

***Dean Morgan Middle School  
Student Handbook  
2024-2025***

***Building a Culture of Excellence***



Dean Morgan offers courses specifically designed to meet the needs of all students. In addition we offer a wide range of elective classes.

Dean Morgan has approximately 625 students for the 24-25 school year and approximately 115 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 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

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.

***Revised July 2023***

1440 South Elm / Casper, WY 82601 / (307) 253 - 2500

[www.deanmorgan.org](http://www.deanmorgan.org)

[www.natronaschools.org](http://www.natronaschools.org)

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## ***BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE***

### **Section 1: General Information**

#### **ADVERTISING MATERIAL**

##### **[NCSD Administrative Regulation 1310- Distribution of Community Interest Information to the Schools](#)**

Anyone desiring to post or distribute any information or promotional material in or on a school or district property must obtain prior approval from a Dean Morgan administrator.

#### **ANIMALS**

##### **[NCSD Administrative Regulation 6900- Animals in the District](#)**

Anyone desiring to bring an animal into the building must obtain prior approval from a Dean Morgan administrator.

#### **ASSEMBLIES**

When assembly opportunities arise, students will be given directions by their teachers that meet the assembly expectations.

- Students in ISS are not permitted to attend assemblies.
- Visitors that desire to attend an assembly must check-in at the front office.

#### **COMET PARENT GROUP**

The Comet Parent Group offers an opportunity for families to partner with Dean Morgan. Please visit the Dean Morgan website <[www.deanmorgan.org](http://www.deanmorgan.org)>, use the Dean Morgan App, or visit Dean Morgan social media to learn about upcoming dates.

#### **CONTROVERSIAL ISSUES**

##### **[NCSD Administrative Regulation 6233- Controversial Issues](#)**

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.

Definition of Controversial Issues:

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.

Anyone who has a concern or suggestion related to a specific school or department should contact Dean Morgan administration.

#### **DAILY ANNOUNCEMENTS**

The Pledge of Allegiance is read over the morning announcements each day. If a student has a conscientious objection to the reading of the Pledge of Allegiance, the student is welcome to wait quietly until the pledge has ended and shall maintain a respectful attitude throughout the reading of the pledge.

#### **DELIVERY OF FLOWERS AND BALLOONS**

Flowers and/or balloons will not be delivered to students during school time as this presents a classroom and hallway disruption. Our office staff will decline these deliveries. Our staff has adopted this protocol to concentrate on quality and uninterrupted instructional time.

#### **ELEVATOR USE**

Our school nurse will identify students who need to use the elevator and will provide those students with an

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elevator key. If your student has a need to use our school elevator, please contact the school nurse. Only students with permission are allowed to ride in the elevator. Students with permission to ride the elevator should not ask or encourage others to ride the elevator with them unless they have permission to do so by the school nurse.

### **FINES AND REPLACEMENT COSTS**

Students are responsible for the return of items that are issued to them such as textbooks, athletic uniforms and technological equipment. Negligent abuse that results in damage or loss of any school property may result in the assessment of fines or replacement costs based on NCSD guidelines.

### **FUNDRAISERS**

All fundraisers must have prior Dean Morgan administrative approval. Any fundraising will be done with the permission of parents/guardians.

### **LIBRARY MEDIA CENTER**

The student is responsible for all materials checked out to them by the school. A 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 privilege of checking out additional materials until the book is returned or the replacement fee is paid to the library. Overdue notices will be issued every other week.

### **LOCKERS**

All students will have an individual, full-size, locker made available to them. These lockers are located in the hallways of Dean Morgan. Students will learn their locker number and combination at Orientation Day (or on the first day of school if a student cannot attend Orientation Day).

Students will be able to visit their locker before school, before and after "C" block, and at the end of the day. Students will not visit lockers before and after every class. This will assist us with hallway flow and with helping students to arrive to class on time. Students should also not be visiting their lockers during class.

Students can plan to store their coats, lunches, and athletic equipment in their lockers (some athletics such as football, will have additional lockers assigned to their players for large athletic equipment).

Students in P.E. classes will have a P.E. locker assigned to them in the locker room.

### **REGULAR TELEPHONE USE**

There are telephones available in front of the school office for use before and after school and telephones are available in each classroom. If a student needs to use an office telephone, they must have a pass from their teacher and must check into the main office before using the phone. \*Cell phone information is listed under Section 3: Technology.

### **RELIGIOUS & POLITICAL VIEWS**

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

### **STUDENT TRANSPORTATION**

#### *Bicycles, Skateboards, and Rollerblades*

All students are responsible for maintaining a safe environment for others on and around the Dean Morgan School campus. For the safety of the riders and for the safety of other pedestrians that all bicycles, skateboards, scooters and rollerblades should be walked or carried while on school campus. Bicycles and skateboards are to be secured

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on the racks with a lock provided by the student. Dean Morgan is not responsible for lost, stolen or damaged items. Skateboards are not to be stored inside of the school building. Students are not to walk or ride their bikes through the parking lots.

### *Bus Transportation*

[NCSD Administrative Regulation 3426- Student Conduct on Buses](#)

[NCSD Administrative Regulation 5373- Student Conduct and Discipline-Transportation](#)

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. Buses are an extension of the classroom. If a behavior is not allowed in the school building, it is also not allowed on the bus.

### **SURVEYS**

Surveys from external partners, which involve students or staff, must have the approval of the Dean Morgan administration and the superintendent of schools or his/her designee.

### **VALUABLES (Money/Nuisance Toys/Electronic Equipment)**

Nuisance toys are objects that interfere with the educational process and have no place in school. Students should leave these toys at home. Valuables, electronic games, laser lights, fingerboards, etc. should also be kept at home as they can be a disruption. As a reminder, the school is not liable for any loss, damage, or stolen property if a student does choose to bring one of these items to school.

Toys and devices of this nature may be confiscated, kept in the main office and released only to a parent/guardian.

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### **Section 2: Academics**

#### **ACADEMIC ASSISTANCE**

##### *Assistance from Individual Teachers*

All teachers are usually available 30 minutes before school hours (7:30-8:00am) and 15 minutes after school hours (2:45-3:00pm) for assistance with academics. However, teachers are sometimes involved in various staff meetings. Please contact individual teachers to make arrangements for assistance during those times.

##### *Assistance with Multiple Subjects*

Students can participate in “E Block,” an after school academic assistance opportunity that is available for an hour after school Monday-Thursday, by contacting the main office.

##### *Saturday School*

Students can participate in Saturday School, a Saturday academic assistance opportunity that is available from 8:00am- noon, each Saturday, that is not adjacent to a holiday, by contacting the main office.

#### **ACADEMIC HONESTY**

##### **[NCSD Administrative Regulation 6301- Academic Ethics and Expectations](#)**

Dean Morgan 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 staff. Students may receive consequences for these behaviors based on NCSD guidelines.

#### **ASPIRE (ALL STUDENTS PRACTICING INTEGRITY AND RESPONSIBILITY EVERYDAY)**

##### **[NCSD Administrative Regulation 6240- Students Academically and Behaviorally At-Risk](#)**

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.

Why is ASPIRE important?

- Students who were absent from school can use this time that is built into the school day to make up work or assessments.
- Students who are struggling with a course can receive assistance.
- Students who are caught up on all of their work and assessments have an opportunity for enrichment.
- Students learn to manage their time and develop their skills of ownership, responsibility, and advocating for their education.

What happens in ASPIRE on Monday?

- The ASPIRE Coach (staff member) will provide goal-setting support to students in selecting a weekly schedule of interventions and enrichment activities.
- Each student will receive and monitor their weekly grade report.
- SEL (Social & Emotional Learning program) lessons through the Second Steps program.

Other possible Monday activities:

- Instruction and review on Dean Morgan and School District expectations
- School spirit and school/community activities

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.

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- Students will attend their 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.

### **ASSIGNMENT REQUESTS**

(ISS, OSS, SSSL, Absences, etc.)

Parents/guardians can request work through the classroom teacher or through the main office (253-2500) if a student is going to be absent or has other needs. Students must communicate with their individual teachers prior to their absence or after they return to school to be sure that they have their necessary work. If students will be out of school for an extended period of time, please contact the main office for assistance.

Each teacher creates a syllabus at the beginning of each school year. Please refer to the teacher's syllabus for a definition of "late work." When students need support with late work, they can visit with teachers during ASPIRE or before and after school by appointment, during E Block, or during Saturday School. Parents/guardians and students can log on to the Infinite Campus Parent Portal to view assigned work at any time.

#### *Late Work*

Late work is the responsibility of the student. Students are to contact their teachers and make arrangements for turning in their work.

#### *Absent Work*

If a student is absent, they have two classes to make up the assignments from the date of the absence. After that, it will be marked as missing. For example, if a student misses a red day, the work is due two red days later (after four school days).

#### *Missing Work*

As assignments are due, teachers will record assignments not turned in as missing. When entering a missing grade in Infinite Campus, teachers will use an "M" to show an assignment missing.

### **ATTENDANCE**

[NCSD Board Policy 5120 Attendance](#)  
[Administrative Regulation 5120 Attendance](#)

#### *Attendance 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 approved by Dean Morgan Administration. \*These absences do not count against the number of parent/guardian excused absences that are allowed each semester.

Parent/Guardian-Excused Absences – After five (5) unexcused absences, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee. In 6-12 (secondary) schools, an absence from class is a failure to be in attendance at the place designated for the class and not being in a class period more than half the time.

Examples of Parent/Guardian- Excused Absences include vacations, family emergencies, bereavement, illnesses not requiring the care of a healthcare professional. Parents/guardians 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.



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Unexcused Absences – Any absence that is without the knowledge of a parent/guardian or any absence of a student without acceptable cause, such as a medical note, as determined by the principal.

### **CONFERENCES**

Parent-Teacher Conferences will be conducted in the fall and spring to review student progress academically and behaviorally. A parent/guardian can contact a staff member at any time during the year to set-up additional meetings. Student grades can be viewed at any time in the Infinite Campus Parent Portal.

### **FIELD TRIPS**

#### **[NCSD Administrative Regulation 5343- School Field Trips](#)**

Students riding to an activity/sporting event on any school district bus shall be required to ride the bus to the event. If a student is riding home from the event with a parent/guardian, a student shall be required to provide a written request prior to the event.

Students are still responsible for maintaining their conduct on a field trip, just as they would have done in the school building.

Parents/guardians must complete the District Parental Agreements for each student before they can attend a field trip, athletic event or activity out of the school building.

### **GRADING**

#### **[NCSD Administrative Regulation 6300- Student Evaluation and Standards Performance](#)**

The primary function of a student's grade is to report student proficiency and knowledge. They should convey accurate indications of performance and be reliable for predicting a student's success during the next stage in learning. Grades 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. Every student shall be permitted to see his/her corrected examination, including the examination questions, within a reasonable time after semester grades are recorded.

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 teacher shall inform the students and the parents/guardians about the grading procedure that will be used for the class. Teachers are responsible for updating grades on Infinite Campus by 8:00am every Monday. Students and parents/guardians have the ability to view and monitor student grades and attendance in the Infinite Campus Parent Portal.

#### *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:

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

### **HOMEBOUND INSTRUCTION**

#### **[NCSD Board Policy 6250- Home Teaching](#)**



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Homebound instruction is provided to eligible students whose medical needs verified by a doctor prevent regular school attendance for an extended period of time. NCSD may provide homebound instruction/tutoring on a temporary basis. Parents/guardians 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 to practice topics and materials covered by instruction in class. Assignments to be done either at home or at school should help clarify an educational concept.

### **HONOR ROLL**

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 |

### **RETENTION**

We feel there are several ways to avoid the negative effects of retention.

1. 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.
2. Parents/guardians are to be informed through progress reports and quarterly grades.
3. Parents/guardians are encouraged, and have a responsibility, to arrange conferences with their teachers and ASPIRE Coach when concerns arise.
4. ASPIRE Coaches will assist in tracking the progress of their students (advisees) based on the procedures of the at risk policy.
5. Teachers may refer students to the counselor or school psychologist for testing and/or evaluation of special needs.

### **SCHEDULE CHANGES**

Schedule changes can occur if circumstances or a situation occurs where the student will benefit from a change. Student or parent/guardian requests for schedule changes must be originated through the counseling office.

### **TEMPORARY VIRTUAL LEARNING DAYS**

If the school district notifies the community that there will be a Temporary Virtual Learning Day, this means that all students will attend classes virtually from their home using their school-issued device. Students will receive attendance credit for attending their virtual classes. Specific information about schedules for Temporary Virtual Learning Days will be provided to families after the school district has notified the community about the need for a Temporary Virtual Learning Day. Students who do not attend virtually on these days will be considered absent. Families may still choose to call and excuse their student from attending classes if needed.

### **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. Parents/guardians are asked to notify the office in writing before the date of withdrawal.

If the student is to withdraw from school, they will carry a checkout sheet to each staff member involved in the

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checkout process. Each teacher, the librarian, a cafeteria staff member and the registrar are to sign this form indicating clearance or non-clearance of all school obligations. All supplies, including technology, should be checked in to the school and fines paid before the student leaves. The student will receive the grade earned to date. This form is to be returned to the registrar by the student at the end of the day. 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.

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### **Section 3: Technology**

#### **CELL PHONES**

##### **[NCSD Administrative Regulation 5376- Student and Staff Use of Personal Cell Phones and Other Technology](#)**

###### *Cell Phone Use*

Students are allowed to use cell phones before and after school and during lunch. Students should put their cell phone into their locker before school begins each day. The cell phone should remain in the locker during the day. Students may visit their locker before "C" block to gather their lunch and to get their cell phone to use during lunch. The cell phone should be returned to the locker after "C" block and should remain there until the end of the day.

Cell phones should not be seen in any class for any reason, including for class incentives.

If a cell phone is seen in class, the student will be asked to bring the cell phone to the office where it will remain for the remainder of the day.

Please note that this process will also be used for ear buds, airpods, and other technological devices that are being used in the classroom without staff permission.

###### *Computer Use*

NCSD uses multiple Internet filters that have the capability of filtering most of the inappropriate Internet sites and monitoring student technology behavior. NCSD also has a screening program to monitor student use of district devices. If at any time a student is using a school-issued technology device and a student accesses an inappropriate website, they should notify their teacher immediately. Inappropriate student technology use may also be flagged by our screening program. Continued violation of this policy could result in the students' computer privileges being restricted.

Students are given access to a school-district email account. They are expected to use this email account appropriately.

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### **Section 4: Athletics & Activities**

#### **ACTIVITIES**

Dean Morgan offers a wide variety of after school activities for students. New activity opportunities arise throughout the year and change based on student interest. An updated activities list can be found on our school website, <[www.deanmorgan.org](http://www.deanmorgan.org)>.

#### **ATHLETICS**

[NCSD Administrative Regulation 5300- Activities Eligibility](#)

[NCSD Athletics & Activities Website](#)- Middle School Page

#### *Sixth Grade Sports*

Basketball, Cross Country, Nordic Skiing, Soccer, Swimming, Track & Field, Volleyball, Wrestling

#### *Seventh and Eighth Grade Sports*

Basketball, Cross Country, Football, Nordic Skiing, Soccer, Swimming, Track & Field, Volleyball, Wrestling

#### *Eligibility Requirements*

1. Physical Examination: Physicals must be current in order to participate. In case of financial hardship please contact a school official.
2. Completed District Parental Agreement/ District Handbook: Available on the [Infinite Campus Parent Portal](#), must be completed in order for students to participate.
3. Completed Dean Morgan Student Handbook: Must be acknowledged through the [Dean Morgan Student Handbook Google Form](#).

#### **BOYS AND GIRLS CLUB**

Students are required to leave campus by 3:00pm at the end of each school day unless directly involved in school-sponsored activities or athletics. Directly involved refers to practicing under the supervision of a coach, not waiting for a practice to begin. Beginning at 3:00pm, students should either leave campus or report to and remain in the Boys & Girls Club, located in the Dean Morgan cafeteria. Boys & Girls Club is an opportunity for students to complete work and participate in B&G Club sponsored programming and activities. If students choose to leave the Boys & Girls Club, they should either go immediately to practice or leave campus. To register for the Boys and Girls Club, please visit their website at <http://www.bgccw.org/afterschool/>.

#### **ELIGIBILITY**

Grades will be updated and posted by staff no later than every Monday in Infinite Campus at 8:00am. Grades will be assessed by our Athletic & Activities Facilitator each Wednesday to determine eligibility. Students are responsible for maintaining passing grades to participate in athletics, activities, sports, and extracurricular activities.

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### **Section 5: Behavior**

#### **BULLYING**

[NCSD Board Policy 5440 Student Harassment, Intimidation, or Bullying](#)

[NCSD Administrative Regulation 5440- Student Bullying](#)

Dean Morgan takes every report of harassment, intimidation and bullying seriously. Students should report to the main office and complete an Incident Report if they wish to have an incident reviewed by a Dean Morgan administrator.

#### **CLASSROOM RULES**

Each teacher will make known to the students specific rules to be observed in each classroom. The teacher's classroom rules are to be given to each student and discussed as a class at the beginning of the semester. These rules should include information such as the tardy policy, necessary materials, homework policy, appropriate behavior, grading, etc.

#### **CONSEQUENCES**

Possible consequences utilized for behavior infractions are:

- Detentions- Conducted during lunchtime in the ISS (In-School Suspension) classroom, supervised by Dean Morgan school staff.
- In-School Suspension (ISS)- Conducted in the ISS (In-School Suspension) classroom, supervised by Dean Morgan school staff.
- Out-of-School Suspension (OSS)- Conducted outside of school, supervised by the parents/guardians.
- Safe Schools Suspensions Lab (SSSL)- Conducted at the SSSL building, supervised by the SSSL staff. \*The opportunity for students to attend SSSL depends on the number of seats available at SSSL on the needed dates.

#### **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/guardians will also be notified;
- Consequences for insubordination may range from warning to suspension.

#### **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 for individuals who participate in a fight or encourage, incite, fighting in any way and could include a recommendation for expulsion. The Casper Police Department will be notified in all situations involving a fight.

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/support
- Dispersing the crowd/onlookers
- Using NCSD-approved MANDT/CPI techniques

#### **HALLWAY BEHAVIOR**

Conscientious hall behavior makes the halls safer and helps prevent students from unsafe and/or disruptive behavior that can be transferred to these same types of behaviors in the classrooms. Please avoid actions such as: pushing, shoving, tripping others, scuffling, running, etc. Students should keep their hands, feet, and objects to

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themselves at all times while on the Dean Morgan Campus. 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.

### **HALL PASSES**

A student must have a written pass that is signed by a staff member in order to be in the halls during class time. Any student in the hall without a pass will be redirected back to their classroom for a pass.

Students should plan to use the drinking fountains and restrooms during the five (5) minutes of passing time between classes.

Students who abuse this privilege of having a pass may be placed on the “No Pass List” for the remainder of the semester or year if appropriate.. A parent/guardian may request a parent/guardian meeting to discuss a student being removed from the “No Pass List” if it has been 9 weeks of the student respectfully adhering to this restriction.

### **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 that is mentioned above.

Students are required to leave campus or report to the Boys & Girls Club by 3:00 pm unless directly involved in school-sponsored activities, school-sponsored sports or tutoring assistance. From 3:00pm-5:30pm students must report and remain in a designated supervised setting with a Dean Morgan staff member. Dean Morgan offers Boys & Girls Club in the cafeteria for students who are waiting for the activity/sport to begin or waiting for their ride to arrive. If you have individual needs, contact an administrator.

### **PROFANE LANGUAGE & GESTURES**

Everyone at our school practices speaking with good purpose and therefore profanity does not fit into the culture of our school. Using profane language, racial slurs, vulgar language, and inappropriate gestures 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, racial slurs, vulgar language, and inappropriate gestures have no place at Dean Morgan. Profane language in the school setting will result in disciplinary action ranging from a warning to suspension.

### **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. If, after being addressed there is no change in behavior, a parent/guardian conference will be held, and will result in disciplinary action ranging from a warning to suspension.

### **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. We ask that all students and staff team together to keep our school clean and safe.

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### **SCHOOL RULES**

All students are expected to Be Safe, Be Respectful and Be Responsible.

### **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

The Casper Police Department will be notified in all situations involving sexual harassment.

#### *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.

#### *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 suspension and may include a recommendation 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.

### **TARDIES**

#### [NCSD Board Policy 5120 Attendance](#)

A student is tardy when they are not in the classroom when the bell rings to start class. When a student is tardy, they will be marked tardy in Infinite Campus and may be given a "Tardy Think Sheet" to explain the reason for their tardy. The "Tardy Think Sheet" provides the opportunity for students to explain their reason while not disrupting the learning in class.

Tardies are documented at the beginning of the school and documented between each block, however A Block tardies are not included toward tardy consequences. Families at any time are able to view the number of tardies a student has received through the Infinite Campus Parent Portal.

#### *Tardy Consequences*

- 5 Tardies in a Semester = Saturday School
- 8 Tardies in a Semester = Saturday School
- 10 Tardies in a Semester = Saturday School and a parent/guardian meeting is required. An intervention should be considered. \*More than 10 Tardies in a Semester is Habitually Truant.
- \*Tardies do reset at semester (after two quarters).

### **TRUANCY**

#### [NCSD Board Policy 5120- Attendance](#)

#### [Administrative Regulation 5120- Attendance](#)

Truancy is the absence from school or classes without the prior knowledge and consent of parents/guardians, or school personnel. Truancy is defined as out of class without permission beyond 20 minutes as 20 minutes is 25% of a regular class block. Students may be counted truant if they leave class or campus without permission.



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### *Truancy*

- Truancy (out of class without permission beyond 20 Minutes) = Saturday School
- Additional Truancy (out of class without permission beyond 20 Minutes) = To be determined by Administration.

### **VANDALISM**

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

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### **Section 6: Health & Safety**

#### **ACCESS TO STUDENTS DURING SCHOOL DAY**

##### *Parent/Guardian Access*

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 parents/guardians, as designated in Infinite Campus, for any reason during the school day (including lunch). Parents/guardians can update their contact information in Infinite Campus through the Parent Portal.

##### *Appointments*

Occasionally a student may need to leave school before regular dismissal time due to an appointment or a family emergency. Students are not to leave school without permission. Any student who does leave without permission will be considered truant and will be referred to the Dean Morgan Administration.

##### *Visitors*

In order to maintain a safe environment, visitors need to report to the main office to obtain a visitor's pass. All visitors will be asked to scan their driver's license through the district-approved RAPTOR system. 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 to the school.

##### *Student Visitors*

Written permission from a parent/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.

##### *Law Enforcement Access*

#### **[NCSD Board Policy 5401 Questioning of Students by Law Enforcement Officers](#)**

**Examples:** Circumstances required by law 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.

#### **BUILDING ACCESSIBILITY**

##### *A.D.A. (Americans with Disabilities Act)*

The Main Entrance located on Elm Street is A.D.A. accessible (Americans with Disabilities Act) with a ramp, electronic door, and A.D.A. accessible parking. In addition, an intercom system is available by the Employee Entrance (located off of 14th Street in the southeast corner of the parking lot). An elevator is available inside this entrance. A.D.A. parking is available next to the Activities Entrance (located off of 14th Street in the southwest corner of the parking lot).

##### *Single Point of Entrance*

Students should access the building before school through the Activities Entrance; this is our single point of entry in the morning. Once school has begun, the single point of entry during the day is our Main Entrance on Elm Street, leading into the Main Office.

##### *Athletics/Activities Entrance*

Students entering the building after school for athletics/activities will use the activities entrance.

## ***BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE***

### **CLOSED CAMPUS**

#### *Students Picked Up For Lunch*

Students wishing to leave campus for lunch must be picked up in the office ONLY by their parents/guardians as identified in Infinite Campus. Students will be dismissed to other family members and individuals only in emergency situations through administrative approval.

#### *Students Eating Lunch at Home*

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.

#### *Food Deliveries*

If food is delivered for students, it will remain in the office until the student's lunch time. Upon being dismissed from class for lunch, students may come to the office to pick up their delivered lunch. Students will then return to the cafeteria to eat their lunch. If food arrives at the school after the student's lunch period, the food will remain in the office and the food can be picked up by the student at the end of the school day. Students will not be allowed to take food and drinks, other than water bottles, into the classroom. If deliveries arrive at Dean Morgan and require payment at the time of delivery, the vendor will be turned away as students will not be called from class to make a payment and/or accept the delivery.

#### *Counseling*

Dean Morgan utilizes the assistance of multiple school counselors, social workers, a school psychologist, a school nurse and when needed also utilizes the support of other outside providers such as Wyoming Behavioral Institute, Department of Family Services, and Mercer House.

NCSD contracts with outside providers to provide therapeutic counseling for students. Arrangements are to be made through the school counselors. The school counselors and school social workers will provide short-term counseling when students are in need.

If you feel your student is in need of these resources, please contact the main office to reach a school counselor.

### **CRISIS MANAGEMENT**

A primary responsibility of NCSD schools is to provide a safe and secure environment for the students, employees, and the public. Crisis management plans for Dean Morgan specifically were adapted from the District Crisis Management Team Manual to fit the needs of Dean Morgan. Each crisis management plan includes a prevention, intervention, and post-intervention component. Procedures will be reviewed with the students throughout the year and practice drills will occur on a monthly basis. Students who are disruptive during a drill, lockdown, lockout, or evacuation may receive consequences.

The activation of the alarm system for other than its intended purpose, which is the 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 the NCSD Safe Schools Office for review and for possible further action. Also, misuse of fire extinguishers and fire hoses is a felony.

### **DRESS CODE**

[NCSD Administrative Regulation 5375- Professional Guidelines for Students and Staff](#)

[NCSD Dress Code Examples](#)

#### *Dress Code Specifics:*

- Logos, printed statements, or pictures upon student attire which are immoral, sexually suggestive, disruptive, obscene, offensive to others, 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.
- Tube tops, halter tops, see-through/sheer garments, spaghetti strap shirts, fishnet tops, low-cut tops, any

## ***BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE***

clothing allowing a bare midriff should not be worn.

- Pants, skirts, and shorts should not be sagging and undergarments should not be showing.
- Shorts and pants with excessive tearing and wear above mid-thigh should not be worn.
- Shorts above mid-thigh should not be worn.
- Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind.
- Hoodies may be worn, however the hood should not be covering the head.
- Hats, caps, bandannas, sweatbands, sunglasses, chains, dog collars, and sharp objects are not to be worn in the school.
- Capes of any kind should not be worn.
- Shoes shall be worn at all times.

When a student wears clothing that does not comply with expectations the student 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.
6. Calling parents/guardians for an acceptable change of clothing.

Repeated violations will be addressed as defiance and will result in further consequences based on NCSD guidelines.

### **DRUGS, ALCOHOL, AND TOBACCO**

#### **[NCSD Board Policy 1100- Tobacco Product Usage Policy](#)**

Our school is a drug, alcohol, and tobacco free zone. This includes any form of tobacco products, as well as any type of electronic cigarettes. Students who violate this policy will be subject to consequences based on NCSD guidelines.

### **FOOD SERVICES**

The Dean Morgan Middle School cafeteria services breakfast and lunch every day that school is in session. Breakfast is served from 7:15am – 7:50am. Students may bring their lunch if they do not wish to purchase a prepared lunch. Meals are free for the 21-22 school year, however, students may still want to put money on their account to purchase seconds or “extras.”

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.

### **HEALTHY FOOD & DRINKS**

If students plan to bring food and drinks to school to have during lunch time, they should plan not to bring glass or breakable containers as these can be a safety concern if broken. Students are welcome to bring water bottles to class as well as to lunch, however, energy drinks should not be brought to school.

### **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.

### **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

## ***BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE***

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.

### **NONDISCRIMINATION POLICY**

#### **Nondiscrimination Policy**

NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator - Todd Burns  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[todd\\_burns@natronaschools.org](mailto:todd_burns@natronaschools.org)

Title IX Coordinator - Dillon Fuller  
970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445  
[dillon\\_fuller@natronaschools.org](mailto:dillon_fuller@natronaschools.org)

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or 307-777-7673

#### **Accessibility**

At Natrona County School District #1 (NCSD), we seek to understand and respect the unique needs of our students and community. We are committed to ensuring the accessibility of our web content to people with disabilities. All content on our website will conform to the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA. This policy applies to all new, updated, and existing web content on [www.natronaschools.org](http://www.natronaschools.org). Accessibility checks will be incorporated into the publishing workflow for all new website content.

Each page of the website will include a link in the footer to this page which includes contact information providing a method for users to submit feedback on the site; this information will be compiled and considered during the review process. Any accessibility issues should be reported to NCSD's Public Relations Department at [communications@myncsd.org](mailto:communications@myncsd.org).

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To request information on this website in another language, please email [communications@myncsd.org](mailto:communications@myncsd.org) or call **307-253-5253**.

All areas of the Natrona County School District #1 website will be reviewed annually. Reviews are the responsibility of NCSD's Public Relations Department.

### **RELEASE OF STUDENT INFORMATION**

#### **NCSD Administrative Regulation 5200- Student Records**

All educational records maintained for students by NCSD are treated as confidential and will not be shared or released to any non-educational agency (other than law enforcement agencies) or persons without specific written consent of the student's parents/guardians, 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.

### **SCHOOL CLOSURE**

#### **NCSD Administrative Regulation 3470- Crisis Management- 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 buses 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**

\*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**

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.

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### **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.

### **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.

### **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.