideline for selecting classes to ensure they will be best prepared to become college, career, and/or military ready. Students will also select a Career Technical Education (CTE) Program of Study to meet student interest and future plans. Once a student selects their Program of Study, he/she will begin taking classes that will best prepare him/her to successfully complete the exam related to the Industry Recognized Credential (IRC). This credential will prepare him/her in his/her future endeavors and can be utilized within the industry of his/her choice. Please see the course description book for a detailed explanation of each Program of Study, the IRC's associated, and the course offerings provided at Douglas High School.

Counselors will continue to meet with all students two times per year to ensure student needs and graduation requirements are being met. There are times when student interests change thus students will be able to make necessary adjustments to their four-year plan and Program of Study. However, students will NOT be allowed to make changes to their schedule after the first two weeks of each semester unless approved by administration. All drops and adds are to take place within the first 10 days of each semester. Exceptions may be made with administrative approval. Please note, this means the student transcript could reflect a withdrawal fail (WF) after 10 days. Additionally, students are required to take a math class their 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade years.

### **SENIOR BLOCK**

Block (period off) is offered any period to all seniors who are on track to graduate. Administration may take away a block period at any point in time if a student becomes an academic and/or behavior risk. Seniors will only be allowed one block per semester as students must be enrolled in a minimum of seven classes per semester. Please note activity eligibility requirements become more strict when students are enrolled in less classes. This means that all students only enrolled in seven classes must be passing all of them to attend high school dances and events.

### **CLASS RANK & GRADUATION RECOGNITION**

Class rank will be calculated each semester for students that will be graduating that May. All students with a cumulative 4.0 grade point average will be honored at graduation, by introduction and an opportunity to speak at the ceremony. If no student has a 4.0, the two students with the highest grade point averages will receive this recognition. The student with the highest ACT score for the class will be recognized at graduation by introduction and wearing a purple sash. The student with the second highest ACT score will also be introduced and wear a red sash. Academic honors will be granted to high school graduates who have completed no less than 11 credits of accepted course work in a state accredited high school. All honored students must have completed the last two semesters of course work while being an enrolled student at Douglas High School. Graduation is traditionally held in the month of May and is a formal event. Therefore, students are not allowed to decorate/alter their cap and gown in any form.







## **HONOR ROLL**

The Douglas High School Honor Roll is calculated and recognized at the end of each semester. All students on diploma track with a GPA of 3.5 or higher for the semester will be named to the DHS Honor Roll. The students who meet such requirements will have their names submitted to the local newspaper for printed recognition.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a nationally sponsored organization to recognize excellence. A student must have at least a 3.5 GPA to be considered and retained in NHS. The selection procedure is held annually when staff members evaluate all students who apply for the society. Students are evaluated on an equal basis in the following four areas: 1. Scholarship 2. Character 3. Leadership 4. Service. No one area carries any more weight than the other. The evaluations are tabulated and a committee including the principal and five staff members appointed by the principal make the final decision as to this year's candidates. The National Honor Society's goal is to recognize the all-around student, not just scholastic excellence. NOTICE: Any student wishing to be considered as a member of the National Honor Society will need to pick up an application from the sponsor. Students who have discipline issues may be put on administrative probation or removed from NHS.

## **ATTENDANCE**

All students are expected to attend school on a daily basis. Attending school each and every day is imperative for students to prepare themselves for their future endeavors. To report a student's absence, the attendance secretary must be contacted at 307-358-2940. The following absent codes found on PowerSchool count towards a student's 10 consecutive days allowed. If any student misses 10 consecutive days of any class, they will be dropped from that class.

A	Absent	M	Medical
S	Sick	C	Court
OP	Off-site Present	Q	Testing
R	Truant	W	SWAG – Before/After School Tutoring Present
U	Unexcused	F	Funeral
E	Excused – Parent Call	H	Homebound
T	Tardy – Excused within 10 minutes of bell ringing	I	In-School Suspension
X	Tardy – Unexcused within 10 minutes of bell ringing	1	School Activity
L	Late – Unexcused – More than 10 minutes late	2	Administrative Approval
O	Out of school suspension	3	Alternative Suspension - BASE
G	Counselor's Office	Q/I	Quarantine/Isolation
P	Pre-Arranged	N	Nurse's Office

### **STUDENT ABSENCES**

Regular attendance is of prime importance at all levels in the educational process. All students are expected to attend school in order to maximize the effectiveness of opportunities provided in the school's educational program. It is the parent/guardians' responsibility to see that their student(s) attend school regularly. It is also the parent/guardians' responsibility to inform the school that their student(s) will not be in school. When a student must be absent, the parent/guardian should call the High School at 358-2940 before 10:00 AM of the first day of the absence. Excused absences must be called in 24 hours from an absence.

Absences that are approved by the parent/guardian (through a note or phone call) will be considered excused. Any absence without the parent/guardians' approval will be considered unexcused and will be treated as such. It is the parent/guardians' responsibility to see that their student(s) attend school on a regular basis. Students may lose credit for missing too many classes (20 or more) when coded S, U, R, and/or E (see chart above). Additionally, once a student reaches 15 absences, a parent/guardian conference will be conducted to determine a plan of action regarding their student's attendance. In addition, students with poor attendance (15 or more absences when coded S, R, U, and/or E) will not be able to participate in school activities such as dances, sporting events, or sanctioned activities until they return to class on a consistent basis. This is to include participating in the student section at events.

Students with excused absences may make up work in a reasonable period of time; however, it is the responsibility of the student to obtain work missed. If students know they are going to be absent, it is desirable to make up work ahead of time.

### **EXCESSIVE ABSENCE**

Any student who misses ten consecutive days of any class will result in a 10-day drop from that class. Additionally, any student who misses all classes for 10 consecutive days will be dropped from the school's enrollment and will need to re-enroll.

### **TRUANCY/WILLFUL ABSENTEEISM**

All student attendance will be monitored by the attendance officer who will investigate the causes of unexcused absences, habitual truancy, and willful absenteeism. Willful absenteeism is defined as exceeding the limit of unexcused absences five (5) within this policy and state law. Written notice will be sent to any parent/guardian of any student having accumulated five (5) unexcused absences as well as to the local county attorney. The county attorney may initiate proceedings in the interest of the child under the Child Protection Act or the Child in Need of Supervision Act.

### **STUDENT BEHAVIOR EXPECTATIONS**

DHS students are expected to be truthful and honest. All students are also expected to treat other students, staff, and visitors with respect at all times, including school activities. DHS students shall also use acceptable language and dress appropriately during school and all school events. Failure to do so will result in school consequences outlined in the behavior matrix below.

## BEHAVIOR MATRIX FOR DISCIPLINARY ACTIONS & CONSEQUENCES

Consequences may be assigned on a cumulative basis across infractions (1<sup>st</sup> offense, 2<sup>nd</sup> offense, etc.).

<b>Minor Infractions – Level 1</b>				
<b>Definition &amp; Expected Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4+ Offenses</b>
<b>Cell Phones</b> Students may use personal devices during passing time and lunch time. Teachers may allow students to use personal devices for instructional purposes as directed.	- Warning	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 5 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 8 Hours Detention (ASD)/Lunch Detention (LD) - 2-5 ISS
<b>Dress Code</b> Students shall dress and groom in accordance with the DHS dress code policy.	- Warning	- 2 Hours Detention (ASD)/Lunch Detention (LD)	- 4 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 7 Hours Detention (ASD)/Lunch Detention (LD) - 2-5 ISS
<b>Head Coverings</b> (Hats, caps, head covers, and/or hoods from a jacket, coat, sweatshirt, etc.) DHS students shall be required to remove head cover upon entering the building and may wear head cover upon exiting the building.	- Warning - Staff member collects the head covering until the end of the day	- 2 Hours Detention (ASD)/Lunch Detention (LD)	- 4 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 7 Hours Detention (ASD)/Lunch Detention (LD) - 2-5 ISS
<b>Public Display of Affection (PDA)</b> DHS students shall not engage in offensive or inappropriate public displays of affection, which may include kissing, cuddling, prolonged hugging, etc.	- Warning	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 5 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 2-5 days In School Suspension (ISS)
<b>Tardy</b> DHS students are expected to be on time and prepared for every class every day, including books, supplies, and assignments. Students are to be in the classroom to be considered on time. <b>Consequences will begin at four (4) tardies and are issued per class.</b>	- Warning - 1 to 5 Hours Detention (ASD)/Lunch Detention (LD)	- 1 to 5 Hours Detention (ASD)/Lunch Detention (LD)	- 5 to 10 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 1 to 10 Hours Detention (ASD)/Lunch Detention (LD) - 1 to 10 In School Suspension (ISS) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Trash/Littering</b> Students shall help keep the DHS building and grounds free of trash.	- Warning	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 5 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 2-5 days In School Suspension (ISS)

<b>Moderate Infractions – Level 3</b>				
<b>Definition &amp; Expected Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4+ Offenses</b>
<b>Missed Administrative Detention</b> DHS students are expected to complete all detention as communicated and arranged by administration.	- 2 Hours Detention (ASD)/Lunch Detention (LD)	- 4 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS	- 2 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Disruptive, Uncooperative, Disrespectful, or Inappropriate Behavior</b> DHS students are expected to treat other students, staff, and visitors with respect at all times, including school activities.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 1-3 ISS - 2 days Alternative School (ALT)	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Profane Language &amp; Deliberate Use of Inappropriate Language</b> DHS students shall use acceptable language during school time and at school events.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Misleading &amp; Lying</b> DHS students shall be honest and truthful. Students and parents may be required to attend a conference with parties involved.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Insubordination/Willful Disobedience</b> DHS students shall follow directions given by school personnel. Students are expected to work in class and complete/turn in all assignments/assessments on time as directed by their teachers.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)

### Moderate Infractions – Level 3 (continued)

Definition & Expected Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4+ Offenses
<b>Internet Violation</b> <i>*This violation will accumulate throughout the duration of a students' high school career.</i> DHS students shall use the internet appropriately. Inappropriate use includes but may not be limited to pornographic sites, chat rooms, email, viewing/downloading files unrelated to school projects, playing games, etc.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Tuancy</b> DHS students will participate in and contribute to their educational success by attending all classes, interventions, and extensions every day.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Off-campus During Lunch Without Permission</b> DHS students shall stay on campus during lunch time except if they have an incentive pass are physically checked in/out by their parent/guardian.	- 2 Hours Detention (ASD)/Lunch Detention (LD)	- 4 Hours Detention (ASD)/Lunch Detention (LD) - 1 days Alternative School (ALT) - 1-3 ISS	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 3 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Plagiarism</b> Students are expected to cite sources appropriately and accurately to give credit where credit is due. Students are to present their own work and not copy the work of others and claim it as their own.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Cheating</b> Students are expected to complete their own work. Refer to the "Cheating Policy" for a description of what constitutes cheating.	- 3 Hours Detention (ASD)/Lunch Detention (LD)	- 6 Hours Detention (ASD)/Lunch Detention (LD) - 2 days Alternative School (ALT) - 1-3 ISS	- 10 Hours Detention (ASD)/Lunch Detention (LD) - 4 days Alternative School (ALT) - 2-5 ISS	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)

Major Infractions – Level 5				
Definition & Expected Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4+ Offenses
<b>Fighting &amp; Breach of Peace</b> DHS students shall settle differences by non-physical means. Students and parents will be required to attend a conference with parties involved.	- 3 to 10 Days In-School Suspension (ISS) at BASE - 3 to 5 days Alternative School (ALT)	- 5 to 8 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Vandalism &amp; Unlawful Entry</b> DHS students shall respect the property of other students, the staff, guests, the school district, etc.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Theft</b> DHS students are expected to respect the real or personal property of other students, staff, guests and the school district.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Bullying &amp; Harassment</b> DHS students are expected to treat other students and staff with respect	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)



Major Infractions – Level 5 (continued)				
Definition & Expected Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4+ Offenses
<b>Sexual Harassment &amp; Sexual Misconduct</b> DHS students are expected to treat others with respect on school premises and at all school sponsored activities. Students will not engage in sexually related behaviors while on school property or under the supervision of any school personnel.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 8 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Tobacco &amp; Tobacco Substitutes</b> (including electronic cigarettes) DHS students/staff shall not use or hold tobacco products or substitutes. Underage students (17 & under) will be referred to the police.	LAW ENFORCEMENT CITATION - 5 Days In-School Suspension (ISS) - 5 days Alternative School (ALT)	LAW ENFORCEMENT CITATION - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	LAW ENFORCEMENT CITATION - Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	LAW ENFORCEMENT CITATION - Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Leatherman &amp; Knife Possession</b> DHS students may not possess a knife or Leatherman while on school grounds.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)



## Major Infractions – Level 5 (continued)

Definition & Expected Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4+ Offenses
<b>Unsafe Actions &amp; Driving on School Property</b> <i>*This violation will accumulate throughout the duration of a students' high school career.</i> While on school property, students are expected to drive and act in a manner that supports a safe environment before, during, and after school.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)
<b>Excessive Absences</b> (see <i>Attendance Policy</i> ) DHS students are expected to be in class and participate or their grade may be affected.	- 3 to 10 Days In-School Suspension (ISS) - 3 to 5 days Alternative School (ALT)	- 5 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract - 10 days Alternative School (ALT) - 1 to 10 Days Out-of-School Suspension (OSS)	- Administrative Contract consequences enacted - 1 to 10 Days Out-of-School Suspension (OSS)

## Possible Board Action

Definition & Expected Behavior	Consequences
<b>Continued and/or Willful Disobedience</b> DHS students shall follow the rules and instructions established by staff and administrators at all times.	- In-School Suspension (ISS) - Alternative School (ALT) - Out-of-School Suspension (OSS) - Administrative Contract - Expulsion
<b>Threatening the Safety or Intending to Harm Others/Sexual Harassment</b> DHS students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage.	- In-School Suspension (ISS) - Alternative School (ALT) - Out-of-School Suspension (OSS) - Administrative Contract - Expulsion
<b>Possession of Weapon(s)</b> DHS students shall not be in possession of any firearm, knife, or any other device, which may be considered a weapon.	- In-School Suspension (ISS) - Alternative School (ALT) - Out-of-School Suspension (OSS) - Administrative Contract - Expulsion



<b>Possible Board Action (Continued)</b>	
<b>Definition &amp; Expected Behavior</b>	<b>Consequences</b>
<b>Alcohol/Controlled Substance use or sale of on school property</b> Students shall not possess, use, be under the influence of, conspire to possess or distribute or possess paraphernalia of alcohol, controlled substances, mood altering chemicals, etc.	LAW ENFORCEMENT CITATION - 1 to 20 days of Alternative School (ALT) - In-School Suspension (ISS) or Out-of-School Suspension (OSS) until parent conference for 1-5 days following conference - Administrative Contract - Board Action
<b>Any behavior that is in the judgement of the local Board of Trustees to be clearly detrimental to the education, welfare, safety, or morals of other pupils.</b> <b>DHS students shall allow other students the opportunity to learn successfully without fear of their welfare, safety or morals.</b>	- In-School Suspension (ISS) - Alternative School (ALT) - Out-of-School Suspension (OSS) - Administrative Contract - Expulsion
<b>Habitual Truancy (5+ unexcused absences in any year)</b> All students are expected to attend school in order to maximize the effectiveness of the school's curriculum program.	- In-School Suspension (ISS) - Alternative School (ALT) - Out-of-School Suspension (OSS) - Administrative Contract

#### **DUE PROCESS PROCEDURE**

- Upon receiving information of a major/board action infraction, the Principal, Associate Principal, or Activities Director will notify the student as soon as possible, stating the violation in which he/she is being accused.
- The Principal, Associate Principal and/or Activities Director will investigate the allegation of misconduct. A conference with the student, parents/guardians, Principal, Associate Principal and/or Activities Director will be held within 72 hours, excluding Saturdays and Sundays, to give the student an opportunity to explain or justify his/her actions.
- Written notification will be sent to the parents or guardians, outlining the violation, suspension and possible expulsion information.

#### **PARENT/GUARDIAN/STUDENT OPTIONS**

Regarding classroom material that may be offensive or religiously controversial, students and parents/guardians have the right to opt out of such material with student, parent/guardian, teacher, and administrative approval. Students will be provided a comparable assignment/assessment and are expected to complete such in the same amount of time allotted for the original assignment/assessment. Parents/guardians are to contact the teacher first to work together in expressing their concern with the educational material/resource/assignment/assessment.

## **SEARCH POLICY**

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Books, lockers, desks, and all other storage facilities, equipment and/or other materials provided by the school remain school property even though utilized by students. The school retains the right to check, inspect or search these materials, facilities, or property at any time to verify their condition, orderliness, cleanliness, and/or content. Merely because students may be issued a key or a lock for a locker or storage facility, this does not give the student any particular right of privacy in such locker or facility. Searches of their property may occur on school grounds whenever it is determined by school authorities that there is a reasonable basis for the search. When there is reason to believe that contraband, illegal and/or prohibited items are on a student's person, the principal and/or an assistant or designee may authorize a search of the student's outer clothing, bag, purse, jacket, etc. for the purpose of removing such items. For any search beyond the outer clothing, the principal and/or an assistant or designee must have one of the following reasons for such search:

- Has received reliable information from an individual that he/she had actually seen narcotics, contraband, illegal and/or prohibited items very recently in the possession of the student to be searched; or
- Has observed personally contraband, illegal and/or prohibited items in possession of the student; or
- Has information that the student admitted possession of the contraband, illegal and/or prohibited items on his/her person.

During any authorized search beyond the outer clothing of a student, the principal and/or an assistant or designee will be present along with two other adult employees of the school and all will be of the same sex as the student being searched, and such search will be conducted in an appropriate private area. Search of a student's vehicle while located on school premises will be conducted only if there is a reasonable basis to believe that a breach of rules or a crime is being committed by the student. Students may, at their discretion, park their vehicles in appropriate parking spaces located on school district property. Students who elect to utilize parking spaces provided by the school district understand that the vehicle, when parked on school district property, is personal property which may be subject to a search when school officials have a reasonable suspicion that there may be weapons, contraband, or other illegal or improper property located within the automobile. Once the automobile is brought onto school property, the student waives any expectation of privacy regarding the contents of that automobile.

## **DRUG AND ALCOHOL ABUSE ACTION**

Possession, distribution, sales, or being under the influence of alcohol or other controlled substances or paraphernalia used for consuming drugs on School District property or at an athletic event or other school-sponsored activity will not be tolerated. The same applies to misuse of other mood-altering chemicals such as prescription and nonprescription drugs, paint, glue, etc. Although the District emphasizes prevention and assistance programs, the response to violations of the substance abuse policy will be unequivocal. Parents/guardians will be involved in the process whenever possible, and law enforcement officials will be contacted whenever the school principal or his/her designee determines such contact appropriate within the confines of state and federal law.

## **ALCOHOL/CONTROLLED SUBSTANCE VIOLATIONS**

Alcohol/Controlled substance violations include, but are not limited to use, sale/selling, possession of, under the influence of, conspiracy to possess or distribute, or possession of paraphernalia of a controlled substance or alcohol. The same applies to the misuse of mood-altering chemicals, such as prescription and non-prescription drugs, paint, glue, etc. Any violation involving controlled substances will be treated as follows:

- Immediate ISS or OSS until parent/guardian conference is held.
- ISS/OSS/ALT for 1-5 days following conference.
- Alternative placement for 1-20 days.
- Board action or administrative contract.
- *Any student at school or any school activity will be subject to activities code consequences in addition to normal school rules.*

## **WEAPONS POLICY**

Possession and/or use of any dangerous weapon in any school building, to or from school, on school grounds, in any school vehicle, or at any school sponsored activity is strictly prohibited. Possession is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity. Students are expected to understand the special seriousness, potential harm, and fear weapons can have in a school setting as provided by law or district policy. The principal or superintendent may suspend or recommend expulsion of any student who possesses, handles, transmits, or conceals any object that could be used or construed as a weapon to disrupt the educational process or cause harm or fear to another person. A definition of weapon is not limited to the obvious such as guns and knives, but would or could be construed to also include items such as slingshots, bludgeons, explosives, toy weapons that resemble the real thing, etc. An exception to this regulation may be made for students participating in class work or an authorized extracurricular activity or team involving the use of weapons or similar objects and permission should be obtained prior to bringing such items to school. Weapon as defined in Wyoming Statute: means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury. Any violation involving weapons will be treated as follows:

- Immediate ISS or OSS until parent conference is held.
- ISS/OSS/ALT for 1-10 days following conference.
- Alternative placement for up to 1 calendar year from the date of incident.
- Board action or administrative contract.
- *Any student at school or any school activity will be subject to activities code consequences in addition to normal school rules.*



### **CHEATING POLICY**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- 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 your 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 to give to others.
- Copying information from a source without proper attribution.
- Taking papers from other students, publications, or the internet.

### **CHEATING CONSEQUENCES**

- First Offense - Student receives a zero on test or assignment until they retake/redo an alternative assignment/assessment. The student is expected to retake/redo the alternate assignment/assessment as soon as possible. The student will also receive a consequence in relation to the office referral (refer to chart).
- Second Offense - Student receives a zero on test or assignment until they retake/redo an alternative assignment/assessment. The student is expected to retake/redo the alternate assignment/assessment as soon as possible. The student will also receive a consequence in relation to the office referral (refer to chart). Additionally, a parent/guardian conference will be held.
- Third Offense – Student receives a zero on test or assignment until they retake/redo an alternative assignment/assessment. The student is expected to retake/redo the alternate assignment/assessment as soon as possible. An office referral for willful disobedience will be administered and consequences will be issued in relation to the behavior matrix (refer to chart) and a second parent/guardian conference will be held to go over the academic contract.

### **ADMINISTRATIVE DETENTION**

At any time for any disciplinary infraction, a school administrator may issue administrative detention as a consequence. Times will be before school, after school, or during lunch. Transportation arrangements are the responsibility of the student. Students may not be excused except in the case of a medical emergency that can be verified.

### **IN-SCHOOL SUSPENSION**

Students serving ISS will report to the ISS room and remain there to complete their assignments and assessments throughout the day. Exceptions may be made by administration if an assessment, lab, or project is to be completed in the actual classroom. The ISS supervisor will contact and collect all coursework from each of the student's teachers. Students serving ISS may not participate in school activities and/or functions occurring the same day as their suspension.

### **ALTERNATIVE SUSPENSION (ALT/BASE)**

Administration may choose to put a student at alternative suspension in place of OSS. This program is used to benefit students with their academic pursuits while removing them from the social setting of the high school. Students serving alternative suspension are expected to complete their classwork assigned by their teachers. Additionally, students on alternative suspension are not allowed to attend school activities and/or functions for the duration of the suspension.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Out of school suspension is used to remove students from the school premises for a time established by school administration. Students serving out of school suspension are expected to complete their classwork assigned by their teachers. Additionally, students suspended out of school are not allowed to attend school activities and/or functions for the duration of the suspension.

### **COMMUNITY SERVICE**

At any time community service may be issued by administration as a consequence and must be completed during non-academic time with the custodial staff in a non-mechanical activity for a specified amount of time given or will be considered being uncooperative behavior and appropriate consequences will be assigned.

### **ADMINISTRATIVE PROBATION**

Before a student is taken before the Board of Trustees for an expulsion hearing, he/she may be placed on administrative probation. This probation contract establishes conditions that must be met by the student in order to remain in school. Failure to abide by the contract may result in an expulsion hearing before the Board of Trustees.

### **EXPULSION**

Expulsion is the exclusion of a student from school for an indefinite period of time, in excess of that amount of time, which may be imposed in a long-term suspension. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons. The following violations (but not exclusive of others) occurring on the school property or at school functions, or in any other jurisdiction over the student, may bring expulsion recommendation:

- Continued open defiance of authority
- Destruction of school property
- Physical abuse or threat to any person
- Unlawful or unauthorized use, possession, distribution or sale of drugs (prescribed or non-prescribed), alcoholic beverages or other illegal contraband
- Violations of district or school regulations
- Violation of state law
- Unauthorized possession of weapons that are dangerous to persons or property.  
Weapons are any objects that can be construed to threaten, intimidate, or cause bodily harm.

### **EXPULSION CONTINUED**

The administrator's recommendation for expulsion is made by letter to the superintendent and shall contain the following:

- Date suspension occurred
- Reason for expulsion recommendation
- Administrator's signature

### **POWERSCHOOL/WEBPAGE**

Parents/guardians and students are encouraged to access information about grades and assignments/assessments in PowerSchool. To do so, an ID# and password are required. This information may be obtained by calling one of the secretaries at 358-2940. Through the use of PowerSchool, student grades and attendance are accessible. By clicking on the grade you can view a breakdown of the assignments/assessments, scores, and missing work. All other district and building information are located at our websites and social media pages. Please visit our school at <https://www.ccsd1.org/district/contacts/DHS> and our district at <https://www.ccsd1.org/> where you can access all additional social media pages.

### **LUNCH/OPEN CAMPUS**

Douglas High School runs one lunch period. All student lunches at DHS are served from the kitchen in the Rec Center and students are allowed to eat in the Rec Commons, Main Commons, and Library Media Center. Students also have the opportunity to leave campus for lunch, but only with parent/guardian permission. Parents/guardians can grant permission by calling the school at 358-2940 or by completing the open campus form during the registration process. Parents/guardians can change this permission at any point in time throughout the school year. Additionally, administration may revoke such permission as a disciplinary consequence for poor student behavior.

### **STUDENT DRESS CODE**

It is the philosophy of Converse County School District #1 and Douglas High School that all students reflect the school and district in their personal appearance and conduct. Student dress should be appropriate in appearance without causing distraction and suitable for existing weather conditions. When a student's choice of dress is inconsistent with the dress code, the student will be asked to change into acceptable clothing. All students are expected to take pride in their personal appearance. Students should be dressed in proper school clothing to adhere to educational and professional standards for school and potential future employment. The school dress code will be in effect during school hours and during school sponsored activities. Attire that poses a distraction to the learning and educational environment of other include:

- Articles designed to expose excessive skin.
- Articles that expose undergarments.
- Articles that could cause damage to property or pose as a safety hazard such as cleats on shoes or spikes on jewelry.
- Articles such as hats, headgear, bandanas, or hoods unless specifically permitted by administration during certain times of year (approved fundraiser, spirit week during homecoming, etc.).

### **STUDENT DRESS CODE CONTINUED**

- Articles that display wording and/or pictures that have offensive implied, suggestive, or double meanings.
- Articles that are racist, sexist, promote drugs, alcohol, tobacco, gangs, or are vulgar in interpretation.

Teachers, coaches, and sponsors may have additional requirements specific to their learning environment and/or activity. The administration may establish specific attire that is and is not permitted. Students considered to be dressed inappropriately by the administration or school designee will be asked to cover the inappropriate article, change, go home to change, remain the In-School Suspension (ISS) room, or call home to have appropriate article(s) brought to school to change into. Final decisions regarding student attire and grooming will be made by the administration of Douglas High School.

### **DANCES**

In order to help create a safe, healthy, and enjoyable evening for our students, we require all students and their guests to follow the rules and expectations set by DHS.

### **DANCE ADMITTANCE AND ATTENDEES**

Admittance is subject to administration approval. Permission to attend the dance is a privilege and may be revoked by the administration. Students must meet eligibility requirements in order to attend a school dance. Remember, seniors who have a block must be passing all of their classes in order to attend. Any guest attending the dance must be under 21 years of age and not a middle school student. Students must submit a guest form to the administrators for approval before they are able to buy tickets. Students/guests that leave during the dance will not be readmitted. If a student/guest is asked to leave the dance they will not be given a refund for their ticket.

### **GENERAL DANCE RULES & CONDUCT**

All school rules apply to all dances. Any student/guest suspected of using alcohol or any other controlled substance prior or during the dance will be removed from the dance. Students may face possible criminal charges and their parents/guardians will be called to escort them home. Students who purchase guest tickets are required to inform their guests of the rules and expectations of DHS. Students are expected to present themselves in a respectful manner and are not allowed to dance inappropriately. Therefore, front to back grinding will not be permitted. Students will be provided a warning to stop if such behavior is witnessed and then will be asked to leave the dance if such behavior continues; students removed from the dance for inappropriate dancing/behavior will not be refunded their money. Additionally, students are prohibited from presenting sexually explicit dance moves such as “freaking, grinding, or any other type of dance move or act which could be construed as vulgar or provocative.” Students are also prohibited from making-out (overt/prolonged public displays of affection), moshing, and/or slamming. Again, a violation of these rules can result in removal from the dance and possible disciplinary action. Any student removed from the dance will not be refunded their money.

### **DANCE DRESS CODE**

Students/guests attending a school dance must be in attire that is appropriate for school and follow the school's dress code.

### **PUBLIC CONCERNS & COMPLAINTS**

Complaints and grievances shall be handled or resolved, when possible, as close to their origin as possible. The proper channeling of complaints involving instruction, discipline, or learning materials is as follows: Teacher, Principal, Superintendent, and the School Board.

### **EXTRA-CURRICULAR ACTIVITIES ATTENDANCE**

Students who drop out of school, are expelled, or are currently under alternative or Out of School Suspension are not eligible to attend any school sponsored events as an observer. Regarding DHS dropouts and expelled students, this policy will be effective for a minimum of one calendar year from the official drop out date or until the end of the OSS time frame.

### **FIELD TRIPS**

Field trips are designed as enrichment activities that help students meet educational learning goals. These objectives might include specific curricular activities and/or celebrations of accomplishments. Parents must approve their child's attendance on any field trip. Student conduct on the field trip is very important as each person represents the whole school, and we want to create a favorable image of Douglas High School students. Students are expected to meet all school expectations while participating in the field trip.

### **TRANSPORTATION EXPECTATIONS FOR STUDENTS**

- As a safety precaution, students may have assigned seats and will not be permitted to change seats or move up or down the aisles without the permission of the driver.
- Students shall always be courteous to the driver.
- All DHS student behavior expectations and policies apply when students are riding the bus or any other district issued form of transportation.

Anyone who violates any of the "safety expectations" or any of the expectations/policies of the Transportation Department will be requested to give his/her name and grade to the bus driver without question. The driver will make a written report to the Transportation Office. Depending upon the circumstances, the violator may be, after investigation, warned or suspended temporarily from the bus. The wisdom of such action is readily seen when it is realized that pupil disorder on a bus could be the direct cause of a great tragedy. Parents are, therefore, requested to give their full cooperation.





### **CELL PHONES**

The use of cell phones in school is a privilege not a right. Even though cell phones may be utilized as an educational tool, oftentimes they are used for non-educational reasons during important instructional times. Teachers obtain the discretion to determine when students are permitted to use their personal devices during scheduled instructional time. Otherwise, students are expected to place their phones in the cell phone sleeve once they enter the room. In the event of an emergency, students will be allowed to grab their phones from the sleeve. Non-compliance with the teacher expectation is considered insubordination/willful disobedience and an office referral will be completed and administered. Students are allowed to possess and use their cell phones before and after school, during passing periods, and during lunch.

### **STUDENT PARKING AND FINES**

All students eligible to drive must park in a designated parking spot located in the student parking lot. Students are not allowed to park in non-designated spaces such as but not limited to fire lanes, reserved spaces that do not belong to them, a center island, the staff lot, or a wedge space created at the end of a parking row. Students who park in any of the non-designated areas will be asked to move their vehicle and may be fined by the school \$10.00 per offense. The money generated from the fines goes into a student fund where the money is then given back to the students in the form of activities, scholarships, etc. Students who fail to pay their fine will need to have all expenses and debt owed prior to graduating. Failure to do so will result in the student not walking at graduation or obtaining credit necessary to graduate. We do not assume liability for cars and/or personal property using DHS parking lots.

### **FINAL CHECKOUT**

Toward the end of the school year, each student must take a check out form around to each teacher before leaving the building for summer vacation; this may happen once all academic obligations are met. All seniors must be sure all of their financial obligations and fines are paid prior to checking out; failure to do so will result in credit being withheld and the student not graduating or participating in the graduation ceremony. This is to include but is not limited to meal balances, book/classroom supplies fines, activity fines including uniforms, equipment, etc.

### **VISITORS**

Student visitors will only be allowed during lunch with administrative approval. They are to check in through the main office and obtain a visitor badge. Parents and patrons are invited to visit the school at any time. They too are required to check in at the front office upon entering the building to scan their driver's license and obtain a visitor badge.

### **LOST AND FOUND**

All articles found in the classrooms or halls should be turned into the office where one may get possession upon identification. One may advertise lost articles for two weeks in the main office.

## **HEALTH SERVICES**

A registered nurse is on duty at the high school. She is available to all students experiencing health-related problems, illnesses, injuries, or emergency situations. Parents may also call her for resource information. The school nurse's office is capable of providing first aid or temporary care in case of an emergency. We are not equipped to take care of serious illness. Parents/guardians are requested to keep their students home if they are ill. Students who have or express concerns of being ill at school will be assessed. If it is necessary to go home, the nurse or designee will inform the parent/guardian. Students are not to check-out for illness without going through the nurse's office. If a student is injured during school, an assessment will be made of the injury. If necessary, parent/guardian contact will be made and transportation will be arranged. At times, it may be necessary for student vision, hearing, and skeletal structure to be assessed. This will be conducted by the school nurse or any time a parent/guardian requests such. Such screening results may result in the nurse providing additional recommendations to outside healthcare professionals.

## **ADMINISTERING MEDICATION TO STUDENTS**

It is the policy of Converse County School District #1 that all medication (prescription and non-prescription) be administered by a parent/guardian and/or doctor. If a student is required to take medication during school hours because of an exceptional circumstance, the following protocol will be followed:

- Medication consent forms may be obtained from the school nurse. We feel that in fairness to those administering the medication and in safety to your student, these policies 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.
- All medicine will be supplied by the parents/guardians in the original drug container.
- The medicine will be stored in a secured area.
- At the end of each school year, all unused medications will be returned to the parent or destroyed at their request.

The parents/guardians of the student must assume responsibility for informing the school nurse of any changes in medication. The school district retains the discretion to reject requests for administration of medicine. Remember, the only way we can give medication at school is with a school medication administration consent form filled out and signed by the parent with the proper container.

## **ASTHMA INHALERS**

Wyoming Statute (21-4-310) states that school districts permit a student to possess and self-administer inhaled asthma medication if written permission from the parent/guardian is accompanied by documentation from the medical provider confirming that the student has the knowledge and skill to safely possess and use an inhaler in the school setting. Specific forms are available at the nurse's office. Each student with an inhaler will have on file a written individualized healthcare plan with the school nurse.



## **IMMUNIZATIONS**

All students are required by law to provide the school with documentary proof of immunization within 30 calendar days of school entry. Medical and religious exemptions are the exception. Forms can be obtained on the Wyoming Department of Health website (<https://health.wyo.gov/publichealth/immunization>) or at the public health office. Students may be excluded if found to be non-compliant. The schedule of immunizations is recommended by the American Academy of Pediatrics as well as by the Wyoming Health Department and Converse County School District #1. A copy of the current required immunization is available from the school nurse of Converse County Health Department.

## **SCHOOL CLOSURE**

In the event of an emergency during the school day, students may be sent home early. Parents/guardians should provide the school with up-to-date and accurate contact and emergency contact information to ensure proper communication can take place. If school is closed due to adverse weather or for any other reason, the school district mass notification tool will be used to make an announcement outlining the details associated. The mass notification system will send related information to contacts in the system via phone, email, and/or text. Again, it is imperative all contact information provided to each school is accurate and up-to-date. If such information changes at any time, please contact the school at 358-2940 to update.

## **TEMPORARY VIRTUAL DAY ATTENDANCE**

In the event of a school closure resulting in a temporary virtual day:

- Teachers will utilize Canvas and Zoom as the primary instructional delivery tools. Assignments and/or participation activities will be posted before 9 am each day.
- Students will receive instruction in the guaranteed and viable curriculum through the Canvas learning management system platform.
- Teachers and support staff may be working from schools or from home depending on individual circumstances.
- All appropriate support services will be delivered to students.
- Attendance will be tracked through student participation in Canvas. Students must log in to Canvas on the day of the temporary virtual day.
  - While a student may log in at any time during the temporary virtual day, attendance will be recorded in PowerSchool (the CCSD#1 student information system) each class period for grades 6-12 and morning (AM Attendance) and afternoon (PM attendance) for grades K-5.
  - If a parent excuses the absence (as defined in each school's student handbooks), the parent may email the authorized attendance clerk.
  - Absences that are approved by the parent/guardian will be considered excused. Any absence without the parent's approval will be considered unexcused and will be treated as such. It is the parent's/guardian's responsibility to ensure that their child(ren) logs in to Canvas to participate in course activities.
  - Participation may be synchronous (assigned Zoom or virtual face-to-face sessions) or asynchronous (completion of activities in Canvas). Teachers will communicate expectations for learning each day in Canvas.

### **SAFE2TELL ANONYMOUS HOTLINE**

Students needing to report concerning activity to school administration and/or law enforcement may use the Safe2Tell anonymous hotline online at <https://www.safe2tellwy.org> or by using the Safe2Tell app on a smartphone. Safe2Tell lessons will be provided to DMS students each school year by the CCSD1 SRO officers and/or building counselors.

### **CHILD FIND**

Child Identification is the process of identifying, locating, and evaluating children ages birth-21, residing in Converse County who have disabilities and need early intervention because of physical, mental, emotional, or developmental problems. Converse County School District #1 shall identify children with disabilities, regardless of the severity of their disabilities including children who are:

- Highly mobile, such as migrant and homeless children.
- Wards of the state.
- Suspected of having a disability even though they advance from grade to grade.
- Home schooled.
- Attending a private (religious or secular) school located within the boundaries of CCSD1.
- Attending a charter or virtual school.
- Below the age of compulsory attendance.
- Above the age of compulsory attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their 21<sup>st</sup> birthday.
- Dropped out of or dis-enrolled from public or private school.

### **DISTRICT AND PERSONAL TECHNOLOGY & INTERNET USE** **COMPUTER AND ELECTRONIC RESOURCES POLICY**

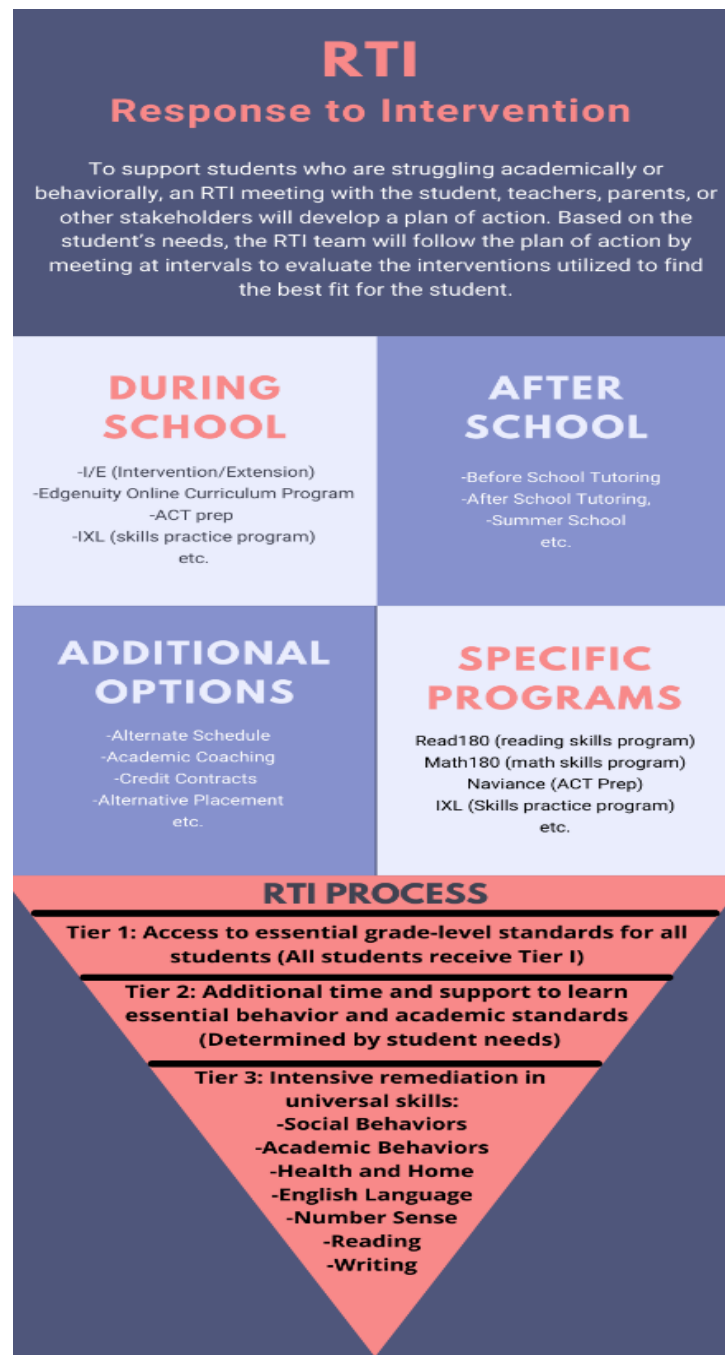
It shall be the policy of Douglas High School to provide educational and curriculum related opportunities to students and staff of the District by providing telecomputing services through the Internet. All staff and students shall adhere to all laws and policies governing computer use, including but not limited to copyright laws, software publisher rights, license agreements and students' rights to privacy as created by federal and state law.

Internet access is available to DHS students and staff. This access offers diverse and unique resources throughout the world. This service is intended to promote educational excellence by facilitating resource sharing, innovation, and communication.

Since the Internet will be used as part of the Douglas High School instructional program, conduct will be subject to the school's code of conduct and responsibility for individuals, the school, and the district. This privilege requires efficient, ethical, and legal utilization of network resources. If a Douglas High School user violates any of these provisions, their account with the Internet will be restricted or terminated and future access may be denied.

## RESPONSE TO INTERVENTION (RTI)

DHS utilizes the RTI process to assess, identify, plan for, and provide specific intervention(s) to each student based on academic or behavioral needs. The schedule allows for Intervention/Extension (I/E) time each day Monday-Thursday for students to have intervention, extension, and enrichment opportunities provided. This helps ensure student needs are being met. Student needs are assessed collaboratively within teacher teams and are brought forward to the RTI team. From here, the team reviews student data and develops a plan best suited to meet the student's need(s).



## **USE OF THE INTERNET**

### **INTRODUCTION**

The technologies and facilities are provided by Converse County School District #1 for educational and administrative purposes. "Educational purpose" is defined to include classroom learning activities, project research, career development, and high-quality self-directed activities. The use of District technologies and facilities is not a right, it is a privilege. As such, the privilege may be revoked at any time if either this policy or school guidelines are violated.

### **NO EXPECTATION OF PRIVACY**

In order to ensure the appropriate use of the network and to ensure conformity to this policy and legal guidelines, the District reserves the right to monitor, access and disclose any files, documents and messages contained, stored or transmitted using District equipment. Staff and students should have no expectations of privacy when using District technologies.

### **CIPA COMPLIANCE AND INTERNET FILTERING**

Converse County School District #1 will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response. CIPA federal law requires Internet filtering in public school and libraries that accept federal money. To be in compliance with this law, the District does employ an Internet filtering system on all student Internet-capable devices. However, it is critical to note that no filtering solution or combination of solutions can be totally effective, and thus the District does not warrant its filtering solution to be fully effective. The District recognizes the fact that teacher supervision combined with appropriate student choices is a better deterrent than Internet filtering. The District creates a log of websites accessed on the Internet. These logs record date, time, account name, device used and resource accessed. These logs can be used by building staff and administration to determine adherence to this policy and to school rules and guidelines. The District may also turn over these usage logs to appropriate law enforcement to assist in prosecution investigations and efforts.

### **STAFF AND STUDENT RESPONSIBILITIES**

#### **HANDLING SENSITIVE DATA**

Information other than general educational information intended to be available for all should be carefully secured by all staff and students in order to avoid divulging confidential information to others except as may be appropriate on a need-to-know basis. If staff is unsure, they should treat the data as sensitive and private, taking the proper precautions, until they have verified it with their administrator. Accessing data for which there is no need to know is forbidden. Disclosure of information should not occur either by intent or inadvertence except as is necessary to carry out the staff member's assigned duties. All confidential and secure information should be safeguarded to the extent possible. If data is copied onto removable media or disks, it is that staff member's responsibility to secure it in a safe location so that they cannot be accessed by persons who are not intended to have the information.

### **INDIVIDUAL NETWORK ACCESS**

Each staff member and student is given a network user name with a unique password. This password is considered to be privileged information and should not be shared with anyone. They must use their user name and password to access any computer in the District. It is imperative to understand that any activity done with a user name is the responsibility of that person. Individuals need to take steps to ensure that their private password remains private and known only to them. If privacy of a password is suspected to have been compromised, the user must immediately inform the principal or, the district technology department so a new password can be issued.

### **GENERAL BEHAVIOR**

It is expected that district staff and students will conduct themselves according to the social and cultural norms of society. It is also expected that any and all school rules, guidelines and policies are to be followed when using District technology resources. Such policies include, but are not limited to policies on sexual harassment, bullying, and academic honesty and plagiarism. The display of any kind of sexually explicit image, document, or content is prohibited. In addition, neither sexually explicit material nor any illegal material may be archived, stored, distributed, edited or recorded using our network or computing resources.

### **TAMPERING AND VANDALISM**

Staff and students shall not violate the integrity of the District network or any of its computer systems, change its performance, intentionally make it malfunction, add or delete software, or otherwise modify the performance and functionality of any network or device. Likewise, staff and students shall not physically damage, remove or vandalize any technology equipment or modify its performance by physically changing or damaging components. Such vandalism may be turned over to law enforcement for remuneration of monetary damages and District employee time spent to return equipment to working order. If someone uses a device that has been vandalized, damaged or modified, it is the responsibility of the student to immediately notify the supervising teacher or staff so responsibility can be ascertained. Failing to immediately do so might raise suspicion of actually causing the damage or modification in subsequent investigations.

### **PERSONAL INFORMATION**

Staff and students should not disclose any personal information to third-party websites. Many websites employ advertising and privacy policies that are in opposition to District privacy policies. Also many of these websites may not employ the necessary and proper security protocols to prevent the interception of such private information. The District cannot and does not take responsibility for the consequences of any release of such personal information to third parties.

### **COPYRIGHT GUIDELINES**

Compliance with international and federal copyright laws is a critical component of the District's overall technology plan. Via the Internet, it has become easy to obtain illegally copied intellectual property (such as pirated movies, music, software, images, etc.). Users shall at all times comply with all copyright laws and guidelines with respect to copying material and intellectual property in digital format.

## **LEGITIMACY AND APPROPRIATENESS OF INFORMATION**

The District cannot and does not take responsibility for any action or inaction arising from use of information gained from any Internet resource. The District cannot and does not ensure the suitability, usability, accuracy, applicability or timeliness of any materials gained from the Internet. As a part of District curriculum efforts, the importance of evaluation and analysis of any information source is emphasized in classroom instruction and is an important part of an overall education in mass media and critical thinking.

## **ADDITIONAL GUIDELINES AND TERMS OF STUDENT TECHNOLOGY USE**

School administration and teachers may add additional guidelines and rules regarding student access to technology and the Internet. These additional guidelines and rules will not modify or negate this policy, but instead may fine-tune and clarify provisions for their individual schools.

## **CONSEQUENCES**

Violation(s) of the above policies shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of Internet access privileges, revocation of all technology access privileges, suspension, expulsion, or any other disciplinary action deemed appropriate by administration. Additional consequences for staff members could include suspension, termination, or dismissal. In cases where violation of state or federal law is suspected, appropriate law enforcement authorities may be contacted.

## **OPT-OUT PROCEDURE**

The District recognizes the importance of ubiquitous access to global information resources in all classes and grades. It is also critically important that parents and guardians recognize the potential consequences and risks inherent in Internet access, while encouraging safe and acceptable practices of Internet use. A parent or guardian may choose to “opt-out” their student from Internet and technology access. A parent or guardian may choose to “opt-out” during online registration or may do so during a school year by submitting a written request to the building administrator. Such a request will remain on file throughout that same school year. The parent or guardian, in choosing to “opt-out” a student, recognizes their responsibility in providing the student alternate access to Internet resources outside of the District environment or to equivalent information resources to complete some class assignments.

## **SOCIAL MEDIA POLICY**

Social networking sites and resources such as, but not limited to, Facebook, YouTube, Twitter, Instagram, etc., may be useful tools in the educational environment. Upon approval, students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:

- Be aware of intellectual property guidelines and permissions when using pictures or other online content. It is a violation of copyright law to copy words or images without proper attribution or permission.



### **SOCIAL MEDIA POLICY CONTINUED**

- If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately (during school hours).
- Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used.
- Douglas High School strives to teach and model positive online activities and responsible digital citizenship. This includes:
  - Stressing the importance to staff and students of building a positive online presence.
  - Integrating digital citizenship instruction and modeling across the curriculum.
  - Using select social media to promote learning.

### **RESPONSIBILITY FOR ELECTRONIC DEVICES**

Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class participation). The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

### **POSTERS/ANNOUNCEMENTS**

General information and special announcements are to be placed on the designated pegboard strips located around the school. All posters, bulletin board announcements, etc. are to be approved by a school administrator prior to being hung up.

### **NON-DISCRIMINATION STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



## **INSURANCE**

The school district, together with an insurance company, offers student accident insurance policies at various costs per student in grades 9-12. Please contact the school at 358-2940 if you need assistance purchasing insurance for your student. The policy covers students traveling to and from school, during school hours, and also while they are on school related activities. Parents/guardians should avail themselves of the policy, especially should their student(s) participate in school activities and/or athletics. It is highly recommended any student taking vocational classes have school insurance. The school, by law, carries no individual insurance. Those students participating in interscholastic athletics, grades 9-12 will be required to provide proof of accident insurance coverage in order to participate. Parents/guardians should know the school district assumes no obligation to pay for the medical costs of students injured in school, or on school related activities. This applies to students who are not insured under the school's insurance benefits and includes all medical costs for those pupils who are covered under the present policy.

## **IMPORTANT POLICIES AND LINKS**

It is the responsibility of each student at Douglas High School and their parents/guardians to read and understand the additional policies below that are embedded into the student handbook. Each policy can be read [HERE](#). The digital link policies may also be accessed by clicking on the links below.

- [AC – Nondiscrimination](#)
- [ACA – Sexual Harassment](#)
- [CHCA – Handbooks and Directives](#)
- [EEAE-R – Audio/Video Recording on School Buses](#)
- [EFDA – Unpaid Meal Charge Policy](#)
- [EHA – Student Data Security](#)
- [IJOA-R – Field/Activity Trips Regulation](#)
- [JH – Student Absences and Excuses](#)
- [JIC – Student Conduct](#)
- [JICFA – Hazing, Bullying, Cyber Bullying, and Harassment](#)
- [JK – Student Discipline](#)
- [JKA-R – Discipline and Conduct – Use of Non-Exclusionary Time-out, Exclusionary Time-out, and Physical Restraint](#)
- [JLIE – Student Automobile Use and Parking](#)

