

IX. BUILDING INFORMATION

Welcome to #BasinNation. Our commitment to you at Thunder Basin High School is to empower you to *Believe, Belong, and Become!* We look forward to working collaboratively with you on your educational journey. Go Bolts!

TBHS TELEPHONE NUMBERS

TBHS Activity Office	685-5615
TBHS Office	687-7733
TBHS Counseling Office.....	685-5626

HIGH SCHOOL ADMINISTRATION 687-7733 Office Hours 7:00 AM – 4:00 PM

Gib Ostheimer, Principal	Connie Borchgrevink, Secretary
Mitch Burgess, Associate Principal.....	Michelle Brandon, Secretary
Mike Daniel, Associate Principal.....	Ashley Simonson, Secretary
Braidi Lutgen, Associate Principal.....	Ashley Simonson, Secretary

ACTIVITIES 685-5615

Tom Seamans, Director of Activities	Brenda Johnson, Secretary
Jenna Walker	Athletic Trainer

Library Media Center Hours

7:15 AM to 3:30 PM

Open during Lunch

Valedictorian distinction - A student will be required to be a full time student, have a 4.0 Class Rank GPA and complete a minimum of two Advanced Placement (AP) courses and be in attendance for three semesters at TBHS. College classes are not Advanced Placement (AP) classes.

Salutatorian distinction - A student will be required to be a full time student, have a 3.9 Class Rank GPA and complete a minimum of one Advanced Placement (AP) course and be in attendance for three semesters at TBHS.

Graduation with Honors status - A student will be required to have a minimum of 3.75 GPA.

Valedictorian and Salutatorian are not class rank; they are honor distinctions.

Valedictorian and Salutatorian will be selected using the class rank GPA.-Please see your counselors at the guidance office for more information.

Attendance Procedures

Citizenship Lunch

TBHS is an open campus. Students choosing to spend their lunch hour off campus are expected to behave as good citizens while out in the community. Students are free to leave campus during their lunch period; however, this is a privilege not a right. If a student abuses this privilege, they will be referred to the administration and may be assigned to detention lunch or have open campus privileges revoked.

Community Project for Seniors

TBHS encourages all students to access as many diverse learning opportunities as possible during their high school career. This option allows a student time to pursue experiences in the home and community and requires a signature by parent/guardian upon approval.

Students are to be aware that Community Project eligibility will be determined quarterly and early release can be gained or lost every quarter and will require a C to earn back. Students taking advantage of the community project opportunity are also advised that early release can be revoked if students grades are in jeopardy as determined by the Administration.

When students choose the early release option, with parent/guardian approval, the student is expected to EXIT THE SCHOOL promptly during the early release hour. An early release student may make prior arrangements to work on specific projects at TBHS.

The student is responsible for obtaining a pass from a teacher prior to staying in the building during the early release period. When a teacher issues a pass for an early release student, the teacher then accepts responsibility for the student and ALL REGULAR SCHOOL RULES APPLY, including hall passes. If a student comes back into the building for any reason during his/her early release period, he/she is not allowed to park in visitor parking and should report in at the campus supervisor's office. The provisions are to ensure the safety of the students, especially during emergency situations.

Tardy Procedures

Punctuality is an important life skill and tardiness is extremely disruptive to the education process as well as disrespectful to the school and its educators. A student is considered tardy if he/she is not in the classroom when the bell rings. A student who is more than 10 minutes late is considered absent. Tardies are cumulative through the semester.

1. When a student is tardy to a class, they will receive a detention form from their teacher. The teacher will assign them a detention – after school or at lunch – and give the student a copy of the detention form.
2. Tardy forms will be collected each class period and the attendance office will enter detentions into the database. If a student has a valid reason and needs to reschedule a detention, he or she must do so at the attendance office.
3. If a student fails to serve a detention, he or she will receive a disciplinary referral and will receive consequences from administration.
4. Parents may excuse their student for late arrival tardies a maximum of 10 times per semester. Excessive tardies will be subject to discipline referral.
5. If multiple tardies are accrued, students will also be referred to administration and subsequent actions may be taken, including but not limited to, a parent conference, closed-campus lunch, mandatory school service, IDSP time, and out of school suspension.

Daily Attendance

TBHS has implemented an Automated Phone System to notify parents/guardians of their student's absences. Please check with the attendance office to ensure we have the proper telephone numbers to contact you. Parents are required to notify the attendance office within 48 hours of their child's absence. The school cannot accept verification from anyone who is not listed as a parent/guardian and may call to verify notes.

Students absent **TEN** consecutive days without contacting the Attendance Office will be dropped from the roll and will lose credit for the semester. Extenuating circumstances will be considered and dealt with on an individual basis.

TBHS will take calls from 7:00 a.m. until 4:00 p.m. You can call before or after hours and leave a message on voice mail.

The Attendance Office opens at 7:00 a.m.; this gives students plenty of time to check the verified list or get a admit form before the first bell rings at 7:50 a.m.

Admit Slips – A slip that allows a student to return to class following an excused absence. All students must check into the attendance office when returning to or leaving the building. ***Once students secure an admit slip, it is their responsibility to present it to each teacher whose class they missed.***

Make-Up Work – Students may arrange to have the Attendance Office collect their assignments and books for pick up **ONLY** after the student has missed three (3) consecutive days. Students who know ahead of time of upcoming absences are responsible to collect their own homework. **For excused absences, without penalty, TWO (2) days will be allowed for each day of school missed to make up work.** The make-up time period begins when the student returns to class. Students are responsible for contacting each of their instructors regarding their assignments upon returning to school from an excused absence situation. A student who has an absence resulting from suspension is responsible for making arrangements to get make-up work and shall be expected to complete the work missed within two (2) class days. In the case of all other

unexcused absences, students will receive an attendance zero (0) for all work missed. The administration will make a final determination in case of classification of the absence as excused or unexcused is disputed.

Leaving the Building During School – Once a student arrives at school, they are expected to attend all classes and required school functions for the remainder of the day. Students who expect to leave school during their lunch and not return for the next class will need to get a permit to leave before they go. We require parental permission to obtain a permit. Leaving without a permit will result in administrative detention. Further violations may result in discipline for uncooperative behavior.

Permit to Leave the Building – A slip issued by the Attendance Office to allow you to leave the school grounds. Permits to Leave are only issued by the Attendance Office or the Nurses Office. This is the only legitimate way a student is allowed to leave the building. Senior Projects **MUST** follow the procedure set by the teacher. **Failure to do so may result in appropriate attendance violation consequences.**

Accidents or Illnesses at School – Students are expected to attend all classes. If an accident or illness prevents you from doing so, contact a nurse, secretary, teacher, or administrator at once for help. If it is determined that you should go home, you will be expected to follow the rules for **LEAVING THE BUILDING DURING SCHOOL** outlined above.

Prolonged Illness – Students expecting to miss more than ten consecutive days of school due to medical situations may apply for homebound instruction. The process of application essentially involves stating the circumstances and providing written verification from a doctor. The counselor of the student in question or the District Attendance Officer should be contacted for additional information.

Interventions

Attendance is critical to the academic success of every student. If a student appears to have chronic absences, particularly unexcused absences, TBHS counselors and principals shall take action. School-based interventions may include the following:

- A home visit by the District's Attendance Officer to discuss the situation
- A visit to the parent's workplace by the District's Attendance Officer and school counselor to discuss the situation
- Determination whether the student needs to be evaluated for:
 1. Special Education
 2. Section 504 accommodation
 3. Drug or alcohol dependence
- If the student is a special education student, the student's IEP or behavior plan may be evaluated to determine if it addresses chronic absenteeism.
- If the student receives Section 504 accommodations, the accommodation plan may be evaluated or adjusted to address chronic absenteeism.
- Referral of the student to the BIT Team
- Adjustment of the student's transportation, if appropriate
- Adjustment of the student's schedule or program, if appropriate
- Arranging for counseling for personal problems affecting attendance
- Seeking assistance from community agencies
- Other interventions, as appropriate

Interventions must be documented on the attendance agreement and should continue to be documented on an addendum to the attendance agreement as the interventions occur. Interventions will begin with the first unexcused absence and shall not cease until the truant behavior stops. School Board action will be utilized as a final intervention if school interventions are not successful.

STUDENT DISCIPLINE PROCEDURES

ADMINISTRATIVE DETENTION – Times will be after school and during lunch period. Transportation arrangements are the responsibility of the student. Students may not be excused except in the case of a verified medical emergency.

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

IN-SCHOOL DISCIPLINE (IDP or CUBES) – IDP is used as an alternative educational program on the school site during regular school hours. Students are required to bring the necessary materials and lunch or lunch card to spend the day completing their course work individually.

OUT-OF-SCHOOL SUSPENSION (OSS) – It is the student's responsibility to get work from all classes missed.

FRIDAY SCHOOL- (May be assigned at the discretion of Administration)- It is the student's responsibility to bring constructive school work. Failure to attend will result in out of school suspension or other disciplinary consequences.

SATURDAY SCHOOL –(May be assigned at the discretion of Administration)- It is the student's responsibility to bring constructive school work. Failure to attend will result in out of school suspension or other disciplinary consequences.

SPECIALIZED TREATMENT AND REHABILITATION (S.T.A.R.) – S.T.A.R. addresses the needs of the secondary school children who are placed in the program. S.T.A.R. will provide for the child's education while teaching teamwork, discipline, and life skills.

SCHOOL SERVICE – Must be completed during non-academic time with the custodial staff in a non-mechanical activity for a specified period of time. Must be completed within the specified amount of time given or will be considered being uncooperative behavior, and appropriate consequences will be assigned. The disciplinarian and/or administrators may place students in IDP for a single period, half days, or one day based on infraction.

STUDENT DISCIPLINE**Minor Infractions**

Infraction Definition	Expected Behavior	Consequences
<p>Kissing / Public Display of Affection Any physical activity other than holding hands is inappropriate behavior.</p>	Students shall not engage in kissing and /or public display of affection.	Detention or Other Consequences at Administration Discretion
<p>Littering Any leaving or scattering of trash around in or around school property</p>	Students shall help to keep the TBHS building and grounds free of trash.	School service or Other Consequences at Administration Discretion
<p>Cell Phones The use of cell phones is not permitted at Thunder Basin High School during instructional time. Listening to music through earbuds is at the discretion of the classroom teacher. Cell phone use is permitted before and after school, during passing periods and during lunch.</p>	The use of cell phones is not permitted at Thunder Basin High School during instructional time. Listening to music through earbuds is at the discretion of the classroom teacher. Cell phone use is permitted before and after school, during passing periods and during lunch.	TBD by Administration On the behavior of the student not following the cell phone rules and expectations
<p>Dress Code Violations Clothing that is immodest, vulgar, extreme or disruptive of the learning process is not appropriate. No Bandannas</p>	Students should dress and groom appropriately according to TBHS dress code.	Detention and the inappropriate clothing must be changed. MADD Dog shirts or others will not be returned Other Consequences at Administration Discretion
<p>Wearing of headgear in building: Headgear at any time in the building is prohibited.</p>	Any type of headgear is not allowed in the building during school hours (7:00 A.M. – 3:00 P.M.).	Item will be confiscated and returned at the end of the day. On the second offense the item will be released to a parent/guardian. Other Consequences at Administration Discretion
<p>Tardy Tardiness is extremely disruptive to the education process.</p>	Students should arrive to class on time and prepared for the day's lesson.	Detention or Other Consequences at Administration Discretion

Moderate Infractions

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<p>Harassment / Disrespect: Any disrespectful behavior toward other students or staff, including name calling, teasing, provoking, threatening.</p>	Students are expected to treat other students and staff with respect during all school times.	2 days IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion
<p>Sexual Harassment: Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to: unwanted verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, and repeated propositions.</p>	Students are expected to treat others with respect on school premises or off school premises at a school sponsored activity.	2 days IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion
<p>Use or Possession of Tobacco Products and Substitutes: Any student who has tobacco products and /or substitutes, (including but not limited to electronic devices and hookah pens), or found using tobacco products.</p>	TBHS students shall not use or hold tobacco products or substitutes. Under age student (17 and under) in possession of tobacco may be referred to the police.	IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion
<p>Disruptive / Uncooperative Behavior: Any behavior which interferes with the school learning climate</p>	Students shall not interfere with the learning process of others.	IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion
<p>Profane Language / Deliberate Any use of language, verbal or non-verbal, that shows irreverence or is vulgar.</p>	TBHS students shall use acceptable language during school time and at school events.	IDP, Friday or Saturday School will be assigned at the administrators discretion
<p>Misleading Personnel / Cheating: To deceive, to lead or guide with dishonest intentions, including but not limited to: false notes or phone calls, tampering with tests, admit slips, permits to leave, or attempting to receive credit for work that is not your own.</p>	TBHS students are expected to be honest and truthful. Students and parents may be required to attend a conference with parties involved	IDP, Friday or Saturday School will be assigned at the administrators discretion

<p>Missed Detentions: To not go to a scheduled administrative detention without first making arrangements with the Attendance Office or Administrator.</p>	<p>TBHS students are expected to complete all detentions when scheduled. If an emergency situation occurs, students should make other arrangements with the Attendance Office or Administrator.</p>	<p>IDP, Friday or Saturday School will be assigned at the administrator's discretion.</p>
<p>Truancy: When student is absent without the knowledge of the parent/guardian/school official or if the absence cannot otherwise be excused by the building principal or district attendance officer.</p>	<p>TBHS students are expected to attend class and abide by the district attendance policy, regulation 5113R</p>	<p>IDP, Friday or Saturday School will be assigned at the administrators discretion</p>

Students may be placed on an Administrative Probation contract due to repeated offenses. Disciplinary Plan may be put into effect depending on the situation of each student.

Major Infractions

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
<p>Insubordination: Open and/or repeated defiance to authority.</p>	<p>Students shall follow directions given by school personnel. Students and parents may also be requested to attend a conference with parties involved.</p>	<p>2 days IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion</p>
<p>Fighting: Both parties participating in a physical exchange, with intent to harm.</p>	<p>Students shall settle differences by non-physical means. Students and parents may be required to attend a conference with parties involved. Students may be charged with breach of peace and taken to court.</p>	<p>4 days IDP or OSS will be assigned at the administrators discretion and Police will be contacted</p>
<p>Vandalism: Deliberate, mischievous, malicious destruction or damage of PROPERTY.</p>	<p>Students shall respect the property of other students, the staff, guests, the school district, etc. Students and parents may be required to attend a conference with parties involved. Restitution will be required. May also be turned over to the police.</p>	<p>4 days IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion and Police will be contacted</p>

<p>Theft: Any wrongful taking of property of another person or of the school district.</p>	<p>Students are expected to respect the real or personal property of the other students, staff, guests and the school. Students and parents may be required to attend a conference with the parties involved. Restitution will be required.</p>	<p>4 days IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion and Police will be contacted</p>
<p>Sexual Assault: Sexual assault is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: unwanted touching, pinching patting, and unwanted body contact.</p>	<p>Students are expected to treat others with respect on school premises or off school premises, at school sponsored activities. Students and parents may be required to attend a conference with parties involved. Students may be charged with sexual assault and taken to court.</p>	<p>IDP or OSS until school board hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances</p>
<p>Sexual Misconduct: Any sexually related behavior, which is judged to be clearly detrimental to the education, welfare, safety or morals of other pupils.</p>	<p>Students will not engage in sexually related behaviors while on school property or under the supervision of any school personnel. This rule applies to curricular as well as extracurricular activities. This rule applies to school sponsored events anywhere, as well as school sponsored travel to and from such events.</p>	<p>IDP or OSS until School Board Hearing. Administration may reclassify the offense to a lesser category depending on specific circumstances</p>
<p>Vaping and Juuling: Any student who has a vaping device (juul) or found using these products.</p>	<p>TBHS students shall not use or possess vaping devices. Under age student (17 and under) in possession of vaping devices may be referred to the police. A call to parents will be made. A referral to the STARS program and possible substance abuse evaluation depending on the material in the vaping device.</p>	<p>IDP, Friday or Saturday School or OSS will be assigned at the administrators discretion. Referral to the STARS program where students will be required to complete a 6 module program on vaping.</p>

Page 10
Board Action

INFRACTION DEFINITION	EXPECTED BEHAVIOR	CONSEQUENCES
Continued and Willful Disobedience: Deliberately failing to obey rules and/or instructions of staff.	Students shall follow the rules and instructions set upon them by staff and administrators.	IDP or OSS until School Board Hearing at the Administration's discretion.
Threatening the Safety or Intending to Harm Others: Any behavior which is clearly detrimental to the education, welfare, safety of others.	Students will respect each person's right to a safe, secure learning environment free from danger, injury, and damage. Students will give others freedom from danger, injury, or damage.	IDP or OSS until School Board Hearing at the Administration's discretion and Police contact.
Possession of Weapons: Knowledge of or possessing any weapon, instrument, or device, such as guns, knives, etc., which may be considered a threat to the safety of others.	Students shall not be in possession of any firearm, weapon, or device which may be considered a weapon.	IDP or OSS until School Board Hearing and Police contact.
Willful destruction or defacing school property: Students shall not deface or destroy any school property.	Students should take pride in their school and keep it looking nice.	IDP or OSS until School Board Hearing at the Administration's discretion and Police contact.
Any behavior which in the judgment of the local Board of Trustees is clearly detrimental to the education welfare, safety, or morals of other pupils.	Students shall allow other students the opportunity to learn successfully without fear of their welfare, safety, or morals.	IDP or OSS until School Board Hearing at the Administration's discretion and Police contact.
Torturing, tormenting, or abusing a student or in any way mistreating a student or a teacher with physical violence.	Students shall treat all other students with respect and will not torture, torment, or abuse any student(s) or staff.	IDP or OSS until School Board Hearing at the Administration's discretion and Police contact.

Any combination of the mentioned disciplines may be utilized by the administration: Out-of-School suspensions (it is the student's responsibility to get work from all classes missed), IDP, Friday School, Saturday School, Detentions, School Service, Administrative Contract, S.T.A.R Program, and loss of class privilege to attend in combination with any other discipline methods. ANY VIOLATION THAT MAY CONSTITUTE A CRIME MAY BE TURNED OVER TO THE POLICE.

STUDENT PARKING LOT REGULATIONS

All students must register their vehicle with the Campus Supervisor. When applying for a parking tag, students are required to bring a current vehicle registration and proof of insurance.

1. All vehicles parked on high school property must have a valid parking tag. Parking tags are issued by the Campus Supervisors before school only. **NO PARKING TAGS WILL BE ISSUED DURING SCHEDULED CLASS TIME!** Instruction on Parking Tags will be given at time of vehicle registration.
2. Use of parking lots is a privilege. Failure to observe parking lot rules and regulations will result in fines and police contact or revocation of parking privileges.
3. Each student is responsible for the tag registered in his or her name.
4. Temporary short-term parking permits are available for students who need one. If a student needs to park in a Handicap Space, they must bring a doctor's note to the nurse's office. The nurse will decide if a handicap parking permit is needed.
5. Slow, safe and orderly driving is required in the parking lot at all times (failure to do so will result in a \$15 fine). 10 mph is the maximum speed limit in all parking lots.
6. **Vehicles that are parked in fire or bus lanes, handicapped parking spaces or are impeding traffic flow will be towed AT THE OWNER'S EXPENSE.**
7. Students are not allowed to drive or park in the staff parking lot.
8. Students are not allowed to park in the available visitor parking spaces or reserved parking... If a parent is dropping off a vehicle for a student, the parent must sign the vehicle in with the Campus Supervisors or the Attendance Office.
9. Students are not allowed to park in Vocational Technology (Ag, Auto, Welding, and Construction) areas unless given permission by the Vocational Technology Instructor. Once permission has been granted, students are allowed to park in the class assigned spaces only.
10. Place your trash in the provided garbage cans or leave the trash in your car. Anyone caught littering will be issued a ticket and an administrative referral.
11. TBHS is not responsible for any thefts, accidents, vandalism, or destruction of property. Any accidents should be reported to the Campus Supervisor's office and the local Police.
12. Refrain from distracted driving and use hands free operation with cell phones.

Students may be ticketed for various infractions. This includes but is not limited to:

Carless/Unsafe driving- This includes but is not limited to excessive speed, excessive acceleration, students riding on exterior of vehicles or in back of pick-up beds or any other action that can endanger the safety and wellbeing of pedestrians, other motorists, or parked vehicles.

Failure to obey posted signs and printed traffic markings.

Backing or pulling through parking spots.

No parking sticker- all vehicles must be registered to park on campus.

More than 1 parking space occupied. All parking spaces have painted lines and students must park within those lines.

Parking in Reserved, Visitor, Staff, or Handicapped parking or in non-parking lanes without proper pass when applicable.

CONSEQUENCES OF PARKING LOT VIOLATIONS

Insurance of parking lot rules and regulations occur when students register their first and subsequent vehicle. Parking lot rules can also be found in the Student Handbook. Violations of parking lot rules may result in any combination of the following consequences: verbal/written warning, TBHS ticket/fine, administrative referral, parking violation sticker, suspension of driving privileges on all TBHS campuses.

Tickets:

1st offense – Verbal/written warning and or TBHS ticket/fine of \$5.00

2nd offense- TBHS ticket/fine of \$10.00

3rd offense- TBHS ticket/fine of \$15.00

4th offense- Vehicle can be towed

Moving Violations: TBHS ticket/fine of \$15.00 and may result in suspension of privileges

Administrative Referral:

Disrespectful behavior

Safety Violations

Repeated offenses of the same parking rules

Major Violations- Driving in a manner that causes or could cause harm to others or property and parking spots reserved for visitors, staff, handicapped, and fire lanes

FINES

Students are responsible for materials damaged or lost, and fines may be assessed. Fines are to be paid in the Business Office.

LOCKERS

Lockers will be checked out to students. All lockers in the schools of Campbell County School

District are the property of the district and will be provided for student use at no charge. However, costs may be assessed at the end of the school term for damage considered over and above normal use of the lockers or the combination locks. Lockers and any articles or property contained in the locker, may be inspected from time to time by the principal or any designated representative for the purpose of school safety, cleanliness, or suspected violations of district policies. Students are expected to remain in the locker assigned to them. Students should keep valuables locked up at all times and should never tamper with the locks so they remain open. A student can request to have their locker combination changed by coming to the Custodial Office. Anything in the lockers is susceptible to being searched.

HEALTH AND SAFETY

SCHOOL LUNCH PROGRAM

Bryan Young
Director of Food Service

The Campbell County School District Food Service/Nutrition Program offers a variety of food choices daily. Along with the regular school breakfast and lunch, ala-carte or single serve items are sold separately. A variety of entree's, fruits, and vegetables are offered daily as well as side options. This school year there will be some significant changes in the items that are available at the ala-carte line. These changes are part of the healthy schools task force as well as your school food service department's efforts to increase and support healthy choices for students.

Regular Student Meal prices are:

Breakfast 1.50 Lunch 3.00

Free and reduced meals are available to those that qualify. Meal Applications are available at the Food Service Department, Business Office and the Counseling Department. Meal accounts may be opened or money applied to accounts from 7:00 a.m. ~ 8:00 a.m. and during lunch at the serving areas. Meals may be purchased with cash; however, the meal accounting system is preferred. Meal tickets are no longer issued. Your student ID number is all that is required to purchased meals or ala-carte. This is done at the point of service where the student keys in his/her student ID number, and the transaction is made. To ensure that the right student is using the correct ID number, the student's picture appears once the number is keyed in. At that time the cashier verifies that the picture agrees with the student using that ID number. A student is allowed to go into a negative balance to ensure that he/she eats; however, negative balances need to be paid when the notice is given. Please check with the food service clerk as to the status of your account upon the opening of school. Balances from elementary school and junior high follow you to TBHS. Money may be applied to your account at one campus, and you may request that some of it be applied to your account at the other campus. Special needs diets are available upon request along with a written request from a physician.

Your food service staff wants your experiences at breakfast and lunch to be pleasant as well as to provide you energy to learn. If you have any questions, concerns, or suggestions, please contact the Food Service Office at 682-2078.

THROAT CULTURE FOR STREP THROAT

School nurses or trained designees may take throat cultures of those students or staff members who have clinical symptoms. The specified signs and symptoms to be looked for are:

- * Enlarged anterior cervical lymph nodes
- * Purulent exudates on the tonsils
- * Fever

When a student or staff member is found to have a positive throat culture, the student's parent/guardian or the staff member will be notified and encouraged to seek immediate medical attention. The responsibility for treatment remains with the parent/guardian or staff member.

Each individual who obtains a throat culture at a school site will be assessed a "**swabbing fee**" of **\$3.00** for each individual throat culture.

Parents/guardians and staff members are reminded that this service is also available at the Public Health Office, 416 Juniper Road, Gillette, WY.

FIRE/TORNADO DRILLS

A fire/tornado drill is a "no nonsense" situation. It is required by Wyoming State Law to have fire/tornado drills during the school year to provide practice in evacuating the building or moving to the designated area in an orderly manner.

A tornado warning will be signaled by a message over the school P.A. system. In the event of a tornado warning, students are to move in an orderly fashion to the hallways or stay in the interior classroom at the direction of their teacher. Students must remain with their teacher and class and sit on the floor with their backs to the wall. Students are to avoid areas opposite doorways, under skylights, and by windows or other glass areas. Students will not be permitted to leave except in the presence of a parent and with approval from the Principal's office.

LOCKDOWN PROCEDURES

Students and staff will be notified of a lockdown situation by an announcement stating the school is in a "LOCKDOWN." **Students should follow instructions of their teacher!**

Suicide Prevention & Depression Awareness

Suicide, like all self-destructive behavior, is complex and difficult to understand. Most mental health professionals agree that a suicidal disposition is determined by an individual's biological and psychological characteristics, as well as social and environmental influences. How well a teenager is prepared to cope with family problems, trouble at school, or unstable relationships is difficult to predict. No one can construct, with any certainty, a single profile of a teenager who may become suicidal. It is safer to assume that a teenager who is experiencing a crisis in life, no matter how trivial it might seem to an adult, could become self-destructive.

The tragic dilemma of youths wanting to take their life is one we don't expect to go away any time soon. We believe that one of the most important curative factors is open and direct communication. Sometimes this necessitates reporting information given in confidence in order to save a life. We also are convinced that students are often in a better position to help other students. Let us encourage our students to look out for each other and to seek help for a friend if that friend won't seek it out on his or her own.

"SAVE A FRIEND-SHARE A SECRET"

Listed below are warning signs for potential suicide:

BEHAVIORAL CUES:

Giving away personal items
Is very moody
Sudden change in behavior
Alcohol or drug abuse
Previous suicide attempts
Prior suicidal behavior
Drop in grades
Peer rejection
Loss of interest in usual activities
Making a will
Risk taking behavior resulting in accident/injury

VERBAL CUES:

"I wish I were dead."
"I'm not the person I used to be."
"You won't be seeing me around."
"Life is too much."
"No one cares whether I live or die."
"Things would be better if I wasn't here."
"Nobody needs me."
"If (blank) happens, I'll kill myself."
"My family would be better off without me."
"I just can't go on any longer."

THOUGHTS:

Talk of suicide
Constant complaining
Helpless/hopeless feeling
Plan for suicide
Lonely

PHYSICAL CHANGES:

Lack of interest in appearance
Loss of appetite
Disturbed sleep

SITUATIONAL CUES:

End of serious relationship
Divorce
Death of parent/someone else
Sexual/physical abuse
Family financial difficulties
Moving to a new location

EMOTIONS:

Sadness
Lethargy
Anger
Worthlessness

The above behaviors are not of themselves indicative of suicidal tendencies. Be concerned when:

1. More than one is observed.
2. There are changes in characteristic patterns of behavior.
3. Behaviors persist over time.
4. Behaviors are displayed with unusual intensity.

Concerned?

Call 24 hour hotline Local 911
1-800-273-8255 (SUICIDE) Police 682-5155
1-888-784-2433 (SUICIDE) Sheriff 682-7271
1-844-996-7233 (Safe 2 Tell) Wyoming
Internet: www.lifecrisis.org

**SUICIDE IS A PERMANENT SOLUTION
TO A TEMPORARY PROBLEM!**

WAYS TO RESPOND

Step 1. LISTEN AND HEAR (not lecture)

Avoid false reassurances that "everything will be okay," and never demean suicidal expressions. Don't be judgmental or moralizing.

Step 2. BE SUPPORTIVE

Communicate your concern for the person. Let the adolescent know you care and help can be sought.

Step 3. BE SENSITIVE TO THE SERIOUSNESS OF THEIR FEELINGS

Inquire directly about thoughts of suicide. If we don't respond to students' suicidal thoughts, they may interpret our reaction as not caring. Suicide is a topic that makes us all uncomfortable, but we must face it with open, honest communication. When a person speaks of clear-cut self-destructive plans, the situation is usually much more serious.

**TAKE ANY SUICIDAL COMPLAINT SERIOUSLY,
EVEN IF EXPRESSED IN A CALM VOICE**

Step 4. TRUST YOUR OWN JUDGEMENT

If you believe someone is in danger of suicide, act on your beliefs. Don't let others mislead you into ignoring suicide signals. **BE AN ALARMIST!**

Step 5. ACT Immediately.

a. TELL OTHERS

Share your knowledge with the counselor and/or school psychologist. Don't worry about breaking confidence. You may have to betray a secret to save a life.

b. STAY WITH A SUICIDAL PERSON

Don't leave a suicidal person alone if you think there is immediate danger. Stay with the person until help arrives. Call upon whoever is needed; don't try to handle everything alone.

Step 6. BE AWARE OF PREVIOUS ATTEMPTS

If you are aware that a student has made a previous attempt, tell the counselor and/or school psychologist. Make sure they know.

WAYS NOT TO RESPOND

1. Don't act like you are shocked.
2. Don't encourage guilt.
3. Don't be judgmental.
4. Don't ignore the problem. It won't go away.
5. Don't promise total confidentiality.
6. Don't physically take away a weapon.
7. Don't minimize the problem.
8. Don't give up hope.
9. Don't leave the student alone.
10. Don't laugh it off by saying, "you're kidding" or "suicide is dumb!"
11. Don't believe if suicide is talked about, the threat won't be carried out.
12. Suicide is very often talked about before it is committed.

Guidelines for TBHS Dances

1. All school dance requests must be submitted and approved by the Student Council and administration.
2. Students may not leave the dance once they have entered. If they choose to do so, they cannot return.
3. Students from other school districts are not admitted unless prior approval has been given by the administration.
4. Chaperones of dances should feel free to call upon the local police when help is needed. The sponsoring group will hire a policeman to patrol the dance.
5. Attendance is limited to students in grades 9 through 12.
6. Doors will be closed FORTY-FIVE MINUTES after the designated time the dance starts.
7. All school dances will be held at TBHS from 8:00 p.m. to 12:00 midnight.

JR. /SR. PROM

1. Must be in good standing with the school
2. School ID is required at the door
3. Non TBHS dates must fill out a form in the business office for approval prior to the dance and present photo ID at the time of ticket purchase and at entrance of prom
4. No Freshmen
5. A sophomore may attend as a guest of a current Jr. or Sr. of TBHS
6. No one 21 years of age or older is allowed.
7. If expelled by the school board no entrance

Requests for scheduling of dances shall be submitted to the administration THIRTY DAYS prior to the date the dance has been requested to be held.

Graduation

TBHS has the right to establish a dress code for participation in the graduation ceremony. As this is a formal event, participants are to dress in formal attire. More details will be provided in the Spring by the senior class advisor, staff and administration helping with graduation.

2018-2019 ACTIVITY SPONSORS	MUSICAL
ACTIVITY	Director- Kim Garcia
DECA	Assistant- Beth Faubion
Kyle Posten	NHS SPONSOR
DRAMA CLUB	Bree Arzy-Mitchell
Director- Melissa Mason	PLAY
FBLA	Director- Melissa Mason
Andrew Borgialli	SCHOOL PAPER/YEARBOOK
FCCLA	Claire Carter
Devin Wells	STUDENT COUNCIL SPONSOR
FFA	Brent Daly
Kristi Holum	CLASS SPONSOR
MARCHING BAND	Freshman- Gayle Jellum
Director - Steve Schofield	Freshman- Erin Fulton
Assistant Director- Karia Schofield	Sophomore- Chris Baity
Assistant Director- Paul Zeleski	Junior- Ruth Cloud
MUSIC	Junior- Amy Muzzarelli
Instrumental- Steve Schofield	Senior- Morgan Carlson
Strings - Kelleen Edwards	Senior - Jamie Simons
JOURNALISM	SPEECH & DEBATE
Claire Carter	Head Coach- Deneen Redd
SKILLS USA	Assistant Coach- Sasha Davidson
Tom Thorne	ART CLUB
	Abbey Zimmerman
	I CLUB SPONSOR
	Chris Baity
	SCIENCE OLYMPIAD
	Ben Nelson
	Erin Fulton

MASCOT

Bolt

SCHOOL COLORS

Blue and Silver

FREQUENTLY ASKED QUESTIONS

WHAT TO DO IN CASE:

1. **You Have Visitors** - Due to the importance of learning, **NO STUDENT GUEST PASSES WILL BE ISSUED**. Adults wishing to visit must prearrange with the teacher and principal at least 24 hrs in advance and check in with Campus Supervisors for a visitor pass upon arrival.
2. **You Need to Make a Telephone Call** - The counter telephone in the Attendance Office can be used before school, during lunch and after school **ONLY**.
3. **You Have a Message** - The office **WILL NOT give telephone messages to students during class unless such messages are for emergency situations**. These situations must be explained to the person answering the telephone and will be passed on at the discretion of the administration. The student's name will be announced at the end of the day if he/she needs to stop by the attendance office to receive a message. **IT IS THE RESPONSIBILITY OF THE STUDENT TO LISTEN FOR HIS/HER NAME AND COME TO THE OFFICE.**
4. **You Have Something Stolen or Lost** - Report to the SRO. The school advises that students not bring large amounts of money or valuables to school. The school does not assume responsibility for money or valuables that are stolen.
5. **You Have Announcements to Put in the Daily Bulletin** - Write your announcement on the proper form and have it signed by a teacher/sponsor. Present it to Ms. Carter in the Yearbook Room before 2:00 P.M. the day before the announcement is to appear.
6. **Items of Value** - The attendance office will not keep items of value for students. The office will call your student down so parents can deliver the item personally.