We are so excited you are part of our school! Please make the most of every part we have to offer. If you are in need of any assistance, please know we are here to help all students!

Mission:
Dean Morgan Middle School will challenge, support, and empower all learners on their journey to become productive global citizens.

Vision:
Building a Culture of Excellence!
For your convenience, we have put our Parent/Student handbook on-line. We would ask for you and your student to review the handbook in its entirety. Please sign the parent/student signature page, date, and return when you come to Dean Morgan Middle School orientation on Friday, August 25th.

If you need more information regarding orientation please visit our website: www.deanmorgan.org

The two documents requiring signatures are on the following pages in addition to being at the end of the Parent/Student handbook.
Parent/Student Handbooks are Available Online

District and School handbooks can be viewed online at

natronaschools.org/handbooks

After your review of both the District and your child’s school handbook, please sign in the blanks below and return to your child’s school.

Acknowledgement of Receipt
Parent/Student Handbook

I have received and reviewed the Natrona County School District Student/Parent Handbook and my school handbook. I agree to follow the handbook rules. I understand that my failure to follow the handbook rules may result in consequences or disciplinary action.

________________________________________________________________________________________________________

Student Signature                                           Date

I have received and reviewed the Natrona County School District Student/Parent Handbook and my child’s school handbook. I understand that the handbook rules apply to my student and that s/he must follow them. I understand that my student’s failure to follow the handbook rules may result in consequences or disciplinary action.

________________________________________________________________________________________________________

Parent Signature                                           Date

Date Received by School
MEDICAL RELEASE FORM

STUDENT INFORMATION:

Name: _________________________________________________ Age _____ Grade _____

Address: _____________________________________________ City ______ State ____ Zip ______

Telephone Numbers: _______________________________

In case of emergency and the parent/guardian cannot be notified at the above phone number, please contact:

Mr./Mrs. ______________________________________ Telephone: _______________

CONSENT TO PARTICIPATE:
I understand that the Natrona County School district and/or its employees do not carry any medical insurance that covers my child during this activity. I agree to absolve the school of any responsibility for such during this activity. I, as legal parent/guardian, give permission for the above student to participate in the following activity.

Signature: _________________________________________________________________

CONSENT FOR EMERGENCY MEDICAL CARE:
I give my permission for an authorized representative of the Natrona County School district #1 to sign for emergency treatment for my child. This form will provide for immediate treatment. Following is a list of additional items that would be necessary to consider in case of a need for immediate medical treatment of my child. (Please list any allergies, medications, contact lens, etc.)

Parent/Guardian Signature Date

INSURANCE INFORMATION
One of the following must be checked and initialed before the student is allowed to travel on the activity.

_____ I, as legal parent/guardian, state that my child is covered by medical insurance, to include accidents, through a policy issued with the following insurance company:
(Name of Insurance Company) _______________________________________________________

_____ This is to inform you that my child is not covered by any medical insurance and I will accept the full responsibility for any and all medical cost should such be associated with this activity. I fully understand that the Natrona County School District #1 does not carry medical insurance that would cover my child during the activity.

_____ I wish to purchase insurance, which is available through the school. Special school insurance may be purchased through the school, which covers students while on school sponsored Activities for one school calendar year. Application forms may be picked up in the school office.
Dean Morgan School
Parent/Student Handbook
2017-2018

Revised 2017
1440 S. Elm St.  |  Casper, WY 82601  |  Ph (307) 253-2500
www.natronaschools.org
www.deanmorgan.org
We are so excited you are part of our school!
Please make the most of every part we have to offer.
If you are in need of any assistance,
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Mission:
Dean Morgan Middle School will challenge, support,
and empower all learners on their journey to become
productive global citizens.

Vision:
Building a Culture of Excellence!
Vision: Building a Culture of Excellence

Mission:
Dean Morgan Middle School will challenge, support, and empower all learners on their journey to become productive global citizens

- Our school is characterized by a collaborative culture in which educators take collective responsibility for helping all students learn at high levels.
- Our staff constantly seeks out researched-based best practices that support student learning.
- Students are provided a guaranteed and viable curriculum.
- Student learning is monitored through consistent formative assessments in the classroom and team-developed common formative assessments.
- Our school provides a systematic process for intervention and enrichment.
  - Intervention and enrichment are targeted, timely, directive, diagnostic, and do not remove a student from new instruction.
- Our school supports educators’ continuous learning and ongoing professional development.
- Our school has a partnership with parents and provides parents with the information needed to monitor and support the learning of their children.

Values: Collective Commitments
In order to fulfill our fundamental purpose and become the school we describe in our vision statement, each member of the staff commits to the following

- I will be a positive, contributing member of my collaborative teams.
- I will teach the essential learnings of our NCSD/State curriculum.
- I will monitor each student’s learning on an ongoing basis through classroom and team-developed formative assessments.
- I will use evidence of student learning to inform and improve my practice and to better meet the needs of individual students.
- I will work with my colleagues to achieve our SMART goals.
- I will seek out research-based best practices to support student learning.
- I will keep parents informed of the progress of their children.

Goals: Student Growth & High Academic Achievement
We will monitor the following indicators to mark our progress

1. By May of 2019, Dean Morgan will meet or exceed the performance expectations on the Wyoming School Performance Report as measured by PAWS results in Reading.

2. By May of 2019, Dean Morgan will meet or exceed the performance expectations on the Wyoming School Performance Report as measured by PAWS results in Math & Science.

3. By May of 2019, Dean Morgan will improve the culture, engagement and behavior of students as measured annually by Gallup survey results.
# Dean Morgan Regular Bell Schedule
## 2017-2018

Red and Black Days
See calendar for specific meeting dates

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Subject</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASPIRE</strong></td>
<td>8:00 to 8:35</td>
<td>35 minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:35 to 8:40</td>
<td>Passing</td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Block A</strong></td>
<td>8:40 to 10:00</td>
<td>Class Time RED OR BLACK</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>10:00 to 10:05</td>
<td>Passing</td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Block B</strong></td>
<td>10:05 to 11:25</td>
<td>Class Time RED OR BLACK</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>11:25 to 11:30</td>
<td>Passing</td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Block C-1</strong></td>
<td>11:30 to 11:55</td>
<td>Lunch</td>
<td>25 minutes</td>
</tr>
<tr>
<td></td>
<td>11:55-12:00</td>
<td>Passing</td>
<td>5 minutes</td>
</tr>
<tr>
<td></td>
<td>12:00 to 1:20</td>
<td>Class Time RED OR BLACK</td>
<td>80 minutes</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block C-2</strong></td>
<td>11:30 to 12:10</td>
<td>Class Time RED OR BLACK</td>
<td>40 minutes</td>
</tr>
<tr>
<td></td>
<td>12:10 to 12:12</td>
<td>Passing</td>
<td>2 minutes</td>
</tr>
<tr>
<td></td>
<td>12:12 to 12:37</td>
<td>Lunch</td>
<td>25 minutes</td>
</tr>
<tr>
<td></td>
<td>12:30-12:35</td>
<td>Passing</td>
<td>3 minutes</td>
</tr>
<tr>
<td></td>
<td>1240 to 1:20</td>
<td>Class Time RED OR BLACK</td>
<td>45 minutes</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block C-3</strong></td>
<td>11:30 to 12:50</td>
<td>Class Time RED OR BLACK</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>12:50 to 12:55</td>
<td>Passing</td>
<td>5 minutes</td>
</tr>
<tr>
<td></td>
<td>12:55 to 1:20</td>
<td>Lunch</td>
<td>25 minutes</td>
</tr>
<tr>
<td><strong>Passing</strong></td>
<td>1:20 to 1:25</td>
<td></td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Block D</strong></td>
<td>1:25 to 2:45</td>
<td>Class Time RED OR BLACK</td>
<td>80 minutes</td>
</tr>
</tbody>
</table>

**BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE**
We have 3 expectations at Dean Morgan Middle School.

1. Be Safe
2. Be Respectful
3. Be Responsible

All classroom expectations align to these along with the areas addressed in the Dean Morgan Behavior Matrix.

Students and staff practice

*Positive Behavior Interventions and Support*

AND

*The 8 Keys of Success*
<table>
<thead>
<tr>
<th><strong>Dean Morgan Junior High</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>BE SAFE</strong></th>
<th><strong>Waiting for buses</strong></th>
<th><strong>Cafeteria</strong></th>
<th><strong>Classroom and Instruction Areas</strong></th>
<th><strong>Hallways, Front Entrance, Outside Learning Areas</strong></th>
<th><strong>Outside Areas of our school</strong></th>
<th><strong>Special Events: Assemblies, Field Trips, Extra-Curricular</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- One person at a time per stall</td>
<td>- Remain seated while waiting</td>
<td>- Sit on your bottom @ the seat you chose</td>
<td>- Use walking feet</td>
<td>- Walk</td>
<td>- Stay within school boundaries</td>
<td>- Use walking feet</td>
</tr>
<tr>
<td>- Keep water and soap in the sink</td>
<td>- Stay in designated area</td>
<td>- Please face the table</td>
<td>- Keep hands, feet, and objects to yourself</td>
<td>- Stay to your right while in the hallways</td>
<td>- Keep hands, feet, and objects to self</td>
<td>- Keeps hands, feet and objects to yourself</td>
</tr>
<tr>
<td>- Use walking feet</td>
<td>- Hands, feet, and objects to self</td>
<td>- Take care of your environment</td>
<td>- Use walking feet</td>
<td>- Keep hands, feet, feet &amp; objects to self</td>
<td>- Use any available equipment safely</td>
<td>- Stay with leader &amp; designated group at all times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BE RESPECTFUL</strong></th>
<th><strong>Bathroom</strong></th>
<th><strong>Cafeteria</strong></th>
<th><strong>Hallways, Front Entrance, Outside Learning Areas</strong></th>
<th><strong>Outside Areas of our school</strong></th>
<th><strong>Special Events: Assemblies, Field Trips, Extra-Curricular</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Voices at a level 2</td>
<td>- Voices at a level 4</td>
<td>- Voices at a level 3</td>
<td>- Voices at a level 2 during passing time</td>
<td>- Voices at a level 0 for transitioning to individual needs</td>
<td>- Follow the rules</td>
</tr>
<tr>
<td>- Give people privacy</td>
<td>- Take care of your environment</td>
<td>- Use manners</td>
<td>- Respect others’ learning</td>
<td>- Take care of our environment</td>
<td>- Include others</td>
</tr>
<tr>
<td>- Close stall doors</td>
<td>- Be Kind</td>
<td>- Raise hand for adult help</td>
<td>- Use your manners</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
</tr>
<tr>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Include others</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
</tr>
<tr>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Be Kind</td>
<td>- Be an active, positive participant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BE RESPONSIBLE</strong></th>
<th><strong>Bathroom</strong></th>
<th><strong>Waiting for buses</strong></th>
<th><strong>Cafeteria</strong></th>
<th><strong>Classroom and Instruction Areas</strong></th>
<th><strong>Hallways, Front Entrance, Outside Learning Areas</strong></th>
<th><strong>Outside Areas of our school</strong></th>
<th><strong>Special Events: Assemblies, Field Trips, Extra-Curricular</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Wash hands and use 2 towels</td>
<td>- Check in on time</td>
<td>- Throw away trash</td>
<td>- Take ownership of your learning</td>
<td>- Keep hallways clean</td>
<td>- Pick up after self</td>
<td>- Be responsible for yourself</td>
<td></td>
</tr>
<tr>
<td>- Put toilet paper in toilets and towels in trash cans</td>
<td>- Go directly to assigned area</td>
<td>- Keep food to self</td>
<td>- Be prepared</td>
<td>- Do your part to be a good role model</td>
<td>- When the bell rings, go inside immediately</td>
<td>- Be prepared</td>
<td></td>
</tr>
<tr>
<td>- Flush the toilet</td>
<td>- Keep track of belongings</td>
<td>- Follow directions</td>
<td>- Be prepared</td>
<td>- Do your best work</td>
<td>- Use bathroom pass system as provided by teachers/staff</td>
<td>- Follow directions</td>
<td></td>
</tr>
<tr>
<td>- Return to class promptly</td>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td>- Take ownership of your learning</td>
<td>- Follow directions</td>
<td>- Follow directions</td>
<td></td>
</tr>
</tbody>
</table>

**BE SAFE** - Wash hands and use 2 towels. Keep toilet paper in toilets and towels in trash cans. Flush the toilet. Return to class promptly.


WELCOME TO DEAN MORGAN SCHOOL

STAFF AND TELEPHONE NUMBERS:

MAIN OFFICE 253-2500
FAX 253-2411

Office Manager Mrs. Strong
Attendance Secretary Mrs. Price
Office Secretary Mrs. Stuart
Receptionist/Student Support Mrs. Kaiser
Receptionist/Student Support Mrs. Hill

Principal Mr. Ellbogen
Assistant Principal Ms. Smith
Assistant Principal Ms. Frazier

Administrative Manager 253-2406 Mr. Brunner
Nurse 253-2408 Mrs. Leonhardt
Cafeteria 253-2469 Ms. Hanson
Campus Supervisor 253-2487 Mrs. Herbort
ISS 253-2439 Mrs. Franklin
Counselor’s Secretary 253-2409 Mrs. Mestas
Counselors Mrs. Harrison
CWCC Counselor Mrs. Schmucker
Mr. Koffman
<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Stopper</td>
<td>253-2500</td>
<td>DM Administration</td>
</tr>
<tr>
<td>Activities Coordinator</td>
<td>253-2499</td>
<td>Mr. Yentes</td>
</tr>
<tr>
<td>Librarian</td>
<td>253-2427</td>
<td>Mrs. Cordonier</td>
</tr>
<tr>
<td>PE (Boys)</td>
<td>253-2462</td>
<td>Mr. Creger/Hill/Wragge</td>
</tr>
<tr>
<td>PE (Girls)</td>
<td>253-2470</td>
<td>Mrs. Homolka/Meeboer</td>
</tr>
<tr>
<td>Psychologist’ Secretary</td>
<td>253-2410</td>
<td>Mrs. Alm</td>
</tr>
<tr>
<td>Psychologist</td>
<td>253-2415</td>
<td>Mr. Maxwell</td>
</tr>
<tr>
<td>Special Education Fax</td>
<td>253-2518</td>
<td></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>253-2416</td>
<td>Mrs. Hennings</td>
</tr>
</tbody>
</table>
Dean Morgan is located at 1440 S. Elm St. in Casper, Wyoming. As part of the Natrona County School District, Dean Morgan offers a middle level, teaming approach. Our anticipated enrollment will be approximately 870 students for the 2017-18 school year.

Dean Morgan offers courses specifically designed to meet the needs of all students. These unique courses range from Special Education classes to Challenge classes, classes for advanced students and classes for students facing individual challenges. In addition we offer a wide range of elective classes.

Approximately 41% of the students qualify for free or reduced lunch and more than 75% of our students are eligible for busing. Male students outnumber female students and white students outnumber nonwhite students. Attendance rates continue to be above ninety-percent.

Dean Morgan is home to approximately 110 staff members.

This handbook has been prepared to provide basic information regarding the operation of Dean Morgan as a supplement to the Natrona County School District Student-Parent Handbook.

This handbook is intended to help cover various phases of school life; the intent is to provide information to increase your knowledge of the ideals, traditions, and activities of your school. It is a guide through the many experiences that your school has to offer.

Complete copies of all policies are on file and available for viewing in the school office.

This is your school. Let’s all work together to make it a better place to live and learn!

School Mascot: Soaring Comet

School Colors: Red and Black

BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE
ACADEMIC ASSISTANCE

All teachers are usually available 30 minutes before (7:30-8:00 am) and 15 minutes after (2:45-3:00 pm) regular school hours for extra help. Please check in at the office prior to going to any classroom before school starts. Teachers are willing to help students beyond these times if arrangements have been made in advance between student and teacher.

ACADEMIC HONESTY, ETHICS AND EXPECTATIONS

Dean Morgan/NCSD is an academic community based on trust. Honesty in the execution and presentation of graded work is vital for real learning and fair evaluation. Cheating, facilitating cheating, or plagiarism impede learning and creativity, undermine meaningful and just grading, and subvert trust between and among students and faculty.

Definitions: the following examples of academic dishonesty, though not listed exhaustively, represent some basic types of behavior that are unacceptable. They are taken from Northwestern University’s Policy on Academic Integrity and will be used as definitions for this policy. (www.northwestern.edu.uacc)

- Cheating: using unauthorized notes, study aides, or information on an examination; altering a graded work after it has returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one’s own name; submitting identical or similar papers ASSIGNMENTS for credit in more than one course without prior permission from the course instructors.
- Plagiarism: submitting material that, in part or whole, is not entirely one’s own work without attributing those same portions to their correct course.
- Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods by which the data were gathered or collected.
- Obtaining and Unfair Advantage: (a) stealing, reproducing, Circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student’s academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over the other students’ academic work.
- Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
- Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, graded report, letter of permission, petition, drop/add form, ID card, or any other official school document.
- Unauthorized Access: to computerized academic or administrative records or systems, viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Knowledge of ethical behaviors are vital components of our learning community.

Dean Morgan/Natrona County School District is committed to providing an academic environment with integrity, including the values of:

- Academic honesty
- Personal accountability.

Respect for self and others are expected and honored.

ACCESS TO STUDENTS DURING SCHOOL DAY

In order for the school community to maintain an educationally sound and productive environment free from unnecessary disruptions, access to students by non-school personnel during the instructional day and during times that students are in the care and custody of school personnel, will be restricted to school sponsored activities, to those situations of an emergency nature, and to those circumstances required by law.
Dean Morgan students are only released to legal guardian/parent for any reason during the school day (to include lunch).

Examples of such legally required circumstances would include investigations of child abuse by local welfare authorities and the taking of a student into custody by law enforcement officers pursuant to valid arrest powers. Permission of the parent or guardian having legal custody of minor students should be sought prior to permitting a non-school party to contact a student outside of school sponsored activities, such contact is otherwise permitted in accordance with this policy; however, such permission shall not be sought in the case of child abuse investigations involving suspected members of the student’s family, nor required where such contact is necessary to prevent an imminent threat to life or property, or to prevent an immediate disruption of school activities.

When a student is taken into custody by law enforcement officers pursuant to an arrest warrant, or pursuant to valid arrest powers, the student’s custodial parent or legal guardian shall be notified as soon as possible concerning such matters. When a student is taken into custody in connection with a child abuse investigation, school officials will give notice to the student’s custodial parent or legal guardian only with the specific consent of the officials conducting the child abuse investigation.

When school officials have permitted a student to be released during the school day in accordance with our policies or procedures, such release will be only to the student’s custodial parent or legal guardian in the absence of permission from the student’s custodial parent or legal guardian, except as otherwise provided by this policy or applicable law.

**ACTIVITY NIGHT**
( Parent-Community Night)

School district sponsored activities for students will be scheduled only until 6:00 PM on Wednesday nights. This night shall be reserved as a parent-community night. Only the Superintendent, in very unusual circumstances or emergencies, may grant exceptions to this policy. Adopted by the Board of Trustees May 16, 1983. Board Policy 1200

**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) or 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 friends 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 be permitted to depart the Activity Bus at destinations other than the school where the activity concludes will not be honored.

**ADVERTISING MATERIAL AND RELATED ACTIVITIES**

Persons desiring to post or distribute any information or promotional material in or on a school or district property must obtain prior approval from the Superintendent, or his designee. This includes non-school related trips. To clarify the position of the school concerning matters such as this, please review and understand the following procedure:

- The principals at Dean Morgan will be informed, by written communication, during the initial planning of any pending activity, which involves Dean Morgan students. The teacher(s) involved will assume the responsibility to update the principals as necessary.
- Any advertising of the activity including the distribution of literature to Dean Morgan students will be made through means other than classes at Dean Morgan.
- In your advertisements, let it be known that you will answer parental questions at home rather than at school.
- Make it very clear in the advertisements the activity is in no way sponsored by Dean Morgan School or Natrona County School District.
- Inform the public that school time is not involved in this activity in any manner.
- All teachers are asked to refrain from utilizing the classroom and/or their planning time to advertise or conduct any activities that are not sponsored by Natrona County School District.

**ANIMALS TO SCHOOL**

* Refer to NCSD Student-Parent Handbook – Health & Safety – Animals
ASPIRE
(All Students Practicing Integrity and Responsibility for their Education)
ASPIRE from 8:00 – 8:35 daily
At Dean Morgan Middle School we have a daily 35-minute program called, “ASPIRE”. The purpose of this time will be to challenge, support, and empower every learner through a school-wide system of intervention and enrichment to meet the needs of students in a targeted, timely, and data-driven manner.

What happens in ASPIRE on Monday?
- The ASPIRE COACH (teacher) will provide goal-setting support to students in selecting a weekly schedule of interventions and enrichment activities
- Each student will receive and monitor his/her weekly grade report

Other possible Monday activities:
- Instruction in the “Eight Keys of Excellence” and the PBIS matrix
- Review NCSD and Dean Morgan policies and procedures
- Locker cleanout & organization the last Monday each month
- School spirit and school/community activities
- Complete student surveys
- Celebrate birthdays and special occasions

What happens in ASPIRE Tuesday through Friday?
- All teachers will provide standard driven learning opportunities for students. Each activity will be selected based upon student classroom data to support learning needs.
- Students will attend his/her selected intervention and enrichment activities in classrooms around the school.
- Student empowerment and advocacy will drive this whole process. Student needs/input will help to guide the choices being offered.

ASSEMBLIES
Staff members wishing to sponsor an assembly must receive prior approval from the administrator in charge of building usage within one week of the assembly. Students will be taught and provided guided practice, the expectations regarding appropriate behavior for common school events.
- Students will report to their regular class for roll.
- After roll has been taken the students and teacher will proceed, together, to the gym or cafeteria for the assembly.
- It is expected that students will be quiet during this process. Other classes may still be in session. Refer to the Dean Morgan Behavior Matrix regarding hallway expectations.
- Students are expected to sit with their classes. Students are expected to sit appropriately in the designated areas. Refer to the Dean Morgan Behavior Matrix regarding assembly expectations.
- The teacher will sit with the students.
- The teacher should make sure all students in the class know to sit together when they get to the assembly program. Any exceptions to this will be planned well in advance and announced.
- Please discuss appropriate assembly behavior with your classes before you bring them to the assembly. Refer to the Dean Morgan Behavior Matrix regarding hallway expectations.
- In situations where it is a grade level assembly, teachers who teach multiple grade level classes will need to contact a grade level administrator for appropriate supervision.
- Students who do not want to attend an assembly for religious or philosophical reasons will be given a pass to the library. This is especially pertinent for the M.A.D.D. assembly. Students in ISS are not permitted to attend activities or assemblies.
- If you have any questions or concerns, please contact a grade level administrator.

ASSIGNMENT REQUESTS
(Suspensions, Safe Schools Suspension, Absence, etc.)
Homework requests made prior to 9:00 A.M. will be available for the student in the main office after 3:30 P.M. that day. Homework requests made after 9:00 A.M. will be available after 3:30 P.M. the following day. The office does not process homework requests for one day or less. Students must communicate with their teachers prior to their absence or
after they return to school. In the situation that homework requests are not picked-up by the parent/guardian, the staff of Dean Morgan may work through the grade level administrator to address future requests. Homework requests require school staff and parent/guardian to ensure the student’s needs are met.

**ATHLETICS**

<table>
<thead>
<tr>
<th>Sixth Grade Sports:</th>
<th>Seventh and Eighth Grade Sports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>Cross Country Running</td>
</tr>
<tr>
<td>Swimming</td>
<td>Basketball</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Nordic Skiing</td>
<td>Cheerleading</td>
</tr>
</tbody>
</table>

In order to participate in athletics at Dean Morgan you must have an Eligibility and Code of Conduct Guidelines packet completed and on file in the main office, prior to tryouts or practice:

1. Physical Examination: Physical statements must be dated after June 7th to be valid for the upcoming school year. In case of financial hardship please contact a school official.

2. Code of Conduct Letter: An athletic code of conduct letter (Natrona County School District Board Policy) must be signed by the student and parent in order to participate in sports.

3. Insurance: Insurance coverage is mandatory for anyone who tries-out and participates in athletics and cheerleading. Natrona County School District #1 does not carry accidental injury insurance, which covers students injured at school.

4. Medical Assistance: Parents must sign a Parent/Guardian Consent Form for Medical Assistance for athletics in eighth grade. Some out of town hospitals will not administer emergency treatment without such consent.

*Refer to NCSD Student-Parent Handbook – Discipline and Code of Conduct Section

**ATTENDANCE**

*Refer to NCSD #1 Board Policy #5120

The NCSD Board of Trustees recognizes that attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.

2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.

3. The Board, therefore, sets the following limits on-student absences for NCSD#1:
   a) At the high school level, five (5) parent-excused absences will be allowed in any one class. Examples – vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. (In situations with extenuating circumstances, parents may petition the Principal for additional parent-excused absences.)
   b) After five (5) unexcused absences, parents and students will receive notification of mandatory intervention directed by the principal or his/her designee (Per WY Statute 21-4-101, a student is considered habitually truant after five (5) unexcused absences.).

   If conditions of the intervention are not met, and an additional three (3) unexcused absences are accrued, this will result in loss of credit at the high school level. Principals are given discretion to use additional intervention measures, including appeals from parents and students, which encourages continued class attendance and allows the student to regain course credit.

   c) At the elementary and middle school level, five parent-excused absences will be allowed per semester (same examples in 3a above). Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (½) day absence.

   After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.

   If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued, additional action will be taken by the Superintendent or his/her designee.
School-related absences will not count against the student, nor will medical absences that are excused by a health care professional.

d) A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

Definitions:
- Attendance – being on time to class, and being in class the entire time
- School-related absences – any absence as a result of athletics, activities, field trips or other academically-related functions.
- Parent-excused absences – any absence at the discretion of parents. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. Limited to five absences in any one class. Parents may also excuse their students for organized sports and activities not offered by the District, provided the student's grades satisfy the same criteria for eligibility as a school-sanctioned activity. This would not count against the five parent-discretionary absences.
- Unexcused absences – any absence that is without the knowledge of a parent or any absence of a student without acceptable cause, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101)

BOYS AND GIRLS CLUB

Students are required to leave campus by 3:00 pm unless directly involved in school-sponsored activities or sports. From 3:00-5:30 pm, students must report, and remain, in this designated supervised setting with a Boys and Girls Club staff member. This is an opportunity for students to complete work and participate in B&G Club sponsored programming and activities.

BULLYING

*Refer to NCSD Student-Parent Handbook – Policies and regulations - Bullying 5440
DMMS utilizes best practice strategies from Positive Behavior Support from the Dean Morgan Behavior Matrix and the 8 Keys of Excellence. Students are specifically taught each area of our school’s behavior matrix and are given time for guided practice and role-playing. Additionally, it is the expectation for all staff in our school to review these expectations routinely and as needed for all students to be successful.

BUS DISCIPLINE POLICY

* Refer to NCSD Student-Parent Handbook – Student Conduct - General – Transportation Code of Conduct

BUS RIDING

Riding a school bus is a privilege extended to eligible students. This privilege may be removed at any time because of disruptive or disorderly conduct on the bus. Complete bus rules and related procedures are provided to all bus students. If you live outside of a 2½-mile radius from Dean Morgan, you may be eligible for school transportation. Please contact 253-5283 for more information.

CELL PHONES

*Refer to NCSD Board policy 5376
We recognize that electronic communication devices and personal communication devices, such as cellular phones, are desirable and convenient means for a student to communicate with his/her parent(s) or guardian(s). Such devices can also be of critical use in emergency situations. However, these items are can be noisy and disruptive in the educational environment.
To balance these interests, students are allowed to use their cell phones before the 8:00 a.m. bell, after the 2:45 p.m. bell and in the cafeteria during their lunch period. Cell phones should be turned off and not be seen or heard any other time unless directed to by a Dean Morgan staff member. Students are not to use electronic communication devices or personal communication devices during a school day field trip, school play, concert, ceremony, assembly and other school-sponsored indoor activities. Cell phones are not to be used in bathrooms or locker rooms at any time due to visual recording capabilities. Using a cell phone to take a photograph or transmit data electronically is strictly prohibited. Extreme caution must be exercised in regards to the content stored in students’ cellular phones. Serious offenses can arise
with the possession of cellular phones on school grounds containing inappropriate pictures/video clips, inappropriate or
harassing text messages, and information stored for the purposes of cheating academically. Repeated violation of the
school’s cell phone policy will result in the phone being confiscated and being released to the parent or, when appropriate,
to the civil authorities. Parents must pick the phone up at the school in the event their student has had repeated violations.
Students bring the devices to school at their own risk. The school will not be held liable for any lost, stolen, or damaged
phones. (See Valuables Section)

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activities.

CHALLENGE DAY

We Challenge You to Make a Difference

The Challenge Day Program is a transformational day of fun, leadership, and power that can change the way people view
one another forever. The goal of the Challenge Day Program is to help stop the violence and alienation that is so deeply a
part of the school experience for millions of young people every day. Through a variety of games, trust building
activities, and presentations you will be given a unique opportunity to see yourself and the people around you through a
whole new set of eyes. Since 1987 the Nationwide Challenge Day Program has helped to transform the lives of hundreds
of thousands of teenagers just like you. The program not only has received numerous awards, but has also been featured
in the number one best selling book, Chicken Soup for the Teenage Soul and the Emmy Award winning documentary,
Teen Files: Surviving High School. As a young leader from your community you can be part of this positive change!

BE THE CHANGE YOU WANT TO SEE!

CHILD PROTECTION

The Board affirms its legal and moral responsibility to protect the school children of this District from harm. The Board
recognizes that school employees, because of their constant and close contact with children, are in an excellent position to
identify abused or neglected children and to refer them for protection and treatment. Therefore, pursuant to the requirements of the Final Rules and Regulations Governing Child Protective Services adopted by The State of Wyoming, August 2001, any school employee who knows, or has reasonable cause to believe or suspect that a child has been abused or neglected as defined in the Final Rules and Regulations Governing Child Protective Services adopted by The State of Wyoming, August 2001, shall report such suspected abuse or neglect to the building administrator, the building administrator’s designee, or the supervisor to who the employee is responsible. Immediately upon receipt of such report, the building administrator/designee shall report the suspected abuse or neglect immediately to the local office of the Wyoming department of Family Services, which then has the responsibility for investigation or assessment and suspected child abuse. DFS may determine it is necessary to interview the child on school district property without the consent and presence of the parent(s). It is the building administrator’s responsibility to provide access to the child about whom suspected child abuse has been reported.

Pursuant to W/S/ 14-3-214, the interview shall be conducted with school personnel present; provided, however, if a
particular school employee is the subject of the allegation, he/she is not to be a representative of the school in the
interview.

School employees participating in good faith in acts required or permitted by W.S. 14-3-201 through W.S. 14-3-215 are
immune from any civil or criminal liability as specified in W. S. 14-3-209.

The report procedures shall be as follows:

1. Any school employee who knows or has reasonable cause to believe or suspect that a child has been abused or
neglected as defined in W.S. 14-3-215 or 14-3-202 shall report such suspected abuse or neglect to the building
administrator, administrator’s designee, or supervisor.
   • The building administrator is responsible for reporting directly to the local office of the Wyoming
   Department of Family Services.
   • An assistant principal, a school social worker, a school nurse, or school counselor, may be designated as
   being responsible to report suspected cases of child abuse or neglect.
   • In all instances, in the individual buildings, the building administrator shall be notified of any instances of
   suspected child abuse or neglect, and shall be held responsible for assuring that such instances are
reported to the local office of the Wyoming Department of Family Services.

2. The building administrator or the administrator’s designee shall provide the local office of the Wyoming Department of Family Services any pertinent information that the office might require regarding the instance of suspected child abuse or neglect.

3. The building administrator or the administrator’s designee shall file a written report with the Office of the Superintendent and forward a copy of the report to the Director of Pupil Services:
   - The name, age, and address of the child;
   - The name and address of the child’s parents, guardians, and/or persons with whom the child is living;
   - A brief description of the circumstances and/or evidence indicating the suspected abuse or neglect;
   - The date the report was made to the local office of the Wyoming Department of Family and Services.

4. Upon the report of the suspected child abuse or neglect being made to the local office of the Wyoming Department of Family Services, school staff will refrain from any further investigative activities regarding the case.

5. However upon request of the local office of the Wyoming Department of Family Services, school officials may be asked to continue to monitor evidence of neglect or abuse.

CLASSROOM RULES AND POLICIES

Each teacher will make known to each student the specific rules to be observed in that classroom. The teacher’s classroom rules are to be given to each student in written form, discussed as a class, and posted/available in the classroom. These rules should include information and general classroom rules and expectations such as the tardy policy, necessary materials, homework policy, appropriate behavior aligned to DM school-wide behavior matrix, grading, etc.

CLOSED CAMPUS

Students wishing to leave campus for lunch must be picked up in the office ONLY by their parent or legal guardian. Students will be dismissed to other family members and individuals only in emergency situations through administrative approval.

Student safety is our priority, as we continue to work to improve our processes and ensure safety, we can only allow parents or legal guardian to check the student out from the main office for any activity requiring the student(s) to leave Dean Morgan campus during school hours.

Students wishing to eat lunch at home on a daily basis must have on file in the main office an administrative approved “Off-Campus Pass”. Please see any office secretary for the correct approval form.

COATS/BACKPACKS

Heavy outerwear and backpacks need to remain in student lockers. These items tend to pose safety concerns; our goal is to always ensure a safe campus. Please ask your ASPIRE Coach or the office if you have additional concerns.

COMPUTER INTERNET

*Refer to NCSD Student-Parent Handbook – Student Services & Programs – Internet Use/High-Access Schools

COMPUTER INTERNET USE

The District has an Internet screening system. This system has the capability of filtering most of the inappropriate Internet sites. School computers also have the capability to access social media web sites and download movies and games restricted. If at any time you are using a school computer or iPad and you access an inappropriate web site, please notify your teacher or building principal immediately. Intentional attempts to gain access to restricted sites will result in the appropriate administrative consequence. Continued violation of this policy could result in the students’ computer privileges permanently being restricted.

CONFERENCES WITH STAFF

We are continuously looking to improve and therefore, as a result of the last year’s parent survey, we are looking to make changes to our parent teacher conferences based on this feedback. Please be patient as we consider your input and try to make this process more efficient and effective.

Dean Morgan’s goal for parent-teacher conferences is to have a systematic, team approach, for communicating
student progress. The purpose of conferences is to share information among the parents, staff and student. Parents can arrange appointments with the interdisciplinary teachers during collaboration time, before school or after school. Multiple conferences may be necessary to best meet student needs. Parents are asked to call in advance to set up meetings with staff. The team may also initiate a conference by requesting the parents to come in during collaboration times. Counselors, building administrators or the administrative manager may be invited to attend such meetings and be part of the collaborative team.

CONFIDENTIALITY STATEMENT
All educational records maintained for students by Natrona County School District #1 are treated as confidential and will not be shared or released to any non educational agency (other than law enforcement agencies) or person without specific written consent of the student’s parent/guardian, except for information considered as “directory information”. Directory information includes the student’s name, date of birth, address, classes taken, awards received, height, weight, etc., and may be released to the public unless the school of attendance is specifically notified, in writing, that the parents do not want this information to be released.

CONTROVERSIAL ISSUES POLICY
Controversial Issues at Dean Morgan
Due to the age and maturity of middle school students, teachers are discouraged from entering into controversial and sensitive discussions. The Natrona County Board of Trustees is responsible primarily to the patrons of the district and believes that the study of issues that are controversial is important and may equip the student with decision-making skills to resolve problems that beset them and society. Furthermore, it is believed that impartial study and discussion should prevail and that on any given controversial subject all sides are to be presented in an atmosphere as free as possible from bias and partiality. Discretion will be used in the choice of these topics.

Definition:
For the purpose of this policy a controversial issue is defined as a question or topic characterized by current importance and by which persons are polarized or divided toward one end of the spectrum or the other with very few persons in the middle.

Responsibility:
The following guidelines and directions are to be followed in the handling of specific issues.
1. It is the principal’s duty to foresee problems, to direct and advise teachers and to support them in developing sound judgment.
2. The teacher is responsible for their professional acts. If in doubt about the handling of specific issues, the teacher should confer with a principal.
3. The principal shall be informed when teachers plan to bring resource persons into a school to discuss controversial topics. The principal shall give approval prior to the time the resource person is invited to the school.
4. Parents will be notified if their child is to be part of a planned survey or study that deals with a controversial area or sensitive topic. If for any reason the parents do not want the child in the program, they must write the school requesting that the child be excused; otherwise he/she will automatically participate in the opportunity.
5. Copies of textbooks and materials will be housed in the school library. Parents may inspect the curriculum.

*Human sexuality is a topic that creates parental concern. Those teaching health and human sexuality must follow the district approved curriculum and should not add any opportunity for questionable topics or objectionable content to be included.

(Controversial Material) Procedures for Handling Questions on Challenged Material
The following guidelines and directions are to be followed in the event that issues, textbooks, or other instructional materials may be challenged according to the appropriateness for use.
1. Library Policy: The policy of the State Library Association and the American Library Association concerning procedures to be followed for handling controversial materials was adopted by the Board.
2. Anyone who has a concern or suggestion related to a specific school or department should call or visit the principal. This will give the principal opportunity to arrange a meeting. If a Board member or the Superintendent of Schools should be called first, they will suggest this.
3. Any parent who wishes to pursue reconsideration of materials must follow the process in Board Policy 6232 and file a request for reconsideration form.
COUNSELING

The school district has contracted with Central Wyoming Counseling Center to provide individual therapeutic counseling for students. Arrangements are to be made through the school's counselors. The school counselors and the school social worker will provide short-term counseling.

COUNSELING AND HEALTH SERVICES

At Dean Morgan, counseling and health are the responsibility of all the professional personnel. Our goals are the same, but we have different functions. Along with the teachers and the office staff, we have counselors, a social worker, a school diagnostian, and a nurse to offer students personal services. There are also specialists from other agencies available for consultation, e.g., Central Wyoming Counseling Center, and Department of Family Services. Counseling personnel help students with serious emotional, academic, and family issues.

The School Counselor(s)

The counselor provides preventative, developmental school-wide services, makes interventions when necessary, and is available for crisis counseling. The counselor helps individuals with personal problems, and family or social problems. The counselor interprets test results, and administers or recommends administration of an individual evaluation if there is inadequate information on the student's ability and achievement. The counselor shares data collected on a student that may help teachers better understand the student. The counselor handles referrals to outside agencies. The counselor also coordinates and schedules national assessments (NAEP). The counselor assists and leads the development of individualized student scheduling and education planning.

The Psychologist

Dean Morgan is staffed with a school psychologist. The primary job responsibility is to assure quality service in the implementation of the Individuals with Disabilities Act (I.D.E.A.), Public Law 101-476; Wyoming State Rules and Regulations; and District Special Education policies and procedures. Specific responsibilities include interpreting test results for students, parents, and school personnel, and coordinating assessments for students. The psychologist assists in the development of Individual Education Plans (IEP) and coordinates the special education services developed in this plan. Other duties might include, assisting in designing intervention programs, assisting in providing in-service on special education policies and procedures, and assisting with communication regarding special education students between home, school, and community agencies. The diagnostician will also assist and lead the development of individualized student scheduling.

The Nurse

Dean Morgan has a full time nurse. The nurse works closely with other professional staff members concerning health, medical and emotional needs of students. The nurse works closely with community organizations to help assist students with dental, visual, and clothing needs. Within the first few weeks the nurse, with parent permission, notifies school staff with a need to know regarding health or medical problems of specific students. Teachers will notify the nurse of a student's medical or health issues, which may include visual, hearing, nutritional and personal hygiene problems. The nurse is a resource person for health or medical topics. Any student showing signs of physical or emotional abuse will be reported to the appropriate Dean Morgan staff member. Health screenings are done on all sixth grade students, new students, and any teacher or parent referrals. The audiology department conducts Puretone and impedance hearing screening. A student that the teacher suspects of being under the influence of drugs or alcohol is first referred to an administrator and may be referred to the nurse to check vital signs. Student injuries occurring at school will be reported to the nurse. This includes after school sports injuries. When students complain of illness, they are to be sent to the nurse with a pass during sick call each block. Students are to get a pass from their teachers before they come to the nurse’s office. Students who are ill or injured are excused to go home by the nurse or the school office following a parent contact. Students who are ill should not call home from a classroom telephone or use their cell phones. The nurse is encouraged to check the physical condition of students who have been absent from school due to illness.

The Social Worker

Dean Morgan has a full-time Social Worker. The Social Worker deals primarily with Special Education students and their families, providing social, emotional, and behavioral support to help the student achieve academic success. The school social worker completes IEP assessments, has strong parent involvement, provides group and individual counseling for children on IEP’s. The social worker is also able to do crisis intervention and conflict resolution or counseling with all Dean Morgan students on a short-term basis. The school social worker coordinates the Challenge Day program.
COURTESY AND SCHOOL PRIDE
Being nice and speaking with good purpose at all times should be a goal for everyone. This courtesy should extend toward fellow students, teachers, secretaries, teacher assistants, cafeteria workers, custodian, administrators, and toward any visitors in the building. School spirit includes pride in all school activities, as well as showing respect for the rights and property of neighbors to the school. The image of your school in the community is based upon your conduct in school and the community.

CREDITS, GRADUATION REQUIREMENTS
*Refer to NCSD Student-Parent Handbook – Student Services & Programs -Graduation Requirements

CRISIS MANAGEMENT/ALICE
*Refer to NCSD Student-Parent Handbook – Health & Safety - Crisis Management
A primary responsibility of public schools is to provide safe and secure environment for the students, employees, and the public. The Trustees of the Natrona County School Board believe it is necessary to have a comprehensive policy and plan regarding foreseeable crises. Each school, in turn, has been directed to establish corresponding procedures for responding to a crisis in its school and a team to facilitate the training of students, teachers, staff, and parents in the procedures. This is to notify the parents of students attending Dean Morgan Middle School that procedures for coping with the following foreseeable crises have been established for our school:

- Bomb Threat
- Disaster/Hazardous Materials
- Earthquake
- Emergency School Closure
- Environmental
- Explosions
- Exposure to Blood Borne Pathogens
- Fire/Evacuation
- Post-intervention for School Tragedies
- Search and Seizure
- Tornado
- Violence/Out of Control Students
- Weapons in School

These plans were adapted from the District Crisis Management Team Manual to fit the needs of Dean Morgan students and staff. Each crisis plan includes a prevention, intervention, and post-intervention component. The plans and procedures for coping with these issues are available at the school for parent and community member review. Each teacher will have a copy of the procedures in the classroom. Procedures will be reviewed with the students and practice drills will occur on a monthly basis.

CUSTODIANS
The school custodians are a very important aspect of our school. They expect and are to receive the same respect and consideration that would be given any Dean Morgan School staff member. Their major responsibility is the care and maintenance of our school building and school grounds. Students, as well as, teachers are responsible for keeping hallways and classrooms free from the accumulation of debris that often collects in school buildings as well as on school grounds.

Take the Dean Morgan challenge! When you’re in the building, pick up any trash you see in the halls and toss it in a trashcan. We can all be role models for each other.

DAILY ANNOUNCEMENTS
Each student shall be required to stand and honor the American Flag and recite the Pledge of Allegiance at the beginning of the daily announcements. If a student has a conscientious objection, which interferes with full participation in the flag salute or Pledge of Allegiance, the said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall notify the building principal in advance, and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.

DANCES
During the school year, dances may be held. The official hours for school sponsored dances are determined for each dance. Any parent picking up a son/daughter should plan on arriving at least 15 minutes prior to the ending time of the
dance. Students must be present in school the day of a dance in order to attend the dance.

Discussion often arises as to what is appropriate to wear to a school dance. As a general rule, students should follow the dress code as written in the Student Handbook. However, some exceptions may be made depending on the theme of the dance. In those cases, guidelines will be established through a discussion with the members of Dean Morgan Mentors and the Administration. Please review these with your child before each dance.

Once a student leaves a dance, he or she is not permitted to re-enter and must leave the campus. Students from other schools are not permitted to attend our dances.

DEFACING SCHOOL PROPERTY

*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Care of School Property

Defacement of any school property is a serious offense. Any student involved in vandalizing or defacing school property will be referred to school administration. Students may be required to pay for damage caused to any school district property due to their actions. They will be subject to suspension, or other appropriate consequences. The Casper Police Department will be notified when appropriate.

DELIVERY OF FLOWERS AND BALLOONS

Our staff has adopted a policy that does not allow for flowers and/or balloons to be delivered to students during school time. Our office staff will decline deliveries made to the school for any reason. Our staff has adopted this protocol to concentrate on quality and uninterrupted instructional time. We apologize in advance for any inconveniences this places on students and parents.

DETentions

Detentions assigned by the office will be served during the students lunch period. Office detentions are the responsibility of the student and are to be served by the assigned deadline or further consequences will be more progressive. Teacher detentions may also be assigned and could be assigned either before school, during lunch, or after school with a teacher as arranged by the student and the parent.

DRESS CODE REQUIREMENTS

*Refer to NCSD Board Policy 5375

Primary responsibility for appropriate dress and appearance rests with the student and his/her parent or guardian. Students shall not wear clothing that, in the judgment of the school personnel, constitutes a health or safety hazard, is destructive to school property, or is distracting or disruptive to the educational process. Student dress that is obscene, immodest, indecent, or lewd shall not be tolerated. Appropriate and reasonable accommodations are allowable based on individual student needs as determined by the Individualized Education Plan (IEP) or 504 Team. The reasonable and appropriate accommodations must be documented in said plans. Special exceptions will be reviewed for religious reasons per board policy and/or state and federal laws.

In the interest of maintaining a positive learning environment, the following regulations of student dress shall be in effect:

Outerwear: Coats, jackets, or gloves shall not be worn inside school classrooms without the consent of school personnel. Shoes shall be worn for health and safety reasons. Shoes that are unsafe, disruptive, or destructive to school property are not allowed. Appropriate shoes must be worn at all times. Slippers are not allowed.

Logos: Logos, printed statements, or pictures upon student attire which are, immoral, sexually suggestive, disruptive, obscene, encourage defiance or disrespect of authority are prohibited. Attire with any type of weapon(s) or advertising drug, alcohol or tobacco products is also prohibited.

Miscellaneous: Clothing such as tube tops, halter-tops, see-through/sheer garments, spaghetti strap shirts, fishnet tops, low-cut tops, clothing allowing a bare midriff, shorts and pants with excessive tearing and wear, short shorts, and tight-fitting shorts or sleepwear shall not be worn. Shorts and skirts must be no shorter than mid-thigh. All pants, shorts, and skirts must be worn no lower than the hips, no sagging or undergarments showing. Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind. Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.
Special Activities: Designated dress may be required for students participating in special activities. The sponsor of the activity shall meet with the administrator to determine appropriate dress for participants. The administrator, following board policy and administrative regulations, has final approval for all uniforms.

Procedures: When a student wears clothing that does not comply with expectations he/she will be directed to take corrective actions including:

1. Removing the unacceptable item;
2. Changing into acceptable clothing;
3. Reversing the article so that the offensive logo does not appear;
4. Covering unacceptable garment with acceptable clothing;
5. Adjusting garment so clothing meets regulation.

If the student fails to remedy the problem the parent or guardian shall be notified to bring appropriate clothing or to take the student home. Repeated violations will be addressed as defiance and will result in further consequences as described in the NCSD #1 Student Behavior Framework and Conduct Handbook.

Uniforms will be required for all students in Physical Education. The uniforms can be purchased through the P.E. Dept. Shirts must be gray in color. Athletic shorts must be worn and be dark blue or black. If sweatpants are worn they can be any color.
**Natrona County School District Dress Code Guidelines**

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Any shirt or blouse should cover the back, top of shoulders, and stomach. Ha...</td>
<td>![Image]</td>
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<tr>
<td>Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.</td>
<td>![Image]</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

**DRUGS, ALCOHOL, AND TOBACCO**
*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Drugs and Alcohol
*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Tobacco Products

Our school is a drug and alcohol free zone; thank you for helping to keep our school safe.

**EARLY SIGN-OUT PROCEDURE**

Occasionally a student may need to leave school before regular dismissal time due to an appointment or a family emergency.

It is possible to prevent yourself from being counted absent or tardy if you follow the procedure below:

- A note from home MUST be brought to the office before you are to leave school. If the appointment is so early that you cannot attend school the morning of the appointment the note should be brought to school the preceding day.
- Report to classroom before the appointment.
- It is your responsibility to be certain that you are aware of your assignments for the next day.
- Students are not to leave school without permission. Any student who does leave without permission will be considered truant and will be referred to school administration.
ELECTRONIC EQUIPMENT
(See also valuables)
Nuisance toys are objects that interfere with the educational process. Please keep these types of items at home. Gaming and recording devices, iPods, MP3’s or any music playing device and music with inappropriate language are not to be brought to school. Electronic games, laser lights, finger boards, etc. are not to be visible or used in the building from 8:00 a.m. to 2:45 p.m. unless permission is granted by an administrator or by the teacher who requires such for a specific lesson. These items are frequently noisy and disruptive to the educational environment and pose a potential safety issue. Crisis commands issued in an emergency situation could go unnoticed and pose a life threatening threat. Students bring these devices to school at their own risk. The school is not liable for any loss, damage, or stolen property. Repeated violations of this expectation will result in confiscation of the item and kept in the office and released only to a parent after school.

ELEVATOR USE
Our Dean Morgan school nurse will identify students who need to use the elevator. Staff members are asked to refer any students who may need elevator service to our nurse. Loss of an elevator key will result in a replacement fee of $25 being assessed. If the nurse determines the injured student needs assistance in the elevator, the nurse and/or administration will determine how this assistance will be provided and by whom. Only students with a nurse’s pass are allowed to ride the elevator. The nurse will evaluate the need for all students who are disabled (even if it is a temporary condition) and determine an exit plan for these students for each block of the day. Appropriate staff will be notified relative to the exit plan for emergencies.

EMAIL
Anything that you send to someone via email can be printed or forwarded to anyone else. Always expect this to happen. Please remember that email is not private. Use good judgment when corresponding via email. Send only positive email correspondence. Always think about the email you are sending to determine if you would want to have your email to be read by family members, the newspaper, or have it forwarded to the Superintendent?

EMERGENCY PROCEDURES
(Evacuations and Lock Downs/Lock Outs)
These drills are required to occur on a monthly basis. The continuous sounding of a horn/siren signals an evacuation. Students are to follow the directions of the teacher in charge and are to remain quiet and orderly. Announcements/Directions may follow. Evacuations and lock downs are serious and important. Students who are disruptive during an evacuation or lock down are subject to disciplinary action. Each teacher will explain the primary and alternate route to follow in case of any emergency evacuation. Students must maintain quiet throughout any evacuation. This is a safety measure for all people in our school. Special care must be taken with students on crutches, in wheel chairs, or otherwise hampered. Since the elevator cannot be used in an emergency evacuation, such students will follow their exit plan created and practiced with the student by the school nurse.

EVACUATION ALARM SYSTEM AND EVACUATION INSTRUCTIONS
The activation of the alarm system for other than its intended purpose, emergency evacuation of the building, is a serious violation and will result in an immediate suspension, charges filed with the police, and a hearing at NCSD Safe Schools Division for review and for possible further action. Also, misuse of fire extinguishers and fire hoses is a felony. The State Fire and Panic Act require all schools to conduct evacuation drills in the interest of public safety. When the alarm sounds, all work should stop immediately. Students will follow the instructions for the room they are in at the time of the evacuation. Actual fire conditions shall prevail and everyone is to leave the building dressed as they are without stopping to get clothing from lockers. No person is to remain in the building during any evacuation. Proper student conduct is expected during any evacuation and/or fire drill. Failure to follow procedures will result in disciplinary action.
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
*Refer to NCSD Student-Parent Handbook – General Information – Family Educational Rights and Privacy Act

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 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.

FIELD TRIPS

Natrona County School District has updated field trip guidelines. Field trip transportation will be provided when approved and based on the availability of transportation personnel and buses. Additionally, NCSD has defined a field trip as a student activity outside the classroom that is an extension of classroom instruction and considered part of the regular school session. Field trips are a supplement to the learning in the classroom. As classroom instruction is the priority, field trips will be infrequent in a student’s overall learning experience.

All trips must be approved through Dean Morgan’s administration at least six weeks in advance of pending field trips. Any student participating in a field trip must have a Medical Release Form on file with the Main Office, as well as a permission slip from the field trip sponsor, signed and dated by a parent or legal guardian. It is the student’s responsibility to make sure that these forms are on file prior to the field trip.

**Please refer to the appendix for the Medical Release Form. Please tear it out, complete entirely, and turn it into the Main Office so appropriate documentation is on file.

FIGHTING

*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Fighting

This form of behavior on school property, on the bus, or at the bus stop will not be tolerated. It will result in a suspension with immediate disciplinary action taken against individuals who participate in a fight or encourage it in any way. Consequences will result in suspension. Repeated incidents may result in a recommendation for alternative placement at the Safe School Suspension Lab or expulsion from Natrona County School District #1. The Casper Police Department will be notified for the recommendation of the citation and or legal action.

It is the responsibility of school staff members to intervene in the case of a fight. Intervention may include but is not limited to:
• Verbal commands to stop
• Call for assistance/backup
• Dispersing the crowd/onlookers
FINES AND REPLACEMENT COSTS
Students and staff are responsible for the return of items that are issued to them such as textbooks, athletic uniforms and equipment. Negligent abuse that results in damage or loss of any school property will result in the assessment of fines or replacement costs. See also: Textbooks.

FREE AND REDUCED LUNCH
Free and reduced lunches are provided if students meet the required federal guidelines. Applications are mailed to all families in the district and are also available at the main office throughout the school year.

Regular prices for 2017-2018 are:
Breakfast meal $1.90
Lunch meal $2.35
(All prices are subject to change)

Reduced prices for 2017-18 are:
Breakfast meal $0.30
Lunch meal $0.40

FUND RAISERS
All fundraisers must have prior administrative approval. Any fundraising should be done with parents or legal guardian supervision. We encourage only selling products to family and friends. Fundraisers during the school day must have administrative approval prior to the activity.

GRADE CHANGE POLICY
Changing of Grades and Grade Appeals by students or parents:
Except as provided in the Administrative Regulation 6330, the Natrona County School District Board of Trustees shall not permit any board member, superintendent, associate superintendent, principal, assistant principal, counselor, teacher, or any other person to change a grade given to a student by a teacher unless the teacher who gave the grade to the student is informed in writing of one or more reasons why the grade should be changed and the teacher concurs in writing with the grade change. Administrative Regulation 6330 shall identify the process through which students and/or parents may appeal a grade awarded by a teacher.
Each teacher shall file the grading process that he/she will use in each class/subject area for approval by a building level administrator. Each teacher’s grading processes shall be supported by best practices or research and approval shall be based upon compliance with statutes, rules, policies, and regulations.
Each school and attendance center shall implement a process to inform parents and students about the grade appeal procedure of the District.
Each teacher shall inform the students and the parents or guardians about the grading procedure that will be used for the class.

GRADING
The primary function of a student’s grade is to report student proficiency and knowledge. They should convey accurate indications of past performance, effectively express current performance, and be reliable for predicting a student’s success during the next stage in learning.
Final report card grades (and other reporting systems per Board Policy 5124) are to be based on achievement of Course or Grade-Level Standards, determined through classroom assessments, which reflect the Performance Criteria and the Fundamental Skills and Knowledge, associated with those standards. At Dean Morgan, final examinations may not be considered more than ten (10) percent of the semester grade. Every student shall be permitted to see his/her corrected examination, including the examination questions, within a reasonable time after semester grades are recorded. Every parent should be provided with an accurate assessment of their child’s ability to understand and apply the curriculum content for their grade level or courses. To this end, performance reports (such as letter grades, codes, or portfolios) must:
• Be based upon valid and reliable assessments
• Correctly reflect student performance on curriculum content
• Be easily interpreted by the reader
Additional areas of emphasis such as conduct, effort, responsibility, etc., may also be reported separately from academic
Teachers are responsible for updating grades on Infinite Campus by 4:00 PM every Monday. Parents, Guardians, and Students now have the ability to view and monitor students grades and attendance online at the parent portal of Infinite Campus. All grades are current and updated on a weekly basis. You must establish a login ID and password to obtain access to this site. Access instruction sheets are available in the office. To sign-up for Parent Portal please call 253-2506.

**GRADING SCALE**

A minimal “passing” level, if using a traditional grade based system (below), shall be 60% or better, with additional levels of proficiency being defined as shown. Alternative reporting systems (example shown below) should contain definitions of the levels in terms, which convey the student’s current performance and readiness for the next stage in learning. They should also define or describe the point at which a student requires additional instruction in order to advance to more challenging levels. The traditional Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Status</th>
<th>GPA Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

**HALL BEHAVIOR & COURTESY**

Our system of hall control is built upon our three overarching rules to be safe, be respectful and be responsible. Additionally, student cooperation and application of The 8 Keys of Success and Dean Morgan’s Behavior Matrix provide more specific expectations. Conscientious hall behavior makes the halls safer and helps prevent students from unsafe and/or disruptive behavior that can be transferred to these same type of behaviors in the classrooms.

Please avoid actions such as: pushing, shoving, tripping others, scuffling, running, etc. Keep your hands, feet, and objects to yourself at all times while on the Dean Morgan Campus.

Students who misbehave in the halls will be disciplined just as students in the classrooms.

Be safe. Be Respectful Be Responsible.

Students should follow the hallway behavior matrix expectations. They should walk on the right and side of the hall/stairs, use an appropriate inside voice as they walk and talk to get to their class on time. Everyone is responsible to discard trash in the containers provided. Help do your part to keep our school clean by picking up paper from the floors.

**HALL PASSES**

To pass through the halls during a class hour, a student must have a written pass that is signed by a staff member. Any student in the hall without a pass will be redirected back to their classroom for an appropriate pass. Students should plan to obtain their material and to utilize the drinking fountains and restrooms during the five (5) minutes of passing time between classes.

Students who abuse this privilege will be placed on the No Pass List per teacher discretion. After nine weeks the student will need to contact an administrator to request to be removed from the No Pass List. The student will not be taken off the No Pass List until the request process has been completed and approved by the grade level principal. It is the student’s responsibility to request to be removed from the No Pass List.

**HANDICAPPED ACCESSIBILITY**

The front entrance (Elm street) is handicap accessible with ramp and electronic door. In addition, an intercom system and designated parking are provided outside the double doors at the southeast corner of the parking lot (14th Street). The intercom can be used to contact the office for assistance during regular school hours (7:30am-4:00pm).

**HARASSMENT**

*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Assault, Battery & Physical Restraint

Dean Morgan follows all district processes and procedures for harassment. Students are provided education, expectations, and training regarding the various forms of harassment. Students should advocate for and practice these expectations, as
well as, Dean Morgan’s mission statement to become productive citizens. Additionally, if students are practicing The 8 Keys to Success and our 3 rules to be safe, be respectful and be responsible these issues will not be a problem for students.

**HOMEBOUND INSTRUCTION**

*Refer to NCSD Student-Parent Handbook – Attendance & Enrollment – Homebound Instruction*

Homebound instruction is provided to eligible students whose medical needs verified by a doctor prevent regular school attendance for an extended period of time (greater than five days—homebound status may begin on the sixth day). The district may provide homebound instruction/tutoring on a temporary basis. Parents should apply for homebound instruction through the counseling office. After the application has been approved, the core courses will be supported during homebound instruction. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible.

**HOMEWORK**

Homework assignments will be practice to topics and materials already covered by instruction in class. Assignments to be done either at home or at school should help clarify an educational concept. Homework assignments which help a pupil to read, to observe, to compare, to experiment, to explain, to drill, or to demonstrate have meaning and value. Through homework, a pupil may be encouraged to pursue questions brought up in class, to make things to describe and identify, to solve problems, to show relationships, and to learn vocabulary.

Part of each period should be set aside by the teacher to provide the students an opportunity to study their lessons, including homework, under the direction of the instructor.

Homework is based on a certain amount of time for the average child to spend on schoolwork at home. Admittedly, it is sometimes difficult to gauge accurately how long the average child should spend on an assignment, but our system is based on the ability of each teacher to use the following time allotments:

- A sixth grade teacher should limit homework to approximately 15-20 minutes per day, per subject, for the average child.
- A seventh grade teacher should limit homework to approximately 20 minutes per day, per subject, for the average child.
- An eighth grade teacher should limit homework to approximately 25 minutes per day, per subject, for the average child.

**HOMEWORK REQUEST**

(See Assignment Request)

**HONOR ROLL RULES**

- All classes that receive a letter grade A-F are to be included in calculation of the grade point average.
- Subjects that are taken for a Pass or Fail are not included in the calculation of the grade point average.
- Students receiving a grade of D or F in any course will not be eligible for any honor roll.
- All student aides will receive a grade of “P” or “F” for their work.
- The honor roll will be in three categories with the following requirements:
  1. Principal’s Honor Roll 3.8-4.00 GPA
  2. First Honor Roll 3.5-3.79 GPA
  3. Second Honor Roll 3.0-3.49 GPA

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; a grade of C is valued at 2 points; a grade of D is valued at 1 point; a grade of F is valued at 0 points. The points are added up and divided by the number of subjects.

Example: A student received two grades of A (8 points), two grades of B (6 points), and two grades of C (4 points). Eighteen points divided by six subjects equal a GPA of 3.0.

**INJURIES AT SCHOOL**

Whenever a person is injured or hurt at school, he or she is to immediately (within that class period and time frame) report the injury to the classroom teacher, school personnel in the main office and the school nurse.
**INSUBORDINATION/DEFIANCE**

The authority of any staff member should be respected at all times. When there are differences of opinion between a staff member and student, both parties will remember to speak with good purpose and following appropriate procedures to include:

- It is appropriate for the student to follow the directions of the staff member and to appropriately address the differences at a later time;
- If the student feels this is not possible, he/she should report directly to the office to speak with an administrator, and the parents or assigned guardian should be notified.
- Consequences for insubordination may range from detention to suspension.

**INSURANCE**

*Refer to NCSD Student-Parent Handbook – Health & Safety – Accident Insurance
*Refer to NCSD Student-Parent Handbook – Health & Safety – Vehicle Insurance

Every school year the School District approves a single student accident insurance policy, which is made available to students and their parents at the time of registration. This policy, if purchased by the parents, becomes a contract between the company and parents, not the school and the parents. Claims are to be made directly to the company. The School District does not carry accidental insurance, which covers students injured at school. Accidental injuries may happen with children taking part in the activities of the school day. The school acts “in lieu of parents”; school employees will take action to assist the injured student in the place of the parents. This may include emergency transportation to medical facilities. The resulting cost of the injury will be that of the parent, not of the School District. The School District encourages parents to consider the purchase of a low cost accidental injury plan that will cover their children while at school.

**INTERNET USAGE**

*Refer to NCSD Student-Parent Handbook – Student Services & Programs – Internet Use/High-Access Schools.

**LATE WORK**

Dean Morgan defines work turned in late and not associated with an absence as ‘late work.’

In helping to prepare students for the next level, teachers are available before school 7:30 – 7:50 am and after school 2:45 – 3:00 pm, to offer any additional student support. Additional support times may be available upon making prior arrangements with the necessary staff member. Parents and students can log on to Infinite Campus at any time and check grades, as well as, see grades on the student’s weekly grade report from their ASPIRE Coach. In addition to preparing students for the next level, the following is our late work expectations:

Dean Morgan late work policy:

1. Sixth grade – Three weeks from date due to turn in missing work.
2. Seventh grade – Two weeks from date due to turn in missing work.
3. Eighth grade – One week from date due to turn in missing work.
4. Elective teachers – teacher decides timeframe from above, in which to implement their class and will define expectations in class syllabus.

All work turned in after the late work time frame will be given a zero. Students can still receive teacher input, but no grade.

Late work penalty:

Is up to the discretion of each individual teacher as stated in their syllabus that is provided to all students and is on file in the office. Syllabi are available at any time from all teachers. Teachers may give up to a maximum penalty of 20% on a late assignment.

Absent work:

If a student is absent, they have two classes to make up the one day of absent work. After that, it will be marked as missing and the late work policy will apply i.e.- student misses a red day, the work is due two red days later (after four school days).

Homework practices:

Homework completion shouldn’t make/break a grade.

Coding work in Infinite Campus:
As assignments are due, teachers will record if an assignment is not turned in at that time as missing. When entering a missing grade in IC, teachers will use an “M” to show an assignment missing. After the due date for late work, that assignment can be changed to a “zero.” Teachers should add a note for that assignment, indicating the assignment was missing and not turned in.

Assignment corrections:
Determined by each individual teacher as stated in their syllabus that is provided to all students and is on file in the office.

LIBRARY MEDIA CENTER
(Hours Mon – Thurs 7:15 am – 3:30 pm and Fri 7:15 am – 3:00 pm)
The media center offers resources that enhance the curriculum and a wide variety of young adult fiction for your reading enjoyment.
Available resources include: computer access, a curriculum related book collection, reference materials, encyclopedias, on line databases, newspapers, and magazines.
Circulation Policy: The student is responsible for all materials checked out to him or her. The student may check out up to three books at one time for two weeks. A student with an overdue or lost book will be denied the privileges of checking out additional materials until the book is returned or the replacement fee is paid to the library.
Overdue Notices: Notices will be issued every other week.
Fines: We do not charge fines for overdue materials. However, if a book is damaged or lost, the student will incur a fine for the replacement cost of the item. Report cards will be held for the student until the outstanding fine is paid.

LOCKERS
Each student has a school owned locker assigned to him or her. It is our expectation for each student to take ownership and have integrity aligned to the learning from The 8 Keys of Excellence. Students are provided a locker for their use only. Staff at Dean Morgan work hard to model the Keys and ensure student belongings are secure and safe, please help us to help you. Personal locks are not to be used on student lockers.
Lockers may be checked at the discretion of school personnel. Students are responsible for the contents of their lockers and are advised not to keep valuables in the lockers. The student understands that the locker is the property of the school district and school personnel may enter the locker from time to time and inspect the contents contained therein without notice to or the approval of the student. The student also understands that illegal drugs, marijuana, alcohol, weapons and other dangerous instruments contained in the locker may be seized by school personnel and used as evidence in a suspension or expulsion hearing. In addition, these items need to be turned over to the proper police authority. Students are not permitted to place any form of sticker, permanent marking or glue to lockers on the interior or exterior of an individual locker. Fines will be assessed for locker damage. Please report any visible damage to an administrator and/or custodian immediately. If your locker does not work properly, please tell the office so a custodian can fix the problem.

LOITERING
Loitering in the restrooms, other areas of the building, school grounds, or near vehicles on school grounds will not be allowed. This includes standing in the hallways between classes. Students should follow the ‘walk and talk’ practice while in the halls.
Students are required to leave campus by 3:00 pm unless directly involved in school-sponsored activities, school-sponsored sports or tutoring assistance. From 3:00-5:30 pm students must report and remain in a designated supervised setting with a Dean Morgan staff member. Dean Morgan offers Boys and Girls Club in the cafeteria for students who are waiting for the activity/sport to begin or waiting for their ride to pick up. If you have individual needs, contact a principal.

(City of Casper) - ANTI-LOITERING ORDINANCE
AN ORDINANCE PROHIBITING LOITERING AROUND SCHOOLS AND PROVIDING A PENALTY FOR VIOLATION THEREOF BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, NATRONA COUNTY, WYOMING:

Section 1. It shall be unlawful for any person not being a student, faculty member or employee of a particular school within the corporate limits of the City of Casper or any person not authorized by any school official, unless attending or participating in scheduled activities open to the public to enter or remain upon that school’s grounds or building.

Section 2. It shall be unlawful for any person to remain on any school’s grounds or building within the corporate limits of the City of Casper after having been asked to leave by any school official.
Section 3. Penalty Clause. Any person, form or corporation violating any provisions of this ordinance shall be deemed guilty of a misdemeanor and the penalty for violation hereof shall be that set forth in Section 1-7 of the Code of the City of Casper.

LOST BOOK POLICY

When a student claims to have lost a book, the student should be encouraged to check before or after school, in the lost and found in the school office. In addition, the teacher will record and issue another textbook. Teachers will keep accurate records and be aware of the total number of books and/or status of books at all times. Students will be charged for rebinding damaged books and/or the cost to replace lost books.

LUNCH, BREAKFAST, AND FOOD SERVICES

The Dean Morgan Middle School cafeteria services breakfast and lunch every day that school is in session. Breakfast is served from 7:30 – 7:50 AM. Students may bring their lunch if they do not wish to purchase a prepared lunch. At the end of the meal, students are to return trays, silverware, etc., to the designated areas. Students are not to save places in the lines or seats at the tables for friends. Acceptable behavior includes handling food properly and remaining seated while eating. Students should bring a warm/jacket or coat on cold/winter days.

Meals are purchased through the individual school lunch account. As a student pays for meals the dollar amount paid is keyed into the computer with the student’s identification number. The computer will deduct the meal amount from the balance of the account.

Dean Morgan has established the following guidelines in correlation with the National School Lunch and Breakfast Programs (through the Wyoming Department of Education 2003): Parents will be notified in writing for amounts overdue to the cafeteria. At least one advance letter advising the households will be sent prior to refusing to allow additional meals or ticket replacements in situations where students have overdue balances. Student meal accounts will become frozen (no further activity) until all overdue balances are corrected.

Parent or Grandparent volunteers are always welcome to assist in the supervision of any or all lunch periods. Please see the office if interested.

CAFETERIA EXPECTATIONS

Remember - Be Safe, Be Respectful, Be Responsible (Refer to behavior matrix – cafeteria expectations)

• Dean Morgan will continue using round tables and chairs in hopes you will be more comfortable when eating. We ask that you do not move from table to table during lunch. There are a designated number of seats for each table (8) and we will need your help in maintaining a safe, clean cafeteria.

• Lunch times are as follows:
  1st Lunch 11:30-11:55
  2nd Lunch 12:12-12:37
  3rd Lunch 12:50-1:20

• Please be aware there will be mixed grade levels during lunch times due to elective and general classes. Due to alternating classes on Red vs. Black days, lunch times may be at different times. Please be on time. If you are late, please get a pass from your previous teacher to excuse you. We have some small cubicles to store your books in if you do not have time to stop at your locker on your way to lunch. These shelves are not secured or locked, so use them at your own risk and make sure to store valuable items in your locker.

• You are allowed to use the restroom and get drinks during your lunchtime.

• Students may have the option to go outside or stay in the cafeteria after eating. You will be asked to move to a designated area in the cafeteria if staying inside. This will assist cafeteria workers and custodians in cleaning and getting ready for the rest of the day activities. All tables and floors should be clear of food and trash with chairs pushed in before exiting.

• On bad weather days make sure you stop by your locker and get your coat to go outside before lunch. When weather is really bad we will require you to stay in the cafeteria. That decision will be made by an administrator and announced.

• While outside, behavior expectations are the same. The major area of concern is for all students to keep hands, feet, and objects to themselves. When there is snow on the ground leave it on the ground. No throwing or kicking snow! Be aware, you may be asked to line up prior to coming in from outside. Please enter the building in a quiet, orderly fashion. The interaction with adults in the lunchroom, including cafeteria workers, supervision assistants, and campus supervisors are to be of the same level of respect as it is to all adults at Dean Morgan.

• All lunch and cafeteria expectations are posted in the café. (See school-wide behavior matrix)
MAKE-UP WORK
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. A student will be allowed a minimum of two classes, upon return, to make up his/her work for each day he/she was excused from school. 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.

Tests:
- 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.
- It must be taken within five (5) school days.
- Make-up tests may be taken before or after school, or at the teacher’s discretion.

Club, Athletic, Music, other school excused absences, or personal prearranged absence:
- The work could be due before the student leaves, or
- The student will be allowed a minimum of four school days, upon return, to make up his or her work for each day he/she was excused from school.
- These are minimum standards; giving a student more time may be done at the discretion of the administrative designee and/or teacher.

MEALS
*Refer to NCSD Student-Parent Handbook – Student Services & Programs – Food Services
Free and reduced lunches are provided if students meet the required federal guidelines. Applications are available through the main office or by going on-line at myschoolbucks.com.

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

2017-18 Meal Prices:
Adult Breakfast: 2.35
Adult Lunch: $3.90
Secondary Student Breakfast:
Secondary Full Pay $1.90
Secondary Reduced $.30
Secondary Child Visitor $1.90
Secondary Student Lunch:
Secondary Full Pay $3.00
Secondary Reduced $.40
Secondary Child Visitor $3.00
*Meal prices are subject to change

MEDICATION
(See Nurse)
*Refer to NCSD Student-Parent Handbook – Health & Safety – Medication

MEDIATION CONFERENCES
Students, parents, or teachers may request a mediation to deal with concerns related to classroom success. Contact the counseling office or grade level administrator.

MORGAN MENTORS
Dean Morgan has a wonderful Mentorship Program. The Morgan Mentors can also serve as a resource for new students. Mentors are available if you are lost, need to talk or you want a lunch buddy. Mentors meet every Tuesday morning from 7:30-7:55 am. Contact the office for more information.
NATIONAL JUNIOR HONOR SOCIETY
To be eligible for National Junior Honor Society, a student must make Principal’s Honor Roll or First Honor Roll all four quarters of the qualifying year. The qualifying year is defined as 6th grade for 7th grade eligibility and 7th grade for 8th grade eligibility. Officers will be chosen from 8th grade members. The sponsor will assemble a faculty council in the fall to look over the list of eligible students’ applications for final approval. The sponsor may choose to ask for input from the entire faculty. Induction Ceremony will be held to welcome new members and recognize continuing members. The traditional ceremony will be followed as outlined in the NJHS Handbook. Attendance must be taken at all meetings to determine active membership.

NURSE, SCHOOL and HEALTH CARE ASSISTANCE
*Refer to NCSD Student-Parent Handbook – Attendance & Enrollment - Immunizations
*Refer to NCSD Student-Parent Handbook – Health & Safety – Medication
Health information, First Aid, vision and hearing screening are provided. Referrals to community agencies for additional health care services can be arranged. Financial assistance can be arranged for students who require health care but are unable to pay. Please contact the office if you are in need of assistance.

PARENT INVOLVEMENT COMMITTEE
Interested parents are encouraged to phone 253-2500 so we may send out information on how to get involved in our school. Monthly evening meetings are held at Dean Morgan the second Monday of each month from 6:00 p.m. to 7:00 p.m. to plan supportive activities and services for the school.

PERMANENT RECORDS
Two basic types of permanent records are maintained on each student to help professional staff members and parents better understand the student. The Federal Educational Rights and Privacy Act provides that parents or legal guardians have access to these records and, unless there is a court order, they must sign a release for these records to be viewed by anyone other that the professional staff of the District.

PHYSICAL EDUCATION
The Physical Education staff is interested in the physical development, health, and safety of each and every student in our school. The staff strives to provide the best environment possible for this to take place. Inclement weather conditions bring about the question “Will our P.E. class go outside?” Each instructor is to use sound judgment in making this decision. These decisions will be based on temperature, wind chill, time of day, time of year, condition of playing surfaces and existing weather conditions, as well as the activity involved. Students may wear “sweats” on cool days. The Physical Education staff strongly urges students to have a pair of “sweats” in the P.E. locker for use on appropriate days. Students are required to have shoes with “non marking” soles for times when classes will be indoors.

PROFANITY
Everyone at our school practices speaking with good purpose and therefore profanity does not fit into the culture of our school. Using profanity portrays a negative image of you as the student and of Dean Morgan that is unacceptable. Students and staff have the right to be in an environment absent of offensive language. Profanity, vulgar language, and gestures have no place at Dean Morgan. Inappropriate language in the school setting will result in disciplinary action ranging from a warning to suspension. The administration and staff do not condone profanity in or around the school. Disciplinary action will be taken when any student is caught using profanity. Repeated misconduct of this nature will lead to In-School-Suspension (ISS) placement at the Safe Schools Suspension Lab (SSSL) or Out-Of-School-Suspension (OSS).

PUBLIC DISPLAYS OF AFFECTION
We believe in the importance of teaching all students to Be Safe, Be Respectful, and Be Responsible. These are life long skills that any employer would expect as well. It is our expectation for students to have integrity and to be responsible for
their actions; therefore, any actions that display kissing, excessive embraces, fondling, suggestive sexual actions, etc. are not appropriate for the school environment. Holding hands is permitted. These actions present an unwelcome impact on others. Staff members will immediately address such issues through education and administrative assistance. If, after a discussion with the offending students, there is no change in behavior, a parent conference will be held, and disciplinary actions may occur.

**RELIGIOUS & POLITICAL VIEWS**

Occasionally there will be conflicts between school subjects and family values due to a family’s religious or political views. We are considerate of these differences and respect the family’s wishes. A note from home, dated and signed by parents/legal guardians, explaining the circumstances is sufficient to excuse the student from the particular class or series of classes. Alternate assignments will be arranged for students who cannot participate in regular class assignments.

**RETENTION POLICY**

Best practice research supports that retention is not in the best interest of a student. We feel there are several ways to avoid the negative effects of retention.

- Best efforts are made to place students in classes according to their ability. This helps place students in situations in which they will have the best opportunity to be successful.
- Parents are to be informed through progress reports and quarterly grades.
- Parents are encouraged, and have a responsibility, to arrange conferences with their teachers and ASPIRE Coach when concerns arise.
- ASPIRE Coaches will assist in tracking the progress of their students (advisees) based on the procedures of the at risk policy.
- Teachers may refer students to the counselor or school psychologist for testing and/or evaluation of special needs.

**SAFETY**

*(OVERALL – Reference Dean Morgan Behavior Matrix)*

All students are expected to Be Safe, Be Respectful and Be Responsible. All students are responsible for maintaining a safe environment for others on and around the Dean Morgan School campus. With this in mind, there can be no riding of bicycles, skateboards, scooters, rollerblades, etc., on or near the school campus. For the safety of the riders and for the safety of other pedestrians, all bicycles, skateboards, scooters and rollerblades will be walked or carried while on the Dean Morgan campus. In addition, the City of Casper has an Anti-Coasting Ordinance. Students who skateboard on city streets or sidewalks may be cited and/or fined. Bicycles and skateboards are to be secured on the racks with a lock provided by the student. Skateboards are not to be stored inside of the school building. Students are not to walk or ride their bikes through the staff/family parking lots.

Other overall safety concerns include watching where you are going both inside and outside the building, being especially careful of fellow students on crutches or with splints or braces, etc. Remember that safety and consideration need to be in our thinking at all times and are a high priority at Dean Morgan.

**SCHEDULE CHANGES**

Schedule changes can occur if circumstances or a situation occurs where the student will benefit from a change. Student or parent request’s for schedule changes must be originated through the counseling office. Teacher request for permanent removal of a student from class must have prior administrative approval.

Students are only able to add or change a class within the first two weeks (10 days) into each semester.

**SCHOOL CLOSURE**

*Refer to NCSD Student-Parent Handbook – Health & Safety Inclement Weather*

Occasionally the school is closed due to inclement weather and other unforeseen situations, in this event the following protocol will be followed:

- Students will remain in classrooms until busses have arrived or parents have come to get them.
- Students will be supervised in classrooms or other designated areas by Dean Morgan school personnel and dismissed by the office over the PA system.
- If school is closed during a lunch period, the students eating lunch will remain in the cafeteria until
busses/rides arrive and the office dismisses them over the PA system.

- When appropriate every effort will be made to ensure students receive a lunch prior to dismissal.
- For the safety of all students, dismissal will only occur when proper verification of parents, guardians, or other individuals listed within each student’s Infinite Campus directory.
- All Dean Morgan staff is responsible to supervise all students in a safe and structured environment until transportation arrives.

SEARCH, RIGHT OF
(BOARD POLICY)

*Refer to NCSD Student-Parent Handbook – Policies & Regulations - Right of Search
The principal(s), administrative manager, campus supervisor, and/or school staff are charged by the Board of Trustees with the responsibility of supervising students during regular school hours and during school related activities. Administration and designees are authorized, in the course of carrying out their duty of maintaining school discipline, to conduct a reasonable search of a student’s person, including the student’s locker or any other area on school premises or school property. If the principal or their designee has a reasonable suspicion that a student has stolen property, or an illegal substance or weapon on his person, in his/her school locker or some other school property, or has reason to believe the student has violated any law, board policy, or building regulation, a reasonable search will be conducted. Students may be asked to empty their pockets, take off shoes, and show the tops of their socks, while not exposing skin. Students may be asked to remove gloves/mittens, hats or other cold weather apparel. If a student refuses to consent to a search, we will respect that student’s request and contact the student’s parents and School Response Officer to conclude the search.

SEIZURE CARE PLAN, NCSD HEALTH SERVICES
School personnel shall follow district procedures to insure that any student having seizures at school are protected from injury, parents/guardians are appropriately notified, and post seizure care is provided. Please contact the school nurse if you know your child is prone to seizures so we can be proactive in our safety measures.

SEXUAL HARASSMENT

*Refer to NCSD Student-Parent Handbook – Student Conduct Terms & Definitions – Sexual Harassment
*Refer to NCSD Student-Parent Handbook – Student Conduct-Secondary - Interventions & Consequences
– Sexual Harassment

*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Assault, Battery, Harassment & Physical Restraint
Dean Morgan follows all district policies as described below.

CONSEQUENCES: 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 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 school district employees the district Human Resources Associate Superintendent will be notified. For students, sexual harassment can yield consequences ranging from a warning to expulsion.

INVESTIGATIONS/DISCIPLINE: 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.

DEFINITIONS: For purposes of this policy, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include: verbal harassment, physical interference with movement or work, or visual harassment, such as derogatory cartoons, drawings or posters. See the Board Policy for a more complete definition of sexual harassment. Retaliation is any action designed to punish another person for exercising his/her rights or to deter him/her from exercising those rights.
SLEEPOVERS

Dean Morgan is not an appropriate site for any activity, class, or grade level sleepovers for any reason. This is not negotiable.

SPECIAL EDUCATION SERVICES

*Refer to NCSD Student-Parent Handbook – General Information
– Nondiscrimination for students with disabilities.

*Refer to NCSD Student-Parent Handbook – Student Services & Programs – Special Education Accommodations
Special education services are provided for those students who meet district requirements. Special education services include: Behavior Support Team (BST), Functional Life Skills (FLS), speech therapy, testing, psychologist consultation, hearing and vision specialist, adaptive physical education, occupational therapy, physical therapy, sensory room, resource room instruction, inclusion support, health, post high school transition, peer advocate, vocational and career awareness/training.

STUDENT PROJECTS

Free and appropriate public education is the standard for all courses that require projects to be completed. Introductory projects to be completed in the class will be provided to the students free of charge. Projects that are chosen by the students will become their property and they will be required to purchase the materials for those projects from local merchants or the school. It is our goal for all students to have success at Dean Morgan, in the event there are challenges beyond the students control to complete projects, the school administration will consider case-by-case situations.

SURVEYS

Surveys from external partners, which involve students or staff, must have the approval of the building principal and the superintendent of schools or his/her designee. A majority of the surveys will be distributed during ASPIRE.

TARDIES

A student is tardy when they are not in the classroom when the final bell rings. Tardiness will be handled through the classroom teacher. Each teacher will clearly communicate the expectations to all students in their classrooms. The tardy policy will be identified and explained within the classroom rules and procedures. This information should also be shared with parents at Back-To-School Night and during conferences. Teachers should utilize detentions assigned to their classroom and are required to phone parents and document within Infinite Campus when concerns surface on tardiness.

If a student is continually tardy he/she will be referred to the office for being excessively tardy. Students must arrive to the cafeteria for lunch prior to the tardy (second) bell ringing.

Tardies: A student is tardy when they are not in the classroom when the final bell rings. Each teacher will clearly communicate the expectations to all students in their classrooms.

1. Warning
2. Call Parents
3. Teacher Detention
4. After repeated interventions, teacher inputs parent contact and details in the Student Contact Log located in Infinite Campus.
5. Repeat steps 2, 3, & 4 together

Habitual tardiness will be referred to office administration for assistance in the disruptive behavior. This is in accordance with the Board Policy 5120

TELEPHONE USE

There are telephones available in front of the school office before and after school. Telephones are available in each classroom as well.

Phones are available in the main office during the school day, which may be used for emergency. In order to do this, students must have a pass from their teacher prior to using the phone and check into the main office when arriving. Once
permission is granted from their teacher they may go to the office and ask permission to use the student phone in the hallway. Before using the hallway phone the student will receive permission from the office personnel.

**TOBACCO PRODUCT USAGE**

*Refer to NCSD Student-Parent Handbook – Policies & regulations - Tobacco Products*

Our school is a tobacco free zone; this includes any form of tobacco products, as well as, any type of electronic cigarettes.

**TRUANCY**

Truancy is the absence from school or classes without the prior knowledge and consent of parents, guardians, or school personnel. When the excuse does not meet the criteria of NCSD policy, the absence will be counted as an act of truancy. Students may be counted truant if they leave campus without permission.

**Consequences of truancy:**

- Parents will be notified by office personnel and noted within Infinite Campus.
- In most situations, a truant student chooses to be absent from class, our expectation if for all students to practice ownership, which is one of our 8 Keys to Success. As a result, the student will have missed the opportunity for learning and the activities that took place during class time on the day of the truancy; interventions will be determined, detentions and/or suspension may be issued.
- A progressive discipline model will be implemented for additional truancies.
- Further excessive offenses: notification of parents, notification of District Attorney of habitual truancy loss of credit for class periods missed, suspension and possible recommendation for expulsion.

**UNAUTHORIZED OR DISRUPTIVE PRESENCE IN BUILDINGS**

The administrator, activities/events coordinator, school security, activities supervisor or school appointed staff members may order any person(s) to leave the school premises if such persons are causing a disturbance or conducting themselves in a manner which interferes with the normal and expected educational process or school related activity. Teachers and other staff members observing actions of persons which interfere with the normal and expected educational process will advise the principal’s office of such observations and may ask the offending parties to vacate the premises immediately.

**VALUABLES/MONEY/NUISANCE TOYS/ELECTRONIC EQUIPMENT**

Nuisance toys are objects that interfere with the educational process have no place in school. Gaming and recording devices, iPods, MP3’s or any music playing device and music with inappropriate language is not to be brought to school. Any valuables, electronic games, laser lights, finger boards, etc. are not to be visible or used in the building from 8:00 am to 2:45 pm unless permission is granted by an administrator or by the teacher who requires such for a specific lesson. If a student brings these items they should be stored in the student’s locker during the school day 8:00 am to 2:45 pm. These items are frequently noisy and disruptive to the educational environment and pose a potential safety issue. Crisis commands issued in an emergency situation could go unnoticed and pose a life-threatening situation. The school is not liable for any loss, damage, or stolen property.

Repeated violations of this expectation will result in confiscation of the device and kept in the office and released only to a parent after school.

**VEHICLES & DRIVING TO SCHOOL**

*Refer to NCSD Student-Parent Handbook – Policies & Regulations –Parking Lot Usage*

If circumstances require a student to drive to school, see one of the administrators before doing so, to complete the required paperwork. A student permitted to drive to school may not transport any other student(s) to or from school and must park off campus.

**VISITORS TO OUR SCHOOL**

In order to maintain a safe environment, visitors need to report to the main office to obtain a visitor’s pass.

**Student Visitors:**

- Written permission from your parent or guardian should be presented to your grade level principal at least two days prior to the arrival of your guest.
- Administrators will approve or not approve student visitors on a case-by-case basis.
• If approved, bring your guest to the office the day of the visit to meet with an administrator and to pick up a visitor’s pass.
• No student visitors are allowed the last two weeks of a semester, the week before or the week following a holiday/vacation.
• Student visitors may only visit for a lunch period.
• Former students will not be allowed on campus to visit other teachers or friends until after 2:45 p.m. and must check in at the main office.

Authorized Visitors:
For everyone’s safety, all visitors need to enter through the main entrance, be cleared through the office, and have obtained a visitor’s pass that will be worn on their exterior clothing in a highly visible location. Staff members will immediately report possible unauthorized visitors to an administrator or campus supervisor. Unauthorized visitors will be escorted to the office to be officially checked in.

WEAPONS

*Refer to NCSD Student-Parent Handbook – Policies & Regulations – Weapons

Firearms are prohibited on Natrona County School District Property. This includes any weapon of any kind in order to keep everyone at our school safe.

WITHDRAWAL FROM SCHOOL

There are two types of withdrawal from Dean Morgan School; one is the early withdrawal in the spring and the other is permanent withdrawal due to a transfer to another school. Students/parents are asked to notify the office in writing on or before the date of withdrawal.

Any parents wishing to withdraw their student from Dean Morgan must first contact the counseling office. If the student is to withdraw from school, he or she will carry a checkout sheet to each staff member involved in the checkout process for grades and fines. This sheet is then returned to the counseling office for final clearance.

Also, if the student is moving out of district an authorization to Release Confidential Information form may be signed by the legal guardian in order to release records to the requesting school.

On the last day in school, the pupil will report to the registrar to obtain a WITHDRAWAL FORM. Each teacher, the librarian, the cafeteria and a secretary are to sign this form indicating clearance or non-clearance of all school obligations. Books should be checked in and fines paid. Students are to receive the grade earned to date. This form is to be returned to the registrar by the student at the end of the day. If students leave town without withdrawing from school, a secretary will notify the teachers of the withdrawal and check in books.

EARLY WITHDRAWAL - END OF SCHOOL YEAR

Early withdrawal results from a parental request.

Dean Morgan’s procedure is as follows:

- The student is to bring a written note from home indicating the nature of the withdrawal. If possible, this should be accomplished at least one week prior to the withdrawal date.
- The student will take the note from teacher to teacher, obtaining signatures from each teacher so that the office knows you are informed. At this time, teachers will inform the pupil as to work or tests that must be completed prior to withdrawal.
- The student will return the note to the office for filing.
- The last day in school, the pupil will report to the office and the office will coordinate the necessary signatures of the withdrawal form.
- Students should receive the grade earned to date of withdrawal. However, this grade will not be recorded on the withdrawal form.
- Each teacher will sign the withdrawal form and make sure all books are turned in and other obligations completed. Do not issue a grade card as they are mailed out at the end of school.
- Students are to be marked absent each day for the rest of the school year.
MEDICAL RELEASE FORM

Attention TEACHERS: This form is to be in the possession of the sponsor at all times when activity is being held away from school.

STUDENT INFORMATION:

Name: _________________________________________________ Age _____ Grade _______

Address: _______________________________ City ________ State ____ Zip ________

Telephone Numbers: _______________________________

In case of emergency and the parent/guardian cannot be notified at the above phone number, please contact:

Mr./Mrs. _______________________________________ Telephone: ______________

CONSENT TO PARTICIPATE:
I understand that the Natrona County School district and/or its employees do not carry any medical insurance that covers my child during this activity. I agree to absolve the school of any responsibility for such during this activity. I, as legal parent/guardian, give permission for the above student to participate in the following activity.

Signature: ________________________________________________

CONSENT FOR EMERGENCY MEDICAL CARE:
I give my permission for an authorized representative of the Natrona County School district #1 to sign for emergency treatment for my child. This form will provide for immediate treatment. Following is a list of additional items that would be necessary to consider in case of a need for immediate medical treatment of my child. (Please list any allergies, medications, contact lens, etc.)

Parent/Guardian Signature ___________________________ Date ______________________

INSURANCE INFORMATION
One of the following must be checked and initialed before the student is allowed to travel on the activity.

_____ I, as legal parent/guardian, state that my child is covered by medical insurance, to include accidents, through a policy issued with the following insurance company:
(Name of Insurance Company) ___________________________________________________________

_____ This is to inform you that my child is not covered by any medical insurance and I will accept the full responsibility for any and all medical cost should such be associated with this activity. I fully understand that the Natrona County School District #1 does not carry medical insurance that would cover my child during the activity.

_____ I wish to purchase insurance, which is available through the school. Special school insurance may be purchased through the school, which covers students while on school sponsored Activities for one school calendar year. Application forms may be picked up in the school office.
PLEASE PRINT THIS PAGE AND HAVE BOTH PARENT AND STUDENTS SIGN AND BRING WITH YOU TO ORIENTATION ON AUGUST 25TH.

PARENT/STUDENT HANDBOOKS ARE AVAILABLE ONLINE

District and School handbooks can be viewed online at

natronaschools.org/handbooks

After your review of both the District and your child’s school handbook, please sign in the blanks below and return to your child’s school.

ACKNOWLEDGEMENT OF RECEIPT
PARENT/STUDENT HANDBOOK

I have received and reviewed the Natrona County School District Student/Parent Handbook and my school handbook. I agree to follow the handbook rules. I understand that my failure to follow the handbook rules may result in consequences or disciplinary action.

_______________________________________________________  ______________
Student Signature Date

I have received and reviewed the Natrona County School District Student/Parent Handbook and my child’s school handbook. I understand that the handbook rules apply to my student and that s/he must follow them. I understand that my student’s failure to follow the handbook rules may result in consequences or disciplinary action.

_______________________________________________________  ______________
Parent Signature Date

_______________________________________________________
Date Received by School