



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☒ Town Attorney
- ☒ Police

### Joint Town/County

- ☒ Parks and Recreation
- ☒ Pathways
- ☒ Housing Department

### Teton County

- ☐ Planning Division

- ☐ Engineer
- ☒ Transportation Administrator
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

### State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

### Federal Agencies

- ☐ Army Corp of Engineers

### Utility Providers

- ☐ Qwest
- ☒ Lower Valley Energy
- ☐ Bresnan Communications

### Special Districts

- ☒ START
- ☒ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: February 5, 2026	<b>REQUESTS:</b>  The applicant is submitting a request for a CUP and Fee Waiver Request for Daycare/Education Use at the properties located at 1735 High School Road, Units 410, 420, 425, 430, & 440, Flat Creek Business Center Condominium, Bld. 400, Plat No. 1094;  <b>PIDNs:</b> 22-40-16-06-1-12-026 (unit 410) 22-40-16-06-1-12-027 (unit 420) 22-40-16-06-1-12-028 (unit 425) 22-40-16-06-1-12-029 (unit 430) 22-40-16-06-1-12-030 (unit 440)  For questions, please call Katelyn Page at 307-733-0440 x1302, or email at <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a> . Thank you.
Item #: P26-013 and P26-014	
Planner: Katelyn Page Phone: 307-733-0440 ext. 1302 Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner:</b> Flat Creek Business Center, LLC PO Box 14270 Jackson, WY 83002  <b>Applicant:</b> Ted Smith Jackson Hole Community School PO Box 6787 Jackson WY 83002	

**RESPONSE:** by February 26, 2026, with Comments.

For Departments not using SmartGov, please send responses via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

**For Office Use Only**

Fees Paid \_\_\_\_\_ Date & Time Received \_\_\_\_\_  
Application #s \_\_\_\_\_

**Please note:** Applications received after 3 PM will be processed the next business day.

**PROJECT.**

Name/Description: Jackson Hole Community School - Middle School Addition  
Physical Address: See Attached  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: Flat Creek Business Center, LLC Phone: \_\_\_\_\_  
Mailing Address: P.O. Box 14270 Jackson, WY ZIP: 83002  
E-mail: bpryan@gmail.com

**APPLICANT/AGENT.**

Name: Ted Smith - Jackson Hole Community School Phone: 307-733-5427  
Mailing Address: P.O. Box 6787 Jackson, WY ZIP: 83002  
E-mail: tsmith@jhcschool.org

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
<input checked="" type="checkbox"/> Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other:
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: P25-209 Environmental Analysis #: \_\_\_\_\_  
Original Permit #: P12-0055 P12-0056 Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

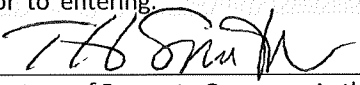
\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

X **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

  
\_\_\_\_\_  
Signature of Property Owner or Authorized Applicant/Agent  
Ted Smith - Jackson Hole Community School  
\_\_\_\_\_  
Name Printed

1/23/26  
\_\_\_\_\_  
Date  
Head of School  
\_\_\_\_\_  
Title

**Property address:**

- Existing JHCS Campus
  - 1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
  - 1755 #650 High School Road, Jackson, WY
- Proposed middle school addition:
  - 1735 #410, #420, #425, #430, #440 High School Road, Jackson, WY

**Legal Description:**

- Existing JHCS Campus
  - Units 240, 250, 280, 285 & 290, Flat Creek Business Center Condominium, Bldg. 200, Plat No. 1094
  - and
  - Unit 650, Flat Creek Business Center Condominium, Bldg. 600, Plat No. 1094
- Proposed middle school addition:
  - Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094





Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
www.jacksonwy.gov

Date:

**LETTER OF AUTHORIZATION**  
**NAMING APPLICANT AS OWNER'S AGENT**

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Flat Creek Business Center, LLC is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: See attached.

Legal Description: See attached.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ted Smith, Jackson Hole Community School

Mailing address of Applicant/agent: P.O. Box 6787 Jackson, WY 83002

Email address of Applicant/agent: tsmith@jhcschool.org

Phone Number of Applicant/agent: 307-733-5427

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application  
☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application  
☐ Demolition Permit    ☐ Home Occupation    ☒ Other (describe) Pre-App: CUP

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

manager

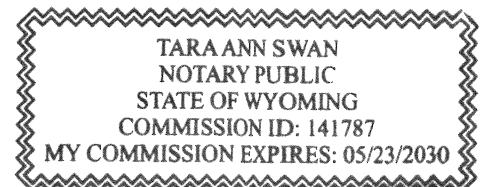
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming )  
 ) SS.  
COUNTY OF Teton )

The foregoing instrument was acknowledged before me by Brandon Ryan Moore this 30th day of October. WITNESS my hand and official seal.

Notary Public

My commission expires:





Town of Jackson  
 150 E Pearl Avenue  
 PO Box 1687, Jackson, WY 83001  
 P: (307)733-3932 F: (307)739-0919  
 www.jacksonwy.gov

Date: January 23, 2026

# LETTER OF AUTHORIZATION

## NAMING APPLICANT AS OWNER'S AGENT

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual : Brandon P. Ryan, President

Being duly sworn, deposes and says that Flat Creek Business Center Association is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: Common Area in and around 1735 High School Road Unit Nos. 410, 420, 425, 430, 440

Legal Description: Flat Creek Business Center Development

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ted Smith

Mailing address of Applicant/agent: PO Box 6787, Jackson, WY 83001

Email address of Applicant/agent: tsmith@jhcschool.org

Phone Number of Applicant/agent: (307) 733-5427

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- ☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application
- ☐ Demolition Permit    ☒ Other (describe) CUP

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

President

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF WYOMING )

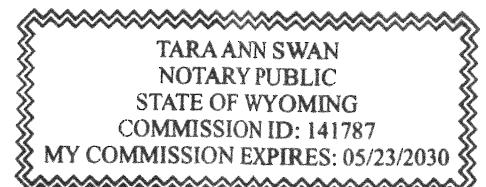
) SS.

COUNTY OF TETON )

The foregoing instrument was acknowledged before me by Brandon P. Ryan, President this 23 day of January, 2026. WITNESS my hand and official seal.

Notary Public

My commission expires:





**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | www.townofjackson.com  
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Fees Paid \_\_\_\_\_ Date & Time Received \_\_\_\_\_  
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**PROJECT.**

Name/Description: Jackson Hole Community School - Middle School Addition  
Physical Address: See Attached  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

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Name: Flat Creek Business Center, LLC Phone: \_\_\_\_\_  
Mailing Address: P.O. Box 14270 Jackson, WY ZIP: 83002  
E-mail: bpryan@gmail.com

**APPLICANT/AGENT.**

Name: Ted Smith - Jackson Hole Community School Phone: 307-733-5427  
Mailing Address: P.O. Box 6787 Jackson, WY ZIP: 83002  
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Pre-application Conference #: P25-209

Environmental Analysis #: \_\_\_\_\_

Original Permit #: P12-0055 P12-0056

Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

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Ted Smith  
Signature of Property Owner or Authorized Applicant/Agent

Ted Smith - Jackson Hole Community School

Name Printed

1/28/26  
Date

Head of School

Title



January 27, 2026

Paul Anthony  
Director of Planning and Building  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

Via Email to: [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

**RE: Jackson Hole Community School – Middle School Addition P25-209- Fee Waiver Request**

Dear Director Anthony,

On behalf of the Jackson Hole Community School (JHCS), I respectfully submit this letter requesting consideration of a waiver of applicable Town of Jackson planning and permitting fees associated with the proposed Middle School addition, including the Conditional Use Permit (CUP) fee and Building Permit fees, pursuant to the Town's Fee-Waiver Policy.

Jackson Hole Community School is a long-established, nonprofit educational institution that provides significant and direct public benefit to the Jackson community. JHCS serves local families by currently delivering 9-12th grade education, advancing educational choice, academic excellence, and community stability where educational infrastructure is critically important to workforce retention and family livability.

The proposed addition of the JHCS Middle School grades 6-8 is not a revenue-generating commercial development. Rather, it is a mission-driven expansion of the existing JHCS campus intended to meet demonstrated educational needs, provide an outstanding learning environment, and allow JHCS to continue serving the local community in a manner consistent with adopted land use regulations, prior approvals, and applicable Town policies. The project does not introduce speculative development value, nor does it rely on public services in excess of those typically associated with educational uses.

Consistent with the Jackson/Teton County Comprehensive Plan, the proposed Middle School project aligns with Town of Jackson objectives that prioritize community-serving educational facilities, efficient use of existing developed sites, and minimization of transportation and circulation impacts.

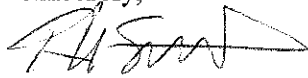
JHCS has a long history of working collaboratively with Town staff and has demonstrated good-faith efforts to minimize impacts, comply with prior conditions of approval, and align

operations with Town standards and policies. The requested fee waiver would meaningfully support the school's ability to allocate limited nonprofit resources toward direct educational programming, student services, and site safety improvements, rather than administrative costs.

For these reasons, JHCS respectfully submits that the project provides an extraordinary educational and civic benefit to the community and is appropriate for fee-waiver consideration under the Town's adopted policy. We understand that the Town Council is the final decision-maker on fee waivers and appreciate staff's consideration and guidance as this request proceeds through the review process.

Thank you for your time, consideration, and continued collaboration as we move through the permitting process. Please do not hesitate to contact me if additional information or documentation would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ted Smith', with a stylized, sweeping flourish extending to the right.

Ted Smith  
Head of School  
Jackson Hole Community School



**Application for Conditional Use**  
**Jackson Hole Community School**  
**Middle School Addition**  
**Grades 6-8**



**January 23, 2026**

**Applicant:**

Ted Smith  
Head of School  
Jackson Hole Community School  
PO Box 6787  
Jackson, WY 83002

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## **1.0 Project Contact Information**

### **1.1 Authorized Applicant**

Ted Smith  
Head of School  
Jackson Hole Community School  
PO Box 6787  
Jackson, WY 83002

### **1.2 Owner**

Flat Creek Business Center, LLC  
PO Box 14270  
Jackson, WY 83002

### **1.3 Project Team**

#### **Architect:**

Parent Halsey Architects  
Attn: Karen Parent  
50 S. King St. Suite 102  
PO Box 4183  
Jackson, WY 83001

#### **Planner:**

Cirque Consulting, LLC  
Attn: George Putnam  
P.O. Box 7775  
Jackson, WY 83002

### **1.4 Property Location**

#### **Address:**

##### **Existing JHCS Campus:**

1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY  
1755 #650 High School Road, Jackson, WY

**Proposed middle school addition:**

1735 #410, #420, #425, #430, #440 High School Road, Jackson, WY

**Legal Description:**

**Existing JHCS Campus:**

Units 240, 250, 280, 285 & 290, Flat Creek Business Center Condominium, Bldg. 200, Plat No. 1094

PIDNs: Unit 240 - 22-40-16-06-1-12-014

Unit 250 - 22-40-16-06-1-12-015

Unit 280 - 22-40-16-06-1-12-018

Unit 285 - 22-40-16-06-1-12-019

Unit 290 - 22-40-16-06-1-12-020

and

Unit 650, Flat Creek Business Center Condominium, Bldg. 600, Plat No. 1094

PIDN: 22-40-16-06-1-12-043

**Proposed middle school addition:**

Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094

PIDNs: Unit 410 - 22-40-16-06-1-12-026

Unit 420 - 22-40-16-06-1-12-027

Unit 425 - 22-40-16-06-1-12-028

Unit 430 - 22-40-16-06-1-12-029

Unit 440 - 22-40-16-06-1-12-030

## **2.0 Project Narrative**

### **2.1 Project Intent**

The purpose of this Conditional Use Application (CUP) is amend the existing CUP (P12-0055) issued to the Jackson Hole Community School for institutional, education use, within the Business Park (BP-TOJ) zone to add middle school grades 6-8 starting in August 2026 and expand its campus into the five (5) units within Building 400 of the Flat Creek Business Center (FCBC) complex that will entirely house the middle school.

## 2.1 Existing Conditions

The Jackson Hole Community School (JHCS) has operated within the Flat Creek Business Center (FCBC) as an independent secondary school since August 2004. The school initially received Conditional Use Permit approval on February 2, 2004, to occupy five units within Building 200 of the FCBC, with a condition of approval requiring that any future expansion of the school be reviewed through a CUP amendment. In 2012, JHCS obtained an amended CUP (P12-0055) and amended Final (Intermediate) Development Plan (P12-056) approval to expand operations into Unit 650 of Building 600.

From its beginning, JHCS has grown from an initial enrollment of approximately 18 students to a current enrollment of roughly 100 students in grades 9–12. Throughout this period, the school has operated without documented adverse impacts to surrounding uses, public facilities, or transportation infrastructure. Parking and traffic circulation, which were identified as concerns during earlier CUP reviews, have functioned effectively due to transportation policies that require carpooling for driving-age students and actively encourage walking, biking, and use of public transit. JHCS has consistently complied with prior CUP conditions related to transportation demand management, including good-faith efforts to encourage students to walk, bike, utilize public school buses, and reduce single-occupancy vehicle trips.

The Flat Creek Business Center has proven to be an appropriate and compatible location for JHCS due to its proximity to complementary civic and educational uses. Adjacent and nearby facilities include the Teton Literacy Center, Jackson Hole Middle School, Jackson Hole High School, Colter Elementary School, and Summit Innovations High School. The site is served by an existing START Bus stop along High School Road, and the Jackson Hole Community multi-use pathway runs adjacent to the north side of the FCBC, providing direct non-vehicular access for students and staff.

Building 400 of the FCBC, which is proposed for the Middle School expansion, has historically been occupied by Sweet Peas, LLC, an institutional daycare use that operated within the building for approximately 18 years pursuant to an approved Conditional Use Permit and Development Plan. That use accommodated up to 66 children (infant through preschool age) and approximately 14 staff members, with year-round operation and daily drop-off and pick-up activity. The successful long-term operation of this institutional use demonstrates that Building 400 can accommodate institutional educational uses with regular drop-off and pick-up activity without creating adverse impacts within the Business Park. The proposed conversion to a middle school represents a change to an older, non-driving-age student population with the Middle School having more concentrated hours of operation and reduced all-day traffic turnover when compared to the former daycare use.



## 2.3 Proposed Development

JHCS is requesting an amendment to its existing Institutional – Education Use Conditional Use Permit within the Business Park (BP) zoning district to expand its campus to include all of Building 400 within the Flat Creek Business Center. The proposed expansion will allow JHCS to establish a Middle School program serving grades 6–8, beginning in August 2026.

The Middle School will occupy approximately 7,250 square feet occupying condominium Units #410, #420, #425, #430, and #440 within Building 400 of the Flat Creek Business Center. The space will be used for classrooms, small group instruction, and administrative functions. No exterior building expansion or changes to the building envelope are proposed; all work will occur within the existing structure and will be subject to building permit and change-of-occupancy review. See location of the Middle School and JHCS existing campus on the Conceptual Site Plan sheet 1 of 2, attached as Appendix A.

At capacity, the Middle School is planned to serve up to 90 students, supported by approximately 8-10 teachers and 4 administrative staff at full enrollment, which is forecast to be achieved within 5 years. At final buildout Building 400 will have 8 classrooms, 4 administrative offices, and one school commons area. The school will operate on a schedule generally aligned with Teton County public schools, with classes held approximately from late August through early June. Daily school hours will be 8:30 AM to 3:30 PM, Monday through Friday, with the building hours of 8:00 AM to 4:00 PM for faculty and JHCS community members.

To support the Middle School expansion, JHCS has been granted the use of 20 additional parking spaces within the FCBC complex shared parking program, in addition to the 30 spaces already allocated to the existing High School use, for a total allocation of 50 spaces of the 198 spaces available. These spaces will serve Middle School faculty, staff, and guests. Middle School students are not of driving age, and student transportation will continue to rely on walking, biking, parent drop-off, and START bus service. An Independent Parking Calculation is included with this application and evaluates parking demand in accordance with Division 6.2, including consideration of the change in use from an approved daycare facility to a middle school use, which operated with a comparable staffing level and the same 20-space parking allocation without generating parking-related impacts.

Vehicular access to the JHCS campus, now including Building 400, will continue to be provided from High School Road, with internal circulation through the FCBC drive aisles in a clockwise pattern and egress onto Gregory Lane. Dedicated bicycle parking will be provided adjacent to Building 400 to further support non-vehicular transportation. As part of enrollment, students and parents are required to acknowledge and comply with JHCS transportation policies addressing carpooling, bus use, bicycle access, and drop-off and pick-up procedures. In those written policies and verbal announcements at school assemblies, administrators will remind parents and students that students will not be permitted to ride bikes in the Business Park parking lot and will need to dismount once riders reach the Business Park periphery boundary. JHCS will also offer bike and ebike safety courses in the early fall and early spring every year. JHCS will continue to implement transportation demand management measures

consistent with prior CUP approvals including active encouragement of walking, biking, and public transit use.

Directional guidance, crosswalk locations, school-zone and speed limit signage, associated with the Middle School use is included for review as part of the CUP, see attached Concept Site Plan sheet 2 of 2 in Appendix A.

The proposed Middle School use is compatible with surrounding light industrial, service, and institutional uses within the Business Park due to its limited hours of operation, contained indoor activity, and controlled vehicular access and circulation patterns that avoid conflicts with adjacent businesses.

Renovation of Building 400 for the Middle School is proposed to be phased as detailed on the attached building plans attached in Appendix B. For Phase I, to be completed before the start of the 2026 school year, the existing ground floor will remain in the same layout and receive minor finish upgrades, while the second floor will be fully renovated to accommodate four (4) classrooms, restrooms and admin. space. Phase II will be completed prior to the start of the 2027 school year and include renovations to the first floor with four (4) additional classrooms, commons, reception, admin. space, restrooms and storage. While the renovations will be considered under separate building permits, this Condition Use Permit request seeks approval for the entire Building 400 as the JHCS Middle School.

Overall, the proposed Middle School expansion represents a continuation and modest intensification of an existing, long-standing educational use within the FCBC that is compatible with surrounding development and consistent with the Business Park zoning district when reviewed through the Conditional Use Permit process.

### 3.0 Findings for Approval

In accordance with LDR Section 8.4.3 the following four findings for Conditional Use Permit (CUP) can be made as follows:

**1. *Is consistent with the purposes and organization of the LDRs;***

**Complies.** The proposed amendment continues a long-standing Institutional – Education use within the Business Park (BP) zoning district, a use specifically contemplated by the Land Development Regulations when reviewed through the Conditional Use Permit process. The expansion utilizes existing buildings within an established business park, does not alter the approved development pattern of the Flat Creek Business Center, and is consistent with the LDR framework for reviewing site-specific intensity, configuration, and operational characteristics of institutional education uses.

**2. *Complies with the use specific standards of Division 6.1;***

**Complies.** The proposed JHCS Middle School expansion complies with the applicable standards for Institutional – Education uses under LDR Section 6.1.8.C. The use will operate entirely within existing buildings, comply with all applicable Wyoming statutes and local health, safety, and fire codes, and

obtain all required building permits and change-of-occupancy approvals prior to occupancy. Parking demand is addressed through the included Independent Parking Calculation prepared in accordance with Division 6.2, and operational standards are governed by enforceable school policies.

**3. *Minimizes adverse visual impacts;***

**Complies.** No exterior building modifications are proposed to Building 400 or other JHCS facilities. Any new signage associated with the Middle School will comply with Town Sign Standards. No new rooftop and mechanical equipment is proposed.

**4. *Minimizes adverse environmental impacts;***

**Complies.** The expansion of JHCS into Building #400 results in no increase to impervious surface area and no changes to site drainage. Existing stormwater systems within the FCBC complex are unchanged; construction remodeling activities will follow best management practices to control dust, debris, and noise. Energy-efficient lighting and HVAC upgrades will be incorporated as part of tenant improvements.

**5. *Minimizes adverse impacts from nuisances;***

**Complies.** The Middle School will operate during standard weekday school hours, generally from 8:30 AM to 3:30 PM, with building hours from 8:00 AM to 4:00 PM. Limited evening, nighttime, activity is anticipated related to after-school extra-curricular activities (arts, music recitals, theater productions). No outdoor assembly uses are proposed. Noise, lighting, refuse, and activity levels associated with the Middle School are comparable to or less intensive than the previously approved daycare use in Building 400. Student movement and behavior within the Flat Creek Business Center will continue to be governed by the JHCS Student-Family Handbook and Code of Conduct (Appendices C and D), including expectations for respectful behavior, safe pedestrian practices, and restrictions on accessing non-school areas of the business park during school hours.

**6. *Minimizes adverse impacts on public facilities;***

**Complies.** Parking demand is addressed through the included Independent Parking Calculation demonstrating that the total allocation of 50 parking spaces for JHCS is adequate and consistent with previously Town of Jackson approved parking methodology, education-specific standards, and the shared parking program within the FCBC complex. Middle School students are not of driving age, and long-duration parking demand is driven primarily by staff use, similar to the prior daycare use of Building 400.

This application addresses prior CUP conditions of approval related to transportation and use compatibility within the Flat Creek Business Center. Consistent with the required “good faith efforts,” JHCS will continue enforceable transportation demand management measures including mandatory carpooling policies where applicable, active encouragement of walking, biking, and public transit use,

and parent/guardian acknowledgement of drop-off, pick-up, and circulation expectations outlined in the Student-Family Handbook. As part of these measures, JHCS is instituting annual, age-appropriate bicycle and electric bicycle safety training for students as part of school orientation, with emphasis on shared-use pathway etiquette, pedestrian priority, prudent speed management, and safe operation of e-bikes consistent with Town of Jackson ordinances governing pathway use. Students will be required to dismount and walk their bikes once they arrive at any Flat Creek Business Center boundary. While helmet use is not legally required under Wyoming law, the School strongly encourages and supports the elective use of properly fitted bicycle helmets as a best-practice personal safety measure.

A proposed wayfinding and safety signage plan that has been approved by the FCBC Owners Association is provided on the attached Concept Site Plan sheet 2 of 2, identifying internal navigation, crosswalk locations, bicycle parking location, and bike/pedestrian safety instructions. To mitigate potential incompatibility impacts associated with students walking between buildings, operational policies included JHCS Student-Family Handbook and as reinforced daily by teachers and staff, direct students to use designated sidewalks and crossing locations, prohibit running and riding through parking areas, and include middle-school-specific restrictions on leaving the building without adult supervision.

**7. *Complies with all other relevant standards of these LDRs and all other Town Ordinances; and***

**Complies.** The proposed school use complies with all applicable zoning, development, parking, landscaping, lighting, and operational standards of the LDRs, as well as all other applicable Town ordinances.

**8. *Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***

**Complies.** The proposed JHCS Middle School expansion satisfies conditions of prior CUP approvals requiring review of future school expansions through the Town's CUP process. The parking methodology relies on factors approved under Conditional Use Permit P12-055 and amended Final (Intermediate) Development Plan P12-0056, approved September 4, 2012. Further, this submittal specifically responds to prior CUP conditions of approval (as documented in the attached prior CUP approval letter in Appendix E) by documenting JHCS's "good faith efforts" to minimize transportation and pedestrian impacts through internal school-zone circulation guidance, designated crosswalks, and bicycle safety planning; by addressing student circulation between buildings through site design and enforceable Student-Family Handbook policies; and by submitting the current Student-Family Handbook, including required "Code of Conduct" provisions (Appendices C and D).

## **4.0 Article 2– Complete Neighborhood Legacy Zones – Business Park (BP)**

The proposed Conditional Use Permit is required for Institutional Use – Education which is an allowed use according to the Complete Neighborhood Legacy Zone - Business Park (BP) per LDR Section 2.3.10. The following are responses to BP zone development standards as requested in the Pre-Application Conference (P25-209) checklist summary dated January 2, 2026.

### **4.1 Section B. Physical Development Standards**

#### **4.1.1 Structure Location and Mass**

Applicable Structure Setbacks for JHCS – all proposed JHCS uses are located within existing buildings #200, #600 and #400 (new middle school), at Flat Creek Business Center (FCBC), no new structures or exterior building modifications are proposed. All structure setbacks, building heights and FAR are conforming to FCBC development plan approval in 2002.

Building #400 as approved per the 2002 FCBC Development Plan and as Platted as Units #410, #420, #425, #430 & #440 of the Flat Creek Business Center Condominium Addition, Plat No. 1094, remains unchanged with respect to the building footprint, (4,632.4 sf. as platted) and total floor area 7,250 sf. (4,550 1st floor, 2,700 sf. 2nd floor).

See attached Concept Site Plan attached in Appendix A.

#### **4.1.2 Site Development**

All site development is conforming to FCBC development plan approval in 2002. See attached Site Plan in Appendix A for location and dimensions of parking, loading bays, access drive aisle, crosswalk locations, and bicycle parking.

#### **4.1.3 Landscaping**

The FCBC project was approved in 2002 under BP standards that required a Landscape Surface Ratio (LSR) of 0.15 which is consistent with current BP zone LSR standards. 59 Plant Units were provided as part of the 2002 development plan approval.

Required FCBC site LSR = 0.15 (5.07 ac x .15 = **33,127 sf**)

Existing FCBC site LSR = 0.174 (**37,919 sf.**)

While not required as part of the CUP permit since there is no increase in parking demand associated with the change of use proposed in this application (See Section 5.2 Parking below), to accommodate anticipated increased bicycle parking needs associated with the Middle School, additional bicycle parking is proposed to be provided on the east side of Building #400 in an area that currently includes existing bike racks. New bicycle parking will be provided in the area east of Building 400, as noted on the attached Site Plan, and will include converting an existing approx. 308 sf. area of current lawn into

an area with bike racks to accommodate 27 bicycles installed on all-weather pavers or concrete material adjacent to the existing sidewalk to facilitate access.

According to LDR Section 5.5.4.3 – up to 20% of required landscaping surface area (6,625 sf.) may include public amenities including bike racks. The conversion of approx. 308 sf. from lawn to bike parking represents less than 1% (0.93%) of the total required landscape area within the FCBC project, well within the 20% allowance.

#### **4.1.4 Scenic Standards**

All exterior lighting on JHCS buildings is required per building code for ingress/egress lighting and is therefore exempt from LDR Section 5.3.1 Exterior Lighting Standards. However, all lighting will be downcast, with shielded 90 degree cutoff and meet  $\leq 3000$  kelvin temperature rating. An exterior lighting plan and detail is included as Appendix F.

## **5.0 Section C - Use Standards**

### **5.1 Allowed Uses – Business Park (BP)**

The JHCS seeks to expand its existing institutional educational use allowed in the BP zone to include Building #400 of FCBC. As noted in the background section of this application, the immediately preceding use of Building #400 has been an institutional use – daycare for approximately 66 children ages infant to pre-school.

In accordance with LDR Section 6.1.8.C.2- Institutional Use, Education, Standards, the JHCS use of existing and new units within Building #400, shall comply with relevant provisions of the Wyoming Statutes and with local health, safety and fire codes. Compliance with this standard has been confirmed with prior building permit approvals for existing JHCS spaces and will be confirmed as part of the Building Permit approval submitted in conjunction with this CUP application for renovation of Building #400 for the JHCS Middle School. See attached Building #400 Floor Plans attached as Appendix B.

### **5.2 JHCS Independent Parking Calculation**

#### **5.2.1 Purpose and Applicable Standard**

The Town of Jackson LDRs require that Institutional – Education uses within the Business Park (BP) zone provide an independent parking calculation (LDR Division 6.2; Section 6.1.8.C). Where a numeric parking standard is not prescribed, the Planning Director may approve a parking supply based on information from reliable sources demonstrating that the proposed supply is workable given anticipated demand and available alternative transportation services.



This Independent Parking Calculation evaluates parking demand for the combined existing Jackson Hole Community School (JHCS) High School and the proposed JHCS Middle School, using the previously approved JHCS parking factor, floor-area context within the Flat Creek Business Center (FCBC), and accepted education-specific parking methodologies.

### 5.2.2 Existing and Proposed JHCS Parking Allocation

- Total FCBC complex total shared parking supply: 198 spaces
- Existing JHCS High School allocation: 30 spaces
  - Up to 16 spaces available to upper-class student drivers (Grades 11–12)
  - Remaining 14 spaces used by faculty, staff, and visitors
- Proposed JHCS Middle School allocation: 20 spaces
  - Used exclusively by faculty, administrative staff, and visitors
  - Middle school students are not of driving age
- Total proposed JHCS allocation: 50 parking spaces

### 5.2.3 Parking Demand Based on Prior Approved JHCS Student Factor

The JHCS High School parking supply was approved in 2012 based on Town LDRs in effect at the time, using a factor of:

- 1 parking space per 5 students

High School (2012 approved basis)  
Approved enrollment: 130 students

Parking demand:  
 $130 \div 5 = \mathbf{26 \text{ spaces}}$

Middle School (proposed)  
Proposed enrollment: 90 students

Parking demand:  
 $90 \div 5 = \mathbf{18 \text{ spaces}}$

Combined Demand (Student-Based)  
 $26 + 18 = \mathbf{44 \text{ spaces required}}$

Therefore:

The proposed 50-space JHCS allocation exceeds calculated demand by 6 spaces, demonstrating consistency with the parking methodology previously accepted by the Town for JHCS uses. The High School parking factor of one parking space per five students was approved as part of Conditional Use

Permit P12-055 and the amended Final (Intermediate) Development Plan P12-0056, approved by the Town of Jackson on September 4, 2012.

#### **5.2.4. Floor-Area Context based on FCBC Approval standard**

The Flat Creek Business Center Development Plan for the business park complex was approved in 2002 using a project wide parking factor of:

- 2.5 spaces per 1,000 square feet of floor area

#### **As related to JHCS Floor Area:**

- Building 200 (High School): 10,000 sf
- Unit 650, Building 600 (High School): 3,300 sf
- Building 400 (Middle School): 7,250 sf

Total JHCS floor area: 20,550 sf

#### **FCBC Benchmark Calculation**

$20,550 \text{ sf} \div 1,000 \times 2.5 = \mathbf{51.4 \text{ spaces}}$  ( $\approx 52$  spaces)

Therefore:

This benchmark reflects FCBC’s overall mixed-use parking pool approval and is not an education-specific demand rate. When applied as context rather than a controlling standard, the proposed 50-space allocation is functionally consistent, particularly given JHCS’s transportation demand management measures and non-driving-age middle school population. This is the functional essence of a shared parking program within a business park project like FCBC.

#### **5.2.5. Education-Specific Comparable Parking Methodologies**

To further validate parking demand for the proposed Middle School use, additional accepted methodologies were reviewed:

##### **Wyoming School Design Guidance**

According to Middle School parking guidelines obtained from the Wyoming School Facilities Commission, “School Design Standards and Guidelines” (Feb 12, 2020) for middle schools: 1 space per 4.5 students (staff and visitor parking)

$$90 \text{ students} \div 4.5 = \mathbf{20 \text{ spaces}}$$

The proposed 20-space Middle School allocation exactly matches this guideline.

### **5.2.6 Comparison to Previously Approved Daycare Use in Building 400**

The proposed Middle School use of Building 400 replaces a previously approved daycare use that operated with a comparable staffing level and the same 20-space parking allocation within the shared FCBC parking pool. The former daycare accommodated up to approximately 66 children with 14 staff members and operated on a year-round schedule with daily hours from 7:30 AM to 5:30 PM. Parking demand associated with the daycare consisted primarily of long-duration staff parking and frequent but short-duration parent drop-off and pick-up activity.

The proposed Middle School will support up to 12-14 faculty and administrative staff, with weekday school-year operations generally from 8:30 AM to 3:30 PM (building hours 8:00 AM to 4:00 PM). While parent drop-off and pick-up activity for the Middle School is more temporally concentrated at the beginning and end of the school day, student parking will not occur, and long-duration parking demand is driven primarily by staff occupancy, similar to the prior daycare use. On a parked-vehicle basis, the Middle School represents a comparable level of parking intensity to the previously approved daycare use, and does not constitute a material increase in parking demand relative to the established 20-space allocation for Building 400.

### **5.2.7 Transportation Demand Management Considerations**

Parking demand at JHCS is reduced by long-standing, operational measures, including:

- Emphasized carpooling policies for eligible student drivers
- Direct access to START bus routes and the community pathway system
- Dedicated bicycle parking serving both the High School and now Middle School campuses

These efforts have been successfully implemented for over two decades and form the basis for the continued applicability of demonstrated parking demand factors.

### **5.2.8 Independent Parking Calculation Conclusion**

Based on the 2012-approved JHCS parking factor of 1 space per 5 students, a combined approved and proposed enrollment of 220 students and considering education-specific parking standards applicable to middle schools in Wyoming, and the shared parking program within the Flat Creek Business Center complex, the proposed allocation of 50 total parking spaces for Jackson Hole Community School is adequate, conservative, and consistent with the independent parking calculation requirements of the Town of Jackson LDRs.

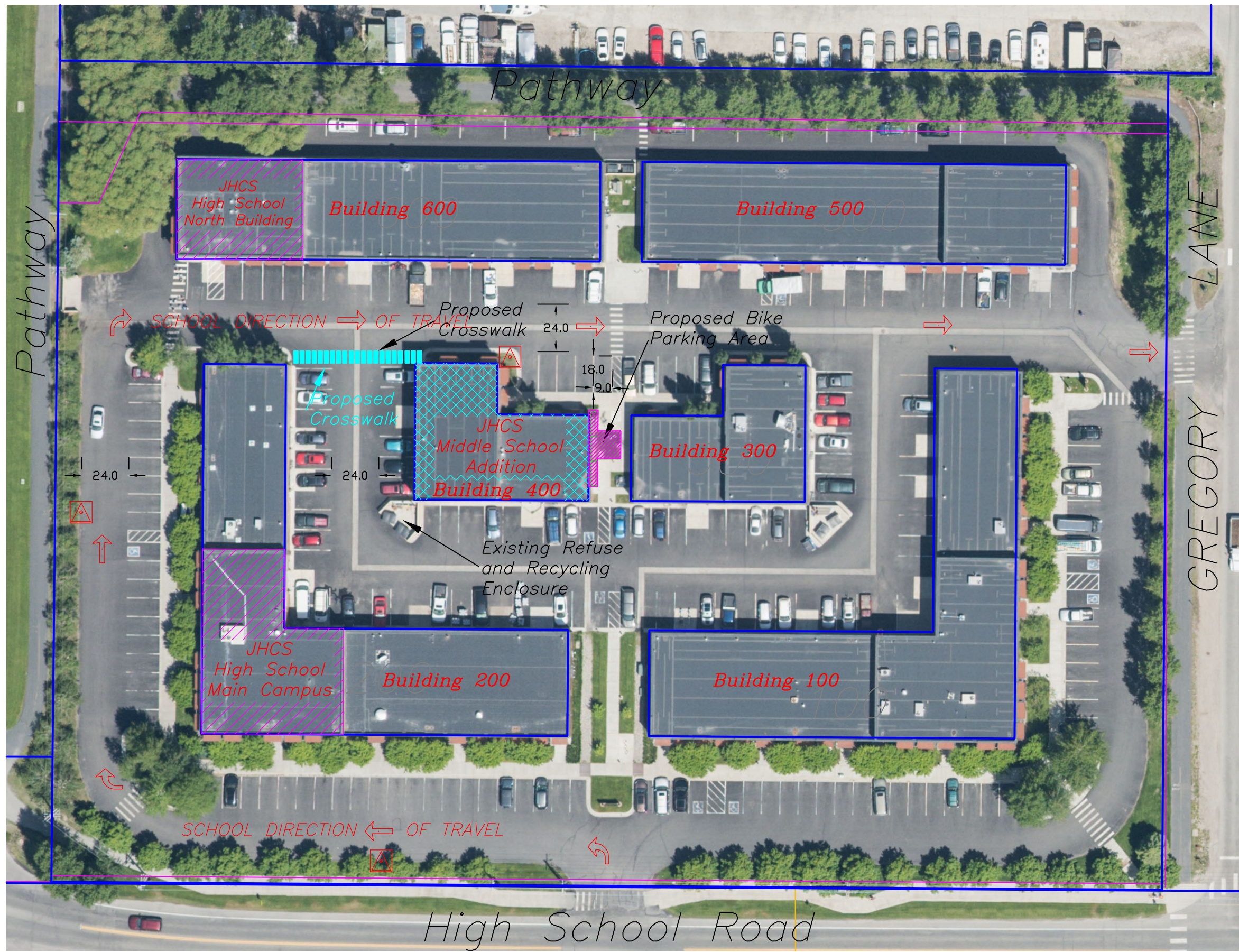
## **5.3 Operational Standards**

An enclosure for refuse and recycling is attached to the SW corner of Building 400. See attached site plan in Appendix A for location.

## **Appendices**

- A. Concept Site Plan**
- B. Middle School – Building #400 Floor Plans**
- C. JHCS – Student- Family Handbook “Code of Conduct” Excerpts & Proposed Draft Middle School Sections**
- D. Existing JHCS 2025-2026 Student-Family Handbook & Draft additions for Middle School - “Code of Conduct”**
- E. 2012 JHCS CUP Approval letter from Town of Jackson with conditions**
- F. Exterior Lighting Plan and Detail**





**Notes:**

*Business Park Zone (BP-T0J)*

**Landscaping:**

*Flat Creek Business Center total acres – 5.07 ac.*

*Min. Landscape Surface Area (LSR): 0.15 – 33,127 sf.*

*Existing LSR = 0.174 – 37,919 sf*

*Existing Plant Units: 59*

*Proposed Landscape conversion to hardscape for bicycle parking = 308 sf.*

*Proposed new project LSR = 0.170 – 37,611 sf.*

**Access & Parking:**

*Existing Access Drive Aisle: 24 ft wide typ.*

*Existing parking stalls – 9x18 typ.*

*Existing Parking Spaces allocated to JHCS = 30*

*Proposed new parking spaces allocated to JHCS = 20*

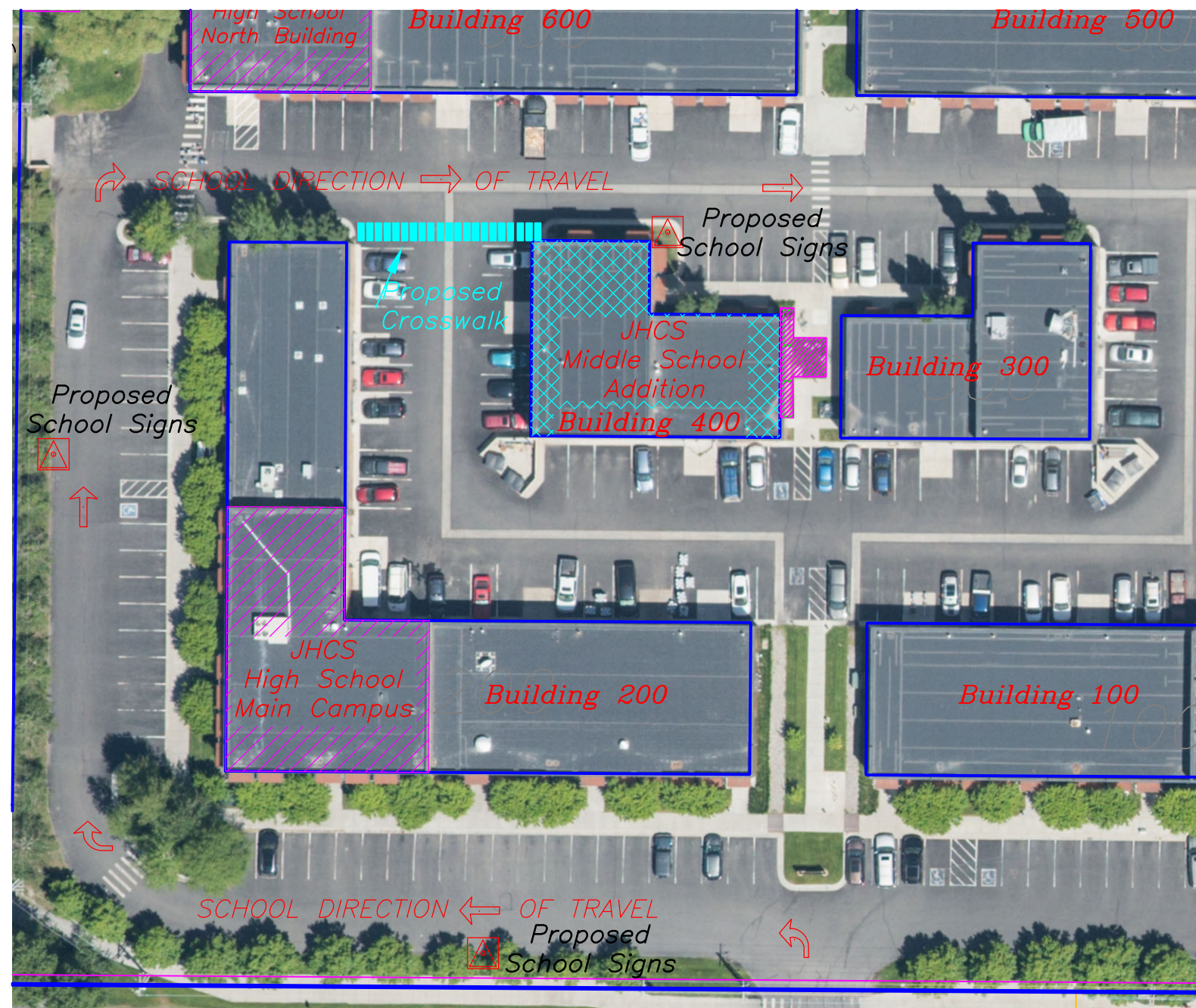
*Total JHCS parking spaces = 50*

*Required Parking Spaces per Independent Calculation = 44 per prior TOJ approved standard 1 space/5 students. See Independent Parking Calculation in project narrative.*

Concept Site Plan  
for  
Jackson Hole Community School  
Middle School Addition  
Building 400, Flat Creek Business Center Condominium  
Addition to the Town of Jackson, Plat No. 1094  
Teton County, Wyoming  
Sheet 1 of 2







Circulation and Traffic Sign Detail – Scale 1"= 50'



Bicycle Parking Area Detail – Scale 1"= 10'

JHCS Middle School Addition  
Proposed FCBC Common Area Improvements:

1. Install three "Slow- School" and "Speed Limit 9" street signs at locations noted on the site plan
2. Paint Crosswalk between Building 200 & Building 400
3. Replace ~308 sf. of landscape area with concrete for bicycle parking area between Buildings 300 & 400
4. Install 3 12'x3' Bike Racks – 9 bike capacity (see detail)



Proposed School  
Zone Traffic Signs



Bicycle Rack Detail–12'x3'



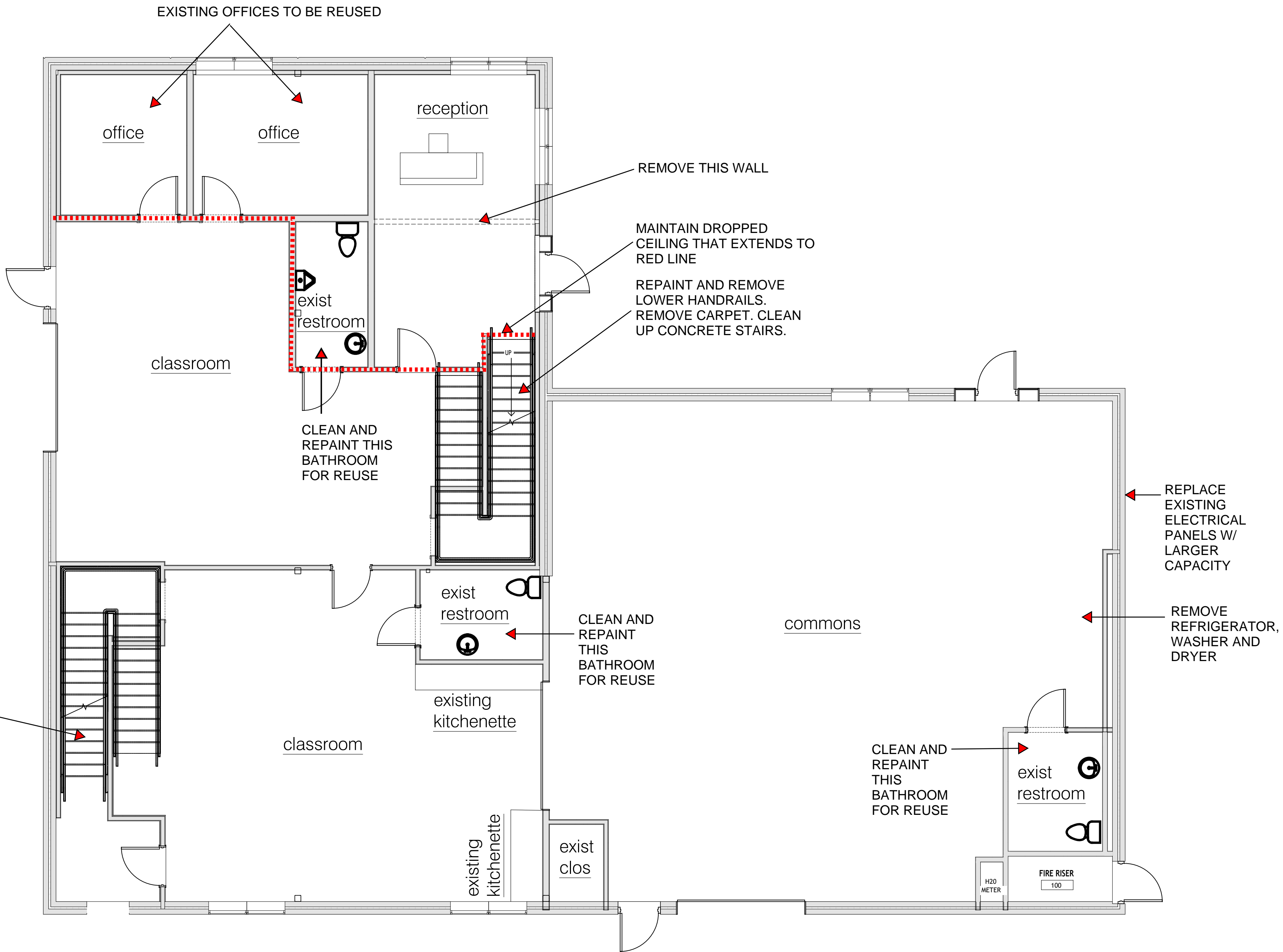




## **Jackson Hole Community School Middle School Tenant Improvement - December 29, 2025**

**1735 High School Road - Building 400  
Jackson, WY**

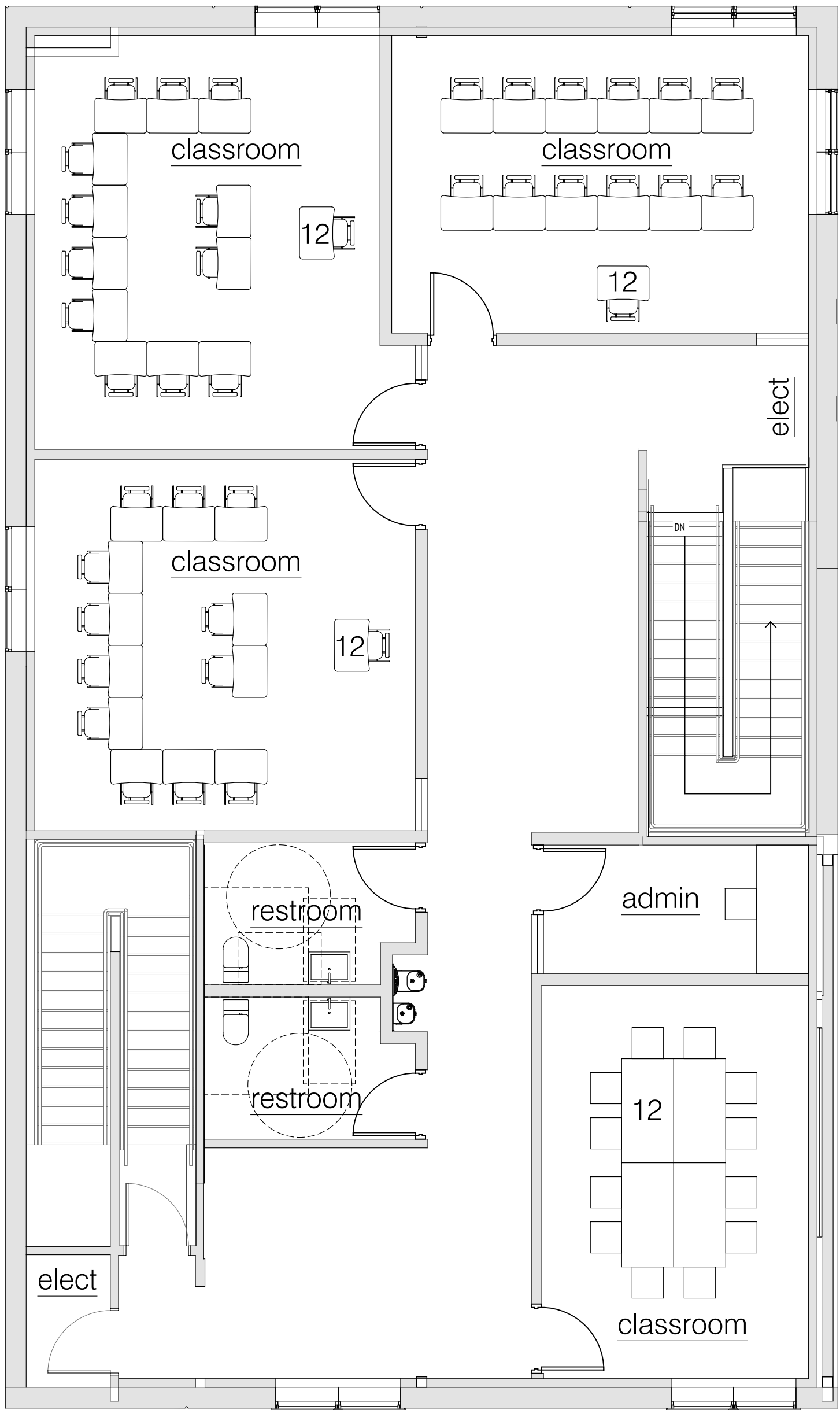
CONSTRUCTION PHASE 1 - COMPLETED BY AUG 1, 2026



FIRST FLOOR - 4,550 SF

WORK SCOPE

- REMOVE CARPET AND RUBBER MATS IN ALL LOCATIONS AND REMOVE GLUE. PREPARE CONCRETE FLOORS FOR RESUSE
- CLEAN AND REPAINT ALL BATHROOMS
- ADD DOORS WHERE THEY ARE MISSING
- MAINTAIN SPACE HEATERS IN ALL LOCATIONS. ADD FRESH AIR UNIT
- REPAINT AND REMOVE LOWER HANDRAILS IN BOTH STAIRWELLS. REMOVE CARPET IN NORTH STAIR. CLEAN UP CONCRETE STAIRS.
- REUSE ALL EXISTING LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- NO REVISIONS TO FIRE SUPPRESSION SYSTEM
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING IN OFFICES AND SELECT LOCATIONS IN OTHER SPACES



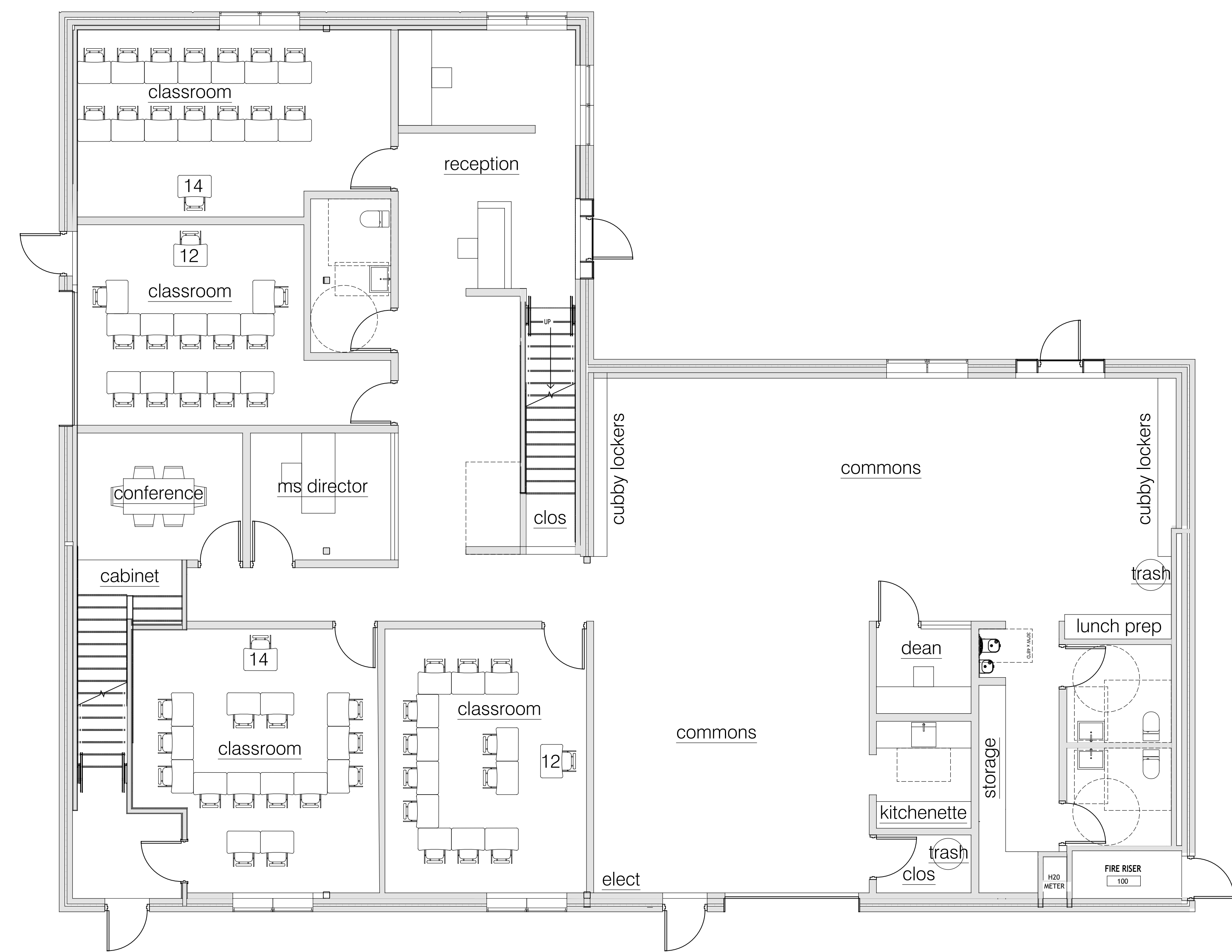
SECOND FLOOR - 2,700 SF

WORK SCOPE

- REMOVE CARPET AND RUBBER MATS IN ALL LOCATIONS AND REMOVE GLUE. FINISH FLOOR WILL EITHER BE CLEANED UP CONCRETE FLOOR (LIGHTLY POLISHED) OR CARPET TILE
- NEW ELECTRIC COVE HEATING, ADD FRESH AIR UNIT
- NEW LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- NEW CONSTRUCTION AS SHOWN ABOVE
- REVISION TO FIRE SUPPRESSION SYSTEM LAYOUT
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING, ADD NEW A/V SYSTEMS
- CUSTOM CUBBY/ LOCKERS TBD



CONSTRUCTION PHASE 2 - COMPLETED BY AUG 1, 2027



FIRST FLOOR - 4,550 SF

WORK SCOPE

- FINISH FLOOR WILL EITHER BE CLEANED UP CONCRETE FLOOR (LIGHTLY POLISHED) OR CARPET TILE
- NEW ELECTRIC COVE HEATING, ADD FRESH AIR UNITS
- NEW LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- REVISION TO FIRE SUPPRESSION SYSTEM LAYOUT
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING, ADD NEW A/V SYSTEMS
- NEW CONSTRUCTION AS SHOWN ABOVE
- CUSTOM CUBBY/ LOCKERS TBD

## **Appendix C. CUP Application - JHCS Student Handbook “Code of Conduct” Excerpts & Proposed Draft Middle School Sections**

In compliance with condition of approval for the 2012 JHCS CUP amendment related to a “Code of Conduct” that required guidance and direction be given to parents and students related to minimizing the School’s impact within the business park setting, JHCS requires parents and students to annually acknowledge in writing that they have reviewed the policies, rules and procedures as outlined in the JHCS Student-Family Handbook. This 62 page comprehensive handbook includes all details relevant to the functioning of the school ranging from its guiding principles, curriculum, course work requirements, graduation standards, to expectations for students conduct to ensure the safe functioning and operation of the school. The JHCS 2025-2026 Student-Family Handbook's Introduction states:

*“The handbook has been prepared to help students and families understand what they can expect from Jackson Hole Community School (JHCS) and what the School expects of them. We offer the handbook with the hope that it will enable all of us to work together for the greatest benefit of our community. No set of guidelines can anticipate all scenarios, and situations will arise that are not explicitly covered in this handbook. This handbook is a general information publication only, and is not intended to cover or contain all aspects of the relationship between JHCS and its students, student’s family, faculty, and staff.”*

Following are excerpts from the JHCS 2025 – 2026 Student-Family Handbook specifically related to policies focused on parent/student interaction with the FCBC complex. With the expansion of JHCS into middle school grades, the Handbook will include Middle School Specific addendums specifically relevant to grades 6-8. Draft language for Middle School addendums are included below.

A complete copy of the current 2025-2026 Student-Parent Handbook is attached as Appendix D to the CUP application.

(Pg. 24) JHCS 2025 – 2026 Student-Family Handbook

### **Drop-off and Pick-up of Students**

Parents/Guardians are expected to enter the JHCS campus from High School Road and drop-off or pick-up students on the south side of the JHCS building. After dropping-off or picking-up students, parents are expected to continue around the Flat Creek Business Center and to exit the complex via Gregory Lane on the east side of the complex.

### **Transportation**

The Jackson Hole Community School will not provide transportation to or from the School. Students are encouraged to take the transportation provided by the Teton County School District or the START Bus, or to carpool. The School will provide transportation for any School-related

trips. All parents/guardians must complete and submit their *JHCS Enrollment Agreement*, which grants consent for students to travel with the School.

### **Parking**

JHCS provides 16 parking spots to its upper class students. Students parking elsewhere must park in designated, pre-approved parking spots. If changes need to be made during the school year, students should speak to the Deans of Student Life about their requests, and any sharing of parking spots needs to be approved.

Students may not park in other parking spots at the Flat Creek Business Center unless they have permission from a school administrator and the business owner (e.g. Teton Literacy Center). Students are encouraged to walk, bike, carpool, or use public transportation when circumstances permit. Violations of parking guidelines may result in loss of parking privileges at the School and further consequences. JHCS is not responsible for finding student parking spaces off campus.

### **Driving**

Flat Creek Business Center is a busy complex. Please drive slowly and responsibly, as it is important that our students are both safe drivers and respectful of the neighboring businesses and nonprofit organizations in the complex. Reckless driving may result in losing the privilege to park on campus. Music volume should be at a respectable level within the complex.

### **Visitor Policy**

JHCS welcomes guests to the School. All visitors must sign in and sign out at the front office. Visitors must be approved with advance notice by an Administrator.

### **Walking Between Buildings and the JHHS Turf Field**

When moving between the main building to the building located in the northwest corner of the Flat Creek Business Center (North Campus), and between the JHCS campus and the JHHS turf, students are expected to walk on the sidewalks and to cross the parking lot in the designated crossing areas. Students should not run through the parking areas. Students may only use the front doors of the buildings unless there is an emergency or they are accompanied by a faculty member. Students may not be unaccompanied in the lot between campuses.

### ***Draft Middle School Addendum:***

### **Leaving the JHMS during School hours**

Students will not be allowed to leave the school building at any time without adult supervision/accompaniment. Whenever students are outside the building, they are expected to use the designated crossing areas.

## **Bicycles**

If students bike to school, they must dismount from their bikes upon arrival at the periphery boundary of Flat Creek Business Center, walk to the designated bike parking area, and then properly secure their bikes in this area. Once a bike has been secured, students must use the designated crossing areas or established sidewalks to access the building. Students will not be allowed to ride their bikes in the common parking areas of the Flat Creek Business Center.

As part of school orientation and again in the spring term, students will participate annually in age-appropriate bicycle safety training with a specific emphasis on shared-use pathway etiquette and pedestrian priority. Instruction will address safe riding behavior on multi-use pathways, yielding and speed control in congested areas, respectful interaction with pedestrians, safe transitions at roadway crossings and parking areas, and reminders about not riding bikes in the Flat Creek Business Center.

Training will also include guidance on electric bicycle (e-bike) classifications and speed considerations consistent with Town of Jackson ordinances governing pathway use, speed limits, with particular focus on operating e-bikes at prudent speeds near school facilities, business park circulation areas, and other high-activity locations. While helmet use is not legally required under Wyoming law, Jackson Hole Community School strongly encourages and supports the elective use of properly fitted bicycle helmets for all students riding bicycles or e-bikes and promotes helmet use as a best practice for personal safety. The JHCS Honor Code (appendix B) and these rules and regulations about leaving the building and biking to school will be reviewed with students on a regular basis during the school year.

These rules and regulations about leaving the building and biking to school will be reviewed with students on a regular basis during the school year.

## “APPENDIX A: JHCS Community Expectations”

The Jackson Hole Community School *Community Expectations* are designed to cultivate a safe, honest, and respectful community while creating and maintaining conditions for a positive learning environment. The goals of the community expectations are to be in the student’s best interest as learners and community members and to be clear and consistently implemented.

Our community expectations are built upon our Honor Code. All members of the Jackson Hole Community School are expected to uphold the following guiding values:

- **Safety** — I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** — Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** — I will strive to undertake the responsibility of being mindfully accepting and tolerant toward each member of the community.

Violations of the community expectations are considered infractions and will be addressed in the following ways.

### Level 0 - Verbal reminder

- Teacher gives the student a verbal reminder of the rule. Student corrects the behavior immediately.

### Level 1 - Student/Teacher Conversation

- Teacher gives student feedback, explains the infraction, and why breaking that community expectation is harmful to the individual and/or the community. Teacher documents the infraction.

### Level 2a- Student/Advisor/Dean of Student Life Conversation

- Three infractions with the same student and different teachers will result in a conversation with the student, advisor, and Dean of Student Life. Dean of Student Life documents the conversation.

### Level 2b- Student/Teacher/Dean of Student Life Conversation:

- Three infractions with the same student and same teacher will result in a conversation with the student, teacher, and Dean of Student Life. Dean of Student Life documents the conversation.

### Level 3 - Student/Parent/Advisor/Dean of Student Life Conversation:

- Additional infractions after Student/Teacher/Dean of Student Life or Student/Advisor/Dean of Student Life conversation will result in parent/guardian communication and involvement. Dean of Student Life documents the conversation.

Infractions are cumulative for each semester. A total of each student's infractions will be kept by the Dean of Student Life. If a student has any questions about their infractions, they should consult the Dean of Student Life.

The following are examples of infractions. These are simply examples and in no way constitute a complete list of possible infractions; dishonesty, disrespect, and misuse of computer or phone.

Violations of major school rules will be addressed on a case-by-case basis. Examples of such violations include possession of firearms, creation of fire hazards, possession or use of alcohol and drugs, and inappropriate use of motor vehicles. Responses to such violations may include Honor Council, suspension, and expulsion.

Continued violation and abuse of a school rule or regulation may result in a more serious penalty than the one normally applied.

The Head of School reserves the right to dismiss a student at any time if the circumstances warrant it.

### **Campus Violations**

During school hours, Jackson Hole Community School students are not permitted to be in any part of the Flat Creek Business Center other than the main campus and north campus of the school, unless under direct adult supervision. During lunch, students are generally allowed to use the JHHS turf field across from campus, provided they use the crosswalk to get across the public road. Violation of this rule may result in disciplinary action.



**Student-Family Handbook  
2025-2026**

## **SCHOOL ORGANIZATION AND GOVERNANCE**

### **The Board of Trustees**

Jackson Hole Community School is an independent school, accredited by the Northwest Association of Independent Schools (NWAIS) and a member of the National Association of Independent Schools (NAIS). JHCS is a 501(c)3 nonprofit educational organization and is governed by a Board of Trustees. The Board meets every other month to provide oversight and adherence to the mission for the School and the School's finances.

Trustees are parents/guardians, past parents/guardians, alumni, and friends of the School. They represent those parts of the JHCS community in making governance and financial policy and do not act individually. Trustees are not compensated. They are the first tier of volunteers working for the betterment of our school and our students.

### **The School Administration**

The day-to-day operations of JHCS are led by the Head of School, the Chief Operating Officer, and other administrators. Each grade level has a Dean of Student Life (grades 9/10 and grades 11/12) who oversees academic and social progress, specializing in opportunities and concerns that are specific to that particular grade. Students each have their own faculty advisor, who serves as the primary point person for that student and their family. The faculty is the cornerstone of our program, and they are assisted by the Dean of Teaching and Learning, The Director of Academics, and the Director of Student Support. The Director of College Counseling provides comprehensive and hands-on support throughout the college search and application process.



## Administrative Staff

<p><b>HEAD OF SCHOOL</b></p> <p><b>Ted Smith</b>  <a href="mailto:tsmith@jhcschool.org">tsmith@jhcschool.org</a></p>	<p><b>CHIEF OPERATING OFFICER</b></p> <p><b>Julie Alexander</b>  <a href="mailto:jalexander@jhcschool.org">jalexander@jhcschool.org</a></p>	<p><b>DIRECTOR OF THE MIDDLE SCHOOL</b></p> <p><b>Bill Waskowitz</b>  <a href="mailto:bwaskowitz@jhcschool.org">bwaskowitz@jhcschool.org</a></p>	
<p><b>STUDENT LIFE</b></p> <p><b>Stacey Grohne</b>  Dean of Student Life -  Grades 9/10  <a href="mailto:sgrohne@jhcschool.org">sgrohne@jhcschool.org</a></p> <p><b>Smith Maddrey</b>  Dean of Student Life -  Grades 11/12  <a href="mailto:smaddrey@jhcschool.org">smaddrey@jhcschool.org</a></p> <p><b>Cindy Hannon</b>  Director of Student Support  <a href="mailto:channon@jhcschool.org">channon@jhcschool.org</a></p>	<p><b>STUDENT ACADEMICS</b></p> <p><b>David Grossman</b>  Dean of Teaching and Learning  <a href="mailto:dgrossman@jhcschool.org">dgrossman@jhcschool.org</a></p> <p><b>Lindsay Wilcox</b>  Director of Academics/Registrar  <a href="mailto:lwilcox@jhcschool.org">lwilcox@jhcschool.org</a></p> <p><b>Dave Bazcko</b>  Director of College Counseling  <a href="mailto:dbazcko@jhcschool.org">dbazcko@jhcschool.org</a></p> <p><b>Cindy Hannon</b>  Director of Student Support  <a href="mailto:channon@jhcschool.org">channon@jhcschool.org</a></p>	<p><b>ADVANCEMENT and ENROLLMENT</b></p> <p><b>Stefani Wells</b>  Director of Advancement and Enrollment  <a href="mailto:swells@jhcschool.org">swells@jhcschool.org</a></p> <p><b>Yuliya Yauseikina</b>  Admissions and Marketing Manager  <a href="mailto:yyauseikina@jhcschool.org">yyauseikina@jhcschool.org</a></p> <p><b>Grace Tirapelle</b>  Director of Communications  <a href="mailto:gtirapelle@jhcschool.org">gtirapelle@jhcschool.org</a></p> <p><b>Ella Ginsbury</b>  Admissions Associate  <a href="mailto:eginsbury@jhcschool.org">eginsbury@jhcschool.org</a></p>	<p><b>BUSINESS OFFICE</b></p> <p><b>Angelina Morla</b>  Business Manager  <a href="mailto:amorla@jhcschool.org">amorla@jhcschool.org</a></p> <p><b>Ian Miller</b>  Chief Financial Officer  <a href="mailto:imiller@jhcschool.org">imiller@jhcschool.org</a></p> <p><b>ATTENDANCE</b></p> <p><b>Brandon Hernandez</b>  Facilities Manager  <a href="mailto:bhernandez@jhcschool.org">bhernandez@jhcschool.org</a>  OR  <a href="mailto:attendance@jhcschool.org">attendance@jhcschool.org</a></p>

## Whom to contact?

Students are encouraged to work out concerns on their own whenever possible. Your first question when your student comes home with an issue should be: “Did you speak to your teacher and/or your advisor about the situation?” If they have, and the problem remains, please refer to the appropriate member of the Administrative Staff. Also, keep in mind that Ted Smith is always willing to speak with you about any matters that arise.

**Advisor**

- Grades
- Making arrangements for upcoming absences of length
- General questions about your child's experience

**Business Manager: Angelina Morla**

- Billing
- Tuition questions

**Chief Operating Officer: Julie Alexander**

- Financial aid and financial questions
- School Policies and Systems;
- Blackbaud

**Deans of Student Life: Stacey Grohne (grades 9-10) and Smith Maddrey (grades 11-12)**

- Advisors and advisor groups
- Student expectations and policies
- Honor Code/Honor Council
- Community service hours
- Non-academic concerns (i.e., social/emotional/physical health) about your child of which you would like the school to be aware (and/or contact the child's advisor or Director of Student Support)

**Dean of Teaching and Learning: David Grossman**

- Curriculum scope and sequence
- Curricular policies
- Teachers and classes

**Director of Academics/Registrar: Lindsay Wilcox**

- Student registration & schedules
- Course enrollment, credits, and graduation requirements
- Transcript and report card requests
- Academics including [Alternative Studies Program](#)
- GrizzLink

**Director of Advancement and Enrollment: Stefani Wells**

- Admissions inquiries
- Student shadow visits
- Ambassador program
- Ways to support JHCS, including fundraising and donations
- Strategic Partnerships
- Gala

**Director of Communications: Grace Tirapelle**

- JHCS Newsletter
- Website
- Alumni Relations
- JHCS Parent Association

**Director of College Counseling: Dave Baczko**

- College-related questions
- SAT, ACT, PSAT questions

**Director of Middle School: Bill Waskowitz**

- Middle School-related questions

**Director of Student Support: Cindy Hannon**

- Academic accommodation plans
- Behavioral issues and social concerns (and/or Advisor; appropriate Dean)
- College Board extra-time testing

**Head of School: Ted Smith**

- 6-12 School Policies
- Faculty
- Fundraising

**General Contact Information for JHCS**

- Phone: (307) 733-JHCS(5427)
- FAX: (307) 734-6696
- Web: [www.jhcommunityschool.org](http://www.jhcommunityschool.org)
- Email: [info@jhcschool.org](mailto:info@jhcschool.org)
- Mailing Address: PO Box 6787, Jackson, WY 83002
- Physical Address: 1715 High School Road, Unit #240, Jackson, WY 83001
- School Hours: 8:00 am- 3:30 pm

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# INTRODUCTION

The handbook has been prepared to help students and families understand what they can expect from Jackson Hole Community School (JHCS) and what the School expects of them. We offer the handbook with the hope that it will enable all of us to work together for the greatest benefit of our community. No set of guidelines can anticipate all scenarios, and situations will arise that are not explicitly covered in this handbook. This handbook is a general information publication only, and is not intended to cover or contain all aspects of the relationship between JHCS and its students, student's family, faculty, and staff.

The provisions of this handbook do not constitute a contract, expressed or implied, between JHCS and any applicant, student, student's family, faculty, or staff member. The JHCS Administration reserves the right to change the policies, procedures, and information in this handbook at any time at its sole discretion and will notify the community as necessary. Due to the complexity of the information contained in the following pages, there may be omissions and/or errors.

## **Definitions**

"School" or "JHCS" means the Jackson Hole Community School, a nonprofit corporation organized pursuant to the Wyoming Nonprofit Corporation Act.

## **Rules of Construction**

The following rule of construction shall apply throughout this Handbook: (1) Words in the plural form include the singular and words in the singular form include the plural.

### **Mission Statement**

Jackson Hole Community School prepares students to succeed in college and life, through challenging academics and excellence in teaching, in a community founded on personal relationships, student initiative, and integrity.

### **Student Statement**

JHCS students arrive curious about the world, develop skills and confidence in an engaging community, and graduate empowered to make meaningful contributions.

### **Philosophy**

Jackson Hole Community School delivers an exceptional educational experience that prepares students to be independent thinkers who demonstrate personal integrity and moral purpose. Our commitment to service and our curricular focus on the global human experience encourage every student to be a responsible and contributing member of society. We respect each community member as a unique individual, honor ideas and opinions that are different from our own, and value strong interpersonal relationships. Through outstanding teaching and experiential programming, we stimulate individual investment in learning, critical thinking, and a spirit of inquiry in our students. We believe quality education requires a collaborative effort from the school, the home, and the community.

### **Statement on Diversity**

Jackson Hole Community School is committed as an institution to the ideals of diversity with regard to race, ethnicity, religion, socio-economics, gender identity and gender expression, sexual orientation, and physical ability in its student body, faculty, and staff. For the JHCS Gender Diversity Policy, see *Appendix B*.

### **Statement of Neutrality**

At Jackson Hole Community School, we stand firmly against hate, violence, and extremism. We also maintain institutional neutrality when it comes to events that do not directly impact our ability to implement our mission on a daily basis. As such, we refrain from both making official statements that represent our school in response to current events and taking sides on political issues on a local, national, or global front. When these issues inevitably arise, JHCS promotes forums for open conversations in and out of our classrooms; we expect open minds, respectful discourse, and critical thinking from all community members, and we are committed to providing resources to support our students and families as they digest these situations.

### **Non-discriminatory Statement**

The Jackson Hole Community School does not discriminate in employment, recruitment, admission, or the administration of any of its programs on the basis of ethnic or national origin, gender identity or presentation, genetic history, race, religion, or sexual orientation. JHCS is committed to work with each child to the best of its ability and with the resources it has available.



JHCS admits students of any ethnic or national origin, gender identity or expression, genetic history, physical ability, race, religion, sexual orientation that can be reasonably accommodated, or other legally protected status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate in its administration or academic policies on the bases listed above or other legally protected statuses that can be reasonably accommodated.

## **Guiding Principles**

### **Challenging Academics**

Students will be expected to complete a curriculum that is rigorous, innovative, and focused on learning academic, social, and interpersonal skills. Students are expected to be prepared for their academic studies, to participate in their learning, to become self-reliant thinkers, and to develop a sense of purpose and agency, all of which will guide them in their future endeavors.

### **Learning through Discovery**

Learning and teaching will be directed toward building knowledge and acquiring skills by cultivating habits of inquiry, exploration, and self-worth in all students. Allowing learning to begin with curiosity and to be fueled by the passions of the students and teachers is the cornerstone of our school.

### **Commitment to Educating**

All members of the School's community, including students, faculty, staff, and parents, will be expected to take part in the education of each student. All will be expected to make a commitment to fostering a collaborative educational environment.

### **Community Participation**

Service to and compassion for others is expected from all students. One of the School's primary functions is to facilitate our students in learning the skills and importance of being of service to others. Service learning will be a way for all participants to be active members of the community and to encourage their responsibility in the world.

### **Personal and Group Achievement**

Students will be expected to demonstrate commitment and perseverance in all of their personal and group endeavors. Students are expected to challenge themselves outside their realm of comfort and are expected to become aware of their own values and how these values impact their personal and group decisions. A significant emphasis will also be placed on the benefits of teamwork, caring for others, and developing strong interpersonal relationships.

### **Environmental Consciousness**

Students will actively engage in protecting and in learning from the Jackson Hole and Greater Yellowstone Ecosystems. Developing a relationship with the natural world will

involve exploration, adventure, reflection, and solitude. Students will learn to appreciate other living things and to become stewards of the earth.

#### Respect for Diversity

We believe that respect for the various forms of diversity fosters learning. Participants must be committed to embracing diversity and to practicing inclusiveness as a means for creating such an environment. All participants are honored for what they bring to the community.

#### Excellence in Teaching

All staff are expected to reach their highest potential as educators. This will include demanding excellence from both oneself and one's students, exposing students to all aspects of learning, finding ways to constantly improve educational techniques, and helping to guide the direction of the school.

JHCS prides itself on treating each student as an individual in and out of our classrooms, and the same holds true for our disciplinary process. This handbook does not intend to lay out concrete scenarios with concrete consequences as each situation will be handled on an individual basis.

#### Student Government

Each grade-level group will elect a member of their class to serve on the student government. All students will vote for a 12th grader who will serve as the student body president. Students who are elected to serve on the student government cannot serve on the Honor Council. The student government will meet weekly with a faculty sponsor and the Deans of Students. Students not selected to serve on the student government can attend these meetings and submit proposals to the student government.

## ACADEMICS

#### Honor Code - Created by Students and Faculty

##### **Preamble**

As a member of the Jackson Hole Community School, I recognize that a strong sense of ethics is fundamental to the objectives of earning a quality education and being part of a strong community. I therefore promise to maintain academic honesty, respect, and an unwavering sense of commitment toward the larger school community. These are qualities that give our school a unique, trusting atmosphere. I also understand that any act of dishonesty hurts the school community as a whole; therefore, I agree to abide by the following Honor Code:

***On my honor, I pledge that I will not engage in the following acts:***

- **Plagiarism** – Claiming or implying original authorship of material which one has not actually created. This may include the unapproved use of Artificial Intelligence (AI) if not explicitly authorized by your teacher.
- **Cheating** – Giving or receiving unauthorized information to give or gain an unfair academic advantage.
- **Lying** – Any act of deception or fraud with the intention of deliberately misleading others.
- **Stealing** – The act of taking the property of another without permission.

***As a member of the community, I pledge to uphold the following values:***

- **Safety** – I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** – Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** – I will be polite and accepting toward all members of our community both on and off campus.
- **Inclusion** – I will strive to foster an environment where every student, regardless of background, identity, or ability, feels valued, respected, and included in all aspects of school life.

I understand that any infraction of the honor code may result in my referral to the Honor Council. Consequences, which could include suspension or expulsion, will be recommended by the Honor Council or administration. As a member of the Jackson Hole Community School, I have read and understand the expectations for behavior, academic integrity, and appropriate technology use in the Student Handbook. I hereby promise to hold myself and fellow community members to the highest standards of academic honesty and social values as presented in this code.

### **Grading**

The Jackson Hole Community School uses a regular *A, B, C, D* and *F* grading system with pluses and minuses. Students will also receive a percentage grade in each course. The letter grade which a student receives will correspond to their respective percentage in a particular course. Grades will correspond to the following percentages: *A+* (100%-98%), *A* (97%-93%), *A-* (92%-90%); *B+* (89%-87%), *B* (86%-83%), *B-* (82%-80%); *C+* (79%-77%), *C* (76%-73%), *C-* (72%-70%); *D+* (69%-67%), *D* (66%-63%), *D-* (62%-60%); *F* (59%-0%). For example, a student may receive a grade of *B/86%* in their Geometry class, meaning the student's overall grade in Geometry is an 86%, which corresponds to a *B*.

All courses are graded on a semester basis. A grade of *C* or better is satisfactory work. Any student who receives a grade of *C- or below* at the end of the year in a required or sequential course (e.g., Spanish I) may be asked to repeat the course, complete extra work or take a remedial online summer course through one of our partner or approved programs (and must pass it) in order to assure that the student is prepared for the next

level (e.g., Spanish II). The school will work with the family to determine the appropriate option for the student.

A student who is in a full-year course and fails the first semester may be removed from the course with a WF (Withdrawal Fail) and may not be allowed to continue in the course. The student will be required to retake the course in the following year if the course is a prerequisite or required for JHCS graduation.

If a student fails the second semester of a full year course, they must pass the course in an approved summer program or online course, or take an exam that shows proficiency in the subject area before being granted credit. The student will also be allowed to repeat the course at JHCS in the following year. This information is reported on student transcripts.

#### Late Work Guidelines

JHCS encourages and is supportive of proactive, self-advocacy on the part of the student, and teachers are amenable to reasonable and timely requests by students for adjusted due dates when the need arises. Grade reductions apply for all graded work that is submitted after the due date absent a teacher-approved extension.

#### Semester Final Assessments

For all courses, the final assessment (exam, project, etc.) will constitute 20% of the total semester grade for each student. This percentage is standard across all disciplines.

#### Community Scores

The Jackson Hole Community School also assigns Community Scores quarterly (at end of first and third quarter) in two areas:

*Effort:* Student comes to class thoroughly prepared, with all necessary materials; completes homework carefully and thoroughly; turns in all assignments on time; completes make-up work in a timely manner; is attentive and actively listens in class; is actively involved in discussions and activities.

*Respect and Cooperation:* Student demonstrates respectful and appropriate behaviors toward classmates, teachers, guests, and presenters; is cooperative with above parties during all class activities and programming.

Community scores are calculated on a 1-4 scale as follows:

- 1: Unsatisfactory
- 2: Occasionally unsatisfactory
- 3: Satisfactory
- 4: Exemplary

Community scores are listed on report cards, not transcripts.

### **Incomplete Grades**

An incomplete grade ("INC") will be applied to the transcript of any student who has not completed all of the required coursework for a particular subject by the end of the semester. Reasons for granting an Incomplete are for extended absence (more than one school week) due to illness or for extra-curricular activities for which the school is given advance notice. Other circumstances that may result in an incomplete grade will be reviewed by the Director of Academics/Registrar, the Dean of Student Life, and the Director of Student Support on an individual basis. A student who receives an incomplete grade will have fifteen (15) days following the end of the semester to complete all required coursework. If the required work is not completed within fifteen (15) days, the student will receive a zero on the outstanding work, and the appropriate grade will be assigned.

A student with an unapproved absence is not given credit for missed work.

### **Graduation Requirements and Earning a Diploma**

If a senior has not completed any of the following requirements prior to graduation, they will NOT receive a diploma until all requirements are completed. In addition, final transcripts will NOT be sent to colleges until all requirements are completed.

#### **1. Academic Requirements**

Twenty-two and a half (22.5) credits are required to earn a diploma, with seventeen (17) required credits and five and a half (5.5) elective credits. One credit is awarded for a passing grade (minimum 60%) in a full year course. (Students must complete both semesters of a full-year course in order to earn this single credit.) All courses offered by JHCS must be taken on campus rather than online.

Students must complete their required credits for each department as outlined below at JHCS or through the JHCS Alternative Studies Program (see *Appendix D*). Students cannot receive credit for courses taken prior to the first day of their 9th grade academic year or for any non-JHCS course not approved by the Director of Academics.

In addition, students must meet requirements for activities, community service, and the senior project. These requirements are outlined below. All students are required to be enrolled in a minimum of 5 courses each semester. All students are encouraged to take six courses each semester during their 9th and 10th grade years, and at least five courses each semester during their 11th and 12th grade years. Exceptions to these course load requirements can be made, if possible, in unique circumstances by the Director of Academics, including for athletes who are required to miss classes. Within the required credits, the following area distribution requirements should be met:

### Required Credits

Department	Credits
DEPARTMENT	CREDITS
English	4
World Language	3 or 2 *Level 3 language must be successfully completed
History/Humanities	3
Mathematics	3
Sciences	3
Arts	1.5

\*\*Foundations for Success Class is required for JHCS 9th graders and is .5 credit

Required credits necessary to earn a JHCS diploma:	17.0
Elective credits necessary to earn a JHCS diploma:	<u>+5.5</u>
<b>Total credits necessary for earning a JHCS diploma:</b>	<b>22.5</b>

Please see the Course Description Guide on our website for more details about courses required to earn a JHCS diploma. Please refer to [Appendix D](#) for information on our Alternative Studies Program.

Credits earned at other institutions by students who have transferred to JHCS will be reviewed and considered by the Curriculum Committee. JHCS accepts credits from accredited institutions only. Any grades for courses that students take at other institutions do not factor into a student's JHCS GPA.

All incoming students will take a placement test for math and for Spanish if they are taking Spanish as their second language.

#### Heritage Language Speakers

For native or semi-native Spanish speakers, the JHCS World Language Department will assess the student and recommend the Spanish class that is the appropriate level for the student. For a student who wishes to study another language with our online partner, and is a native or semi-native speaker of that language of study, the JHCS World Language Department, along with the Curriculum Committee and College Counseling department, will recommend the best path for the student.

Merging the SPALL and SPLC classes may occur if we have a sufficient number of advanced 9th and 10th grade language students ready to come together to an

advanced, enriching Spanish immersion environment. Please see the Curriculum Guide for more information on these students' trajectory in World Language.

## 2. Activity Requirement

Each student must participate in one extracurricular activity, which will be approved by the Registrar, during the school year. There is a strong preference and recommendation to participate in a physical activity. Each student must complete a minimum of 40 hours during the school year. Personal activities such as recreational skiing will not count toward the activity requirement.

JHCS students can meet this requirement in the following ways:

1. Students can participate in Jackson Hole High School athletic programs. In this case, paperwork does not need to be submitted.
2. With sufficient interest, JHCS may offer a sponsored activity.
3. Students can participate in activities such as dancing, skiing, lacrosse, hockey, or figure skating. At the beginning of the year, students will need to outline their activity/activities for the season with the Registrar who must approve the plan. Deadlines for completion of the activities and submission of paperwork will be established at this time. By the end of the year, students must submit paperwork, documenting their activities hours to the Registrar. Students must have an adult supervisor for their activity sign off on the number of hours that the student participates in the activity. This adult must be a coach or instructor from a licensed organization. Parents cannot serve as supervisors and they cannot sign off on students' hours unless the circumstances are unique and the Registrar has given approval.

If a student indicates that they are participating in an activity and does not complete the requirements/paperwork by the deadline established by the Registrar, the student will not receive their report card until the paperwork is submitted. If a student has not completed an activity by the end of the school year, the student will not receive their report card. In addition, the student and their parents will need to meet with the Registrar, and the student will need to complete 40 hours of an activity during the summer. Once these hours have been completed and the paperwork has been submitted, the student will receive their report card.

Fees for any club or private activities are the responsibility of the family.

## **Athletic Expectations**

Students participating on a competitive club team, or in a sport through Jackson Hole High School or Jackson Hole Ski Club, accept specific responsibilities as a student-athlete. JHCS student-athletes should commit themselves to a maximum level of performance through the following steps:

- attaining not only personal goals, but those established for the team;

- demonstrating full commitment to the team, which includes attendance at all practices and games, even though weekend or vacation time occasionally may be sacrificed;
- practicing efficient time management and daily planning to avoid conflict with athletic participation;
- maintaining a positive attitude at all times;
- avoiding disciplinary problems that result in detention or suspension that can adversely affect team morale and performance;
- avoiding academic problems that result in academic probation or other consequences (i.e., ineligibility to participate) that can cause them to miss practice and/or competitions.

Student-athletes represent the School and their teams. JHCS mandates that good sportsmanship is displayed at all times. This includes showing respect for teammates, spectators, officials, and members of opposing teams; failure to meet these standards of sportsmanship or other team expectations may lead to disciplinary action by JHCS. Any student participating in the Wyoming High School Activities Association (WHSAA) must follow all regulations pertaining to WHSAA and Jackson Hole High School stipulations, including the Jackson Hole High School Activities Code of Conduct.

### 3. Community Service Requirement

All students will participate in organized community service as part of school programming. In addition, students must complete 30 hours of self-motivated, independently completed service through local nonprofit organizations between the close of 10th grade and the start of the spring semester of 12th grade. Hours must be completed locally unless an alternate plan has been pre-approved by the Dean of Student Life and/or the Registrar. At least 10 of those hours must be completed by the start of the first semester of senior year. Students may not receive any compensation for service hours, and service hours that are required for another organization will not count toward the School requirement. All independent service hours are subject to approval by the Dean of Student Life and/or the Registrar. If there is any doubt as to whether a project is appropriate or will qualify, students should clear the project with the Dean of Student Life in advance.

Absences from all-school service projects are considered unapproved absences and may require make-up work. In the event that a student cannot attend for medical reasons, this absence must be approved at least 24 hours in advance. In the case that a student misses an all-school service project, those hours must be made up, regardless of the reason for the absence.

### 4. Senior Project Requirement

Throughout their senior year, students are required to research and develop a project that will facilitate meaningful learning to culminate their Community School educational experience. The Senior Project is part of their graduation requirement. Projects may involve a significant community service learning project, an academic interest, or an



investigation of a possible career path. Seniors must propose a project that includes a guiding question, a method of approach for addressing the question, and a timeline for their project to be approved by the Senior Project Committee. Seniors will receive support and guidance from a faculty mentor and a community sponsor in addition to the Senior Project Committee. In May, students will enter the final phase of their education at JHCS by dedicating themselves fully to their projects. Public presentations of the projects are required in May, prior to graduation. A student must earn “complete” status on their senior project in order to earn a JHCS diploma.

## **Other Graduation Requirements**

### **“What Matters to Me” Presentations**

Every 11th grader is required to give a five to seven minute speech in front of the school community at the Town Hall on the topic of something that matters to that student. The 11th grade Dean of Student Life and the student’s advisor will support the student as they prepare their presentation and will give them feedback afterwards.

### **Research Night**

All underclass students participate in Research Night, delivering a presentation as determined by the grade-level teachers. Typically, 9th graders present in Biology, 10th graders present in History, and 11th graders deliver a “Take a Stand” speech for English.

## **Graduation Expectations – Experiential Learning**

### **Fall Trip**

During late August or early September of each year, students of the Jackson Hole Community School will take part in a Fall Trip, participation in which will be posted on a student’s permanent transcript beginning with the class of 2028. Trips are led by staff and outdoor professionals and last four days in the Jackson Hole area backcountry. Fall Trips aim to build collaborative relationships, teamwork, trust, and mental and physical resilience. Additionally, the trips are designed to foster decision making skills, embrace uncertainty, develop a sense of responsibility toward each other and the environment, unplug from daily life, and have fun.

Because the Fall Trip is a valued part of the JHCS experience, absences will need to be approved two months in advance and will result in a student needing to complete an “equivalent experience” prior to the end of the year, and preferably before the end of the fall semester. This equivalent experience must be approved by or offered by the Dean of Student Life, the Registrar, and the Fall Trip coordinator. A student who fails to complete an equivalent experience may have the first semester transcript withheld until the experience is completed. The equivalent experience is a cost assumed by the family and rolled into tuition.

## **Minimester**

Minimester occurs in February over the course of four school days and is a valued piece of the whole education of a JHCS student. Minimester provides curricular enrichment through skill acquisition via community opportunities and access to local experts. Like Fall Trips, participation in Minimester is an integral part of the JHCS experience and participation will be posted on a student's permanent transcript beginning with the class of 2028.

Absence from Minimester will need to be approved two months in advance and will result in a student needing to complete an "equivalent project" prior to the start of the next school year. This equivalent project must be approved by the Dean of Student Life, the Registrar, and the Minimester coordinator. A student who fails to complete an equivalent project may have the second semester transcript withheld until the project is completed.

## **Final Examinations**

In most instances, students will take final examinations or projects in their core subjects at the end of each semester. These final assessments constitute 20% of the semester grade. Students and their families should prioritize this exam period as if it were a regular school day, and not schedule any conflicts during this time, including early departures for vacation. An exception to the exam schedule can be made only with the permission of the Director of Academics.

## **Alternative Study**

At JHCS, we value in-person class time. Alternative Study happens on an as-needed basis. When necessary, Jackson Hole Community School (JHCS) works with external academic institutions for students to earn graduation credits through our Alternative Studies Program. Some examples include, but are not limited to, study abroad and online courses through our partner or approved programs. The JHCS Alternative Study Program provides options for 11th and 12th grade students who have an unusual need or interest in a particular subject area at a time when directly pertinent courses in that area are not available at JHCS. These options may be available for 10th-grade alpine skiers who need to fulfill a JHCS graduation requirement.

If a student needs to take an alternative study course, they must submit a proposal in writing to the Director of Academics and Registrar. The Curriculum Committee may also review the proposal.

For more detailed information regarding alternative study, please refer to [Appendix D](#) for information on our Alternative Studies Program.

## **Study Abroad/Semester Away from JHCS**

### *Policy on Students Taking a Semester Off for Homeschooling, Study Abroad, or Other Independent Study*

Jackson Hole Community School recognizes that in rare cases, a student may take a semester away from school for homeschooling or participation in an outside educational program, like studying abroad. JHCS remains committed to supporting students and families through all educational and family decisions and encourages thorough consultation and planning before pursuing this option. In such instances, the following policy applies:

#### **Approval and Graduation Credit**

- The school will review each case individually, considering the nature and academic rigor of the alternative program. The school may determine that the student needs to complete work to fill gaps or complete a placement test before returning to school.
- Any credits earned during the semester away will not be transferred to the JHCS transcript unless the course has been pre-approved by the Curriculum Committee, like our partner programs.
- In lieu of transferring credits, JHCS may reduce the total number of credits required for graduation to reflect the time spent away and the course of study of the student.
- Families must submit an official transcript or record from the outside program (e.g., homeschool transcript), which will be attached to the student's JHCS transcript but not incorporated into the JHCS GPA or credit totals.

#### **Tuition and Enrollment Status**

- Families must notify the school before May 1st of the year prior to studying abroad or full tuition will be charged.
- To hold the student's place for the semester away, the family must pay the appropriate percentage of tuition. If the student is away for one semester, 60% of full year tuition will be charged. If a student will be away for the school year, 20% of full year tuition will be charged in order to hold a place for the student when they return to JHCS.
- Students who do not submit payment and transcript documentation may be considered withdrawn and will be required to reapply for admission.
- If the family decides to take their child out for multiple semesters, the school may deny admission, require the student to reapply for admission, require the student to repeat a grade level or class, or take placement tests to ensure appropriate grade-level placement. Although many times a leave of absence is not within a family's control, it is discouraged, as being away from the school community is not in alignment with the school's mission.

#### **Advising and College Counseling Implications**

- Families considering a semester off—particularly for homeschooling—are strongly encouraged to meet with the Director of College Counseling, Director of Academics, and Dean of Teaching and Learning prior to finalizing plans and to create a reentry plan for the student.

- Please note that taking a semester off for homeschooling may not be viewed favorably in the college admissions process, particularly if the program lacks academic structure or external validation.

### **Study Hall**

Students may have one or more study halls. All students must check in with the study hall proctor at the beginning of the period. Students may use the study hall to meet with teachers in order to receive extra help. All 9th and 10th graders will be part of a proctored study hall, meaning that they must study in an assigned area. Students must be engaged in academic pursuits during study halls.

Students taking Alternative Study courses report to study hall during their assigned Alternative Studies period.

### **Adding and Dropping Courses**

All adds, drops, or changes in courses must be made in cooperation with the relevant faculty members and the Director of Academics. Review the [Schedule Change Procedures: Add/Drop Course Requests](#) and submit the necessary form to the Registrar for approval. Upon approval, a revised schedule will be made available. Unless under highly unusual circumstances, students may not add a new course to their schedule after the end of the first two weeks of the semester.

- Add/Drop deadlines are published in our academic calendar.
- Any course dropped later than two weeks after the beginning of the semester appears on the student's transcript with a grade of withdrawn-pass (WP) or withdrawn-fail (WF). Any exceptions will be approved by the Director of Academics and Registrar.
- Students must be enrolled in a minimum of five courses each semester.
- Students may not drop a course with less than four weeks remaining before exams; exceptions will be approved by the Director of Academics and Registrar.

### **Academic Integrity**

Intellectual honesty is the foundation of all academic work. At JHCS, questions of academic honesty may arise in regard to cheating on tests and quizzes, plagiarism in essays, help at home that oversteps reasonable boundaries, and the insufficient attribution of online sources. A guiding principle for academic integrity is that all work handed in with only one name on it should be the exclusive work of that student, unless otherwise properly cited. Students may not use any AI tools, including generative AI tools such as Chat GPT or Gemini, without first obtaining specific permission from their teacher. If a student uses teacher-approved AI-tools at any point during their work on an assignment, the student must indicate the specific AI-tools that were used and how those tools were used.

Academic disciplines will have legitimately varying standards, and students need to know the limits of collaboration in whatever subject they are studying. It is the responsibility of students to make sure that they understand the expectations and standards set by each of their teachers.

If a question of academic integrity arises, the teacher will confer with the Dean of Student Academics, the appropriate Dean of Student Life, and the Honor Council Coordinator about how to proceed. The Dean of Student Life, the student's advisor, and the Honor Council Coordinator will engage in conversation with the student(s) involved to determine what happened during the incident in question. **It is important to note that being honest is especially important during any disciplinary process.** A student's failure to be honest during the disciplinary process can increase disciplinary consequences.

If there is doubt as to whether the student has been honest, the student will meet formally with the Dean of Student Life and/or the Head of School, and may be required to go before the Honor Council. The result of the process may include restorative consequences, a disciplinary warning, suspension, and/or expulsion.

#### **Reporting of Disciplinary Infractions to colleges and all future schools**

Colleges, universities, and other secondary schools often require that students disclose information about a suspension within the application process. JHCS will report suspensions that result from academic infractions to colleges and universities; the same holds true for an underclass student who is withdrawing—voluntarily or otherwise—to attend a different secondary school.

#### **Academic Probation**

The purpose of Academic Probation is to help a student focus their academic priorities, create a space and time for extra help, and require the student to get support in order to better handle the demands of their classes and the teachers' expectations.

During the school year, there are eight points when JHCS communicates with parents regarding students' progress: first four weeks, first quarter, first twelve weeks, first semester, first four weeks of second semester, third quarter, first twelve weeks of second semester, and second semester. At these junctures in the school year, the School fully evaluates a student's progress, and uses a Green/Yellow/Red System. JHCS will intervene appropriately based on student need. See Appendix G.

If deemed necessary by the Dean of Student Life and/or the Dean of Teaching & Learning, a student may be placed on Academic Probation at any time during the school year. The length of time for the probation will last until the next official grading period, or longer if deemed necessary, and the student's progress will be evaluated at that time. Please be aware that not all grading periods are of equal length due to the logistics of the school year calendar.

### **Eligibility to Participate in TCSD Extracurricular Activities**

Students are welcome and encouraged to participate in activities and on teams available to them through the Teton County School District. Please contact the Teton County School District for more information about getting started. See Appendix G for eligibility requirements for extracurricular activities.

If a student's sports commitment leads to the student being unable to keep up with JHCS academic standards (for example, due to the student missing an excessive amount of school, the student needing to sleep in or to arrive late in order to complete work), JHCS reserves the right to not allow the student to participate in the sport.

For all students involved in club or TCSD/JHHS sports and activities or Jackson Hole Ski Club (JHSC), our eligibility policy requires students to maintain grades of 70% or above in order to participate in co-curricular activities. For more information on the policies and procedures, see *Appendix G*.

## **ATTENDANCE**

### **Religious Holidays**

The School recognizes that students may miss school to honor religious holidays. So that each member of our community can fully observe their religious tradition, students, parents, or employees with concerns about religious holidays are encouraged to speak with the Dean of Student Academics with advance notice.

### **Open Campus Policy**

11th and 12th grade students will be allowed to leave campus during the lunch hour, except on specific occasions. 12th grade students may also leave campus during their designated study hall periods. 11th grade students in good academic standing will have open campus privileges during their study hall periods after the first quarter. For our community's safety, students must sign in and out at the office under the supervision of a JHCS staff member. Failure to sign in or out may result in losing privileges. Repeat offenses may result in the loss of off-campus privileges (during lunch and study hall) for an amount of time to be determined by the Deans of Student Life.

If parents/guardians do not want their student to have open-campus privileges, they should communicate directly with the Dean of Student Life.

The School may revoke a student's privilege to leave campus at any time. 11th and 12th graders who are not in good academic or disciplinary standing (for any reason) as determined by the administration may lose their off-campus privileges. Please see

*Appendix A: JHCS Community Expectations and Academic Probation* for more information.

9th and 10th grade students are not permitted to leave the JHCS campus during lunch or their study hall period unless they are accompanied by a parent, guardian, or JHCS staff member and have signed out at the front desk. Leaving campus without permission is a significant violation, as it entails the safety of our students.

During exam weeks, JHCS will often operate as an “open campus” which means students in all grades, including 9 and 10, are allowed to leave between their exam periods. They must sign in and out each time. Parents can email [attendance@jhcschool.org](mailto:attendance@jhcschool.org) if they want to require their child to stay on campus during an exam week.

### **Head of School Holidays**

During each year, the Head of School may declare a Head of School Holiday, in which case they will cancel school on a designated day. Parents will be notified one day prior to any Head of School Holiday. Typically, no more than one Head of School Holiday will be implemented per year.

### **Attendance, Tardiness, and Absences**

#### ***Attendance***

JHCS requires its students to be timely and present for all classes as well as other community programs (Grizz Time, Fall Trip, Minimester, Martin Luther King Jr. Day, Indigenous Peoples’ Day, Senior Symposium, Community Service Days, etc.).

#### ***Absence Procedures***

Parents/guardians must email [attendance@jhcschool.org](mailto:attendance@jhcschool.org) before the absence takes place specifying the time the student will leave or be absent and the time they are returning as well as the reason. Any absence that is for a school function (Model UN, class trip, Robotics competition, etc.) or an approved extra-curricular event (ski racing, soccer team, speech and debate, etc.) will not count towards the attendance threshold. Students who fail to attend 80% of a course will have their attendance reviewed by the internal administration and may not earn credit for the class. Students who approach the attendance threshold in either a specific class or community programming (Grizz Time, MLK or Indigenous Peoples’ Day, etc) will receive a warning and may incur disciplinary action such as loss of sign-out privileges, behavioral contract, and/or any intervention deemed appropriate by the administration. If a student’s absenteeism or tardiness becomes a problem that the school does not feel able to support, regardless of the reasons, the school reserves the right to ask the student to take a leave of absence for physical, emotional, or mental support, and to return when the student is able to attend school more consistently.

Absences that count toward the threshold: college visits, family vacations, non-emergency doctor visits, senior skip day, early travel departures, and/or other

absences unapproved by the DOSLs.

Absences that do not count toward the threshold: sickness, approved extra-curricular events, school-related trips, pre-approved medical leave, observance of religious holidays, family emergencies.

Each student is responsible for seeking a blue slip from the front desk once their parents have emailed [attendance@jhcschool.org](mailto:attendance@jhcschool.org) to notify the school of the student's absence. The student must then have teachers fill out the blue slip to make a plan for receiving class information, and to set deadlines for any missed work (tests, etc.). JHCS teachers reserve the right to deny extensions and/or may require students to take an assessment prior to the student's leave. If no communication from the student takes place, it is assumed that the student will return with all work completed (no automatic extensions). Uncommunicated absences (student not informing their teacher) may result in the student taking an assessment on the day of their return as well as late penalties (including a possible 0% on the assignment) on any missing work from those days.

Students who miss school without a valid reason or without prior notification may be subject to disciplinary action. Skipping school (missing a class or other programming block without providing parent permission) is a violation of our community expectations and will be addressed as an infraction as described in *Appendix A: JHCS Community Expectations*. Disciplinary steps may include a meeting with administration, Honor Council hearing, parent/student conference, as well as suspension and/or expulsion from school.

### ***Tardiness***

Students are expected to be at school on time every day. Any student who chronically arrives to school late will be asked to meet with the Dean of Student Life, their parents, and possibly the Head of School in order to address their attendance and may incur disciplinary action.

### ***Illness or Injury***

For the safety of everyone in our school community, it is important to stay home when ill. If a student becomes ill or injured while at school, a school employee will administer the appropriate immediate care and will direct other school officials to call the contact(s) listed on the emergency care form and, if necessary, an ambulance. Parents are expected to pick up their child when ill or dismiss the student if they can drive themselves home.

### **Early Departure For/Late Return From Vacation**

Students may not miss school for early vacation departures, extensions of vacations, or other reasons that are not a consequence of family or medical emergencies. Parents should understand that these absences place an undue burden on both students and teachers and can be detrimental to a student's academic progress and achievement.



Students must communicate with their teachers with advance notice. Students must complete and turn in all assignments necessary before departure.

If a student must return from vacation late due to weather or other similar uncontrollable circumstances, they must be proactive and contact their teachers to complete all classwork and homework missed. If they do not take responsibility, the teacher may assess consequences for the late work. See also: *Attendance policies*

### **Emergency Departure**

If a parent or guardian needs to arrange an immediate pick up of a student, they must come to the School. If someone other than the parent or guardian is to pick-up the student during the school day, a parent or guardian must call to grant permission for the child to leave with the designated person. The student must sign out with a staff member at the front desk.

## **COMMUNICATIONS**

### **School Hours**

- School hours: 8:00 a.m. to 3:30 p.m. Parents and students may contact the School during these times by calling 307-733-5427.
- Please note: Students who choose to stay on campus between 3:00 p.m. and 4:00 p.m. must remain supervised.

Students may not use the phones in classrooms to make outside calls, unless in the case of an emergency. Students may use the phone in the common area after receiving permission from a faculty member. Should parents wish to reach a student during the school day, they should call the school phone number (307-733-5427).

### **Change of Address and Phone**

If they change or add a phone number or email or home address, parents/guardians must update that information in Blackbaud and notify the Registrar. Any notification of change will be recorded on the emergency record, and the address will be changed accordingly.

JHCS asks that parents read the school's weekly communications to keep up with events and other important announcements.

### **Advisors**

Upon enrollment at JHCS, each student is assigned a faculty advisor who serves as that student's advocate for the duration of their JHCS career and as the parent/guardian's main point of contact with the School. Advisors guide students in their academic

endeavors and work with them to balance their extracurricular activities and social/emotional well-being. Parents/guardians, faculty, and staff should convey their concerns and questions about a student to the student's advisor. The advisor will communicate, coordinate, and monitor responses to issues affecting academic performance or the life of a student in the school community. Parents will be notified at the beginning of each school year by their child's advisor as to how to contact the advisor. Questions regarding advising should be referred to the Dean of Student Life.

### **Town Hall**

Town Hall is held at least once a week, during which announcements and kudos are shared. Students are expected to arrive promptly, behave appropriately, and engage in the assembly whether speaking or actively listening. 11th graders are required to give a What Matters to Me presentation at Town Hall. (See Graduation Requirements section for information on What Matters to Me speeches). Town Hall is an important part of JHCS culture.

### **Viewing Report Cards and Academic Progress**

Academic progress is available via Blackbaud (also known as GrizzLink) through a student or parent account, with the exception of the semester final exam periods when access is revoked while teachers are calculating final grades. Progress reports will be released midway through each semester at parent-teacher conferences and report cards with final grades will be released via email following each semester. JHCS reserves the right to withhold a student's report card if that student's family has a remaining balance with the School or the student has not met their academic, extracurricular, community service, or other requirements for the term or the school year. Once these commitments have been met, the report card in question shall be released.

### **Family Communication with JHCS Employees**

While the School views the parental/guardian relationship as a critical and positive catalyst in the education of our students, there are boundaries to parental/guardian behavior. JHCS expects appropriate parental/guardian interaction with employees and community members, even during moments of disagreement. Families must understand and agree to accept the rules and regulations of JHCS as stated in this Student-Family Handbook. As such, the School may terminate or refuse enrollment to a student whose parent or guardian fails to abide by the School's rules, to cooperate with the School in matters integral to the student's education, to cooperate in investigations and disciplinary proceedings involving the student, or who engages in conduct evidencing manifest disregard of School policies or rules while interacting with JHCS families or personnel, particularly where such conduct endangers the health, safety, or welfare of anyone in the School community, on or off School grounds. The School may also terminate or refuse enrollment to a student whose parent or guardian exhibits persistent unkind or combative behavior towards the faculty, staff, and students of JHCS.

### **Fliers and Posters**

Students must receive permission from the Dean of Student Life in order to post fliers or posters in the building or on campus. Fliers and posters will not be allowed if they are discriminatory or offensive in any way. Those affixing the signs or posters are also responsible for their timely removal, including all adhesives used. Students who post fliers or posters without permission may be subject to disciplinary action.

### **Inquiries and Messages**

Telephone inquiries should be directed to the JHCS office, (307)733-5427. The office will then direct your call as necessary.

Parents are encouraged to share relevant information about their child with their advisor or Dean whenever necessary. However, parents are requested to confine their calling to school hours and not to call advisors or Deans at home except in emergency situations. Inquiries may also be directed to the student's teacher; however, the advisor should be copied on all communication.

Messages for students during the school day will be delivered directly only in the case of an emergency. Other messages for students will be placed in their respective student mailboxes. However, we ask that messages be left for students only when absolutely necessary. Students are responsible for checking their mailboxes. Students and parents are requested not to use the school address or fax machine for personal mail. Parents should not expect their student(s) to receive phone calls on their cell phones during school hours.

### **Promotional Materials**

For families who authorized in the Enrollment Agreement, the School may use students' pictures, quotes, or video clips of students in promotional materials. Families may indicate in the Enrollment Agreement that they do not authorize this use. Please direct any questions to the Director of Advancement.

### **Media Relations**

Except for established student publications, dissemination of information about the School to news media must be authorized by the Head of School or the Communications Office. The Head of School and Director of Advancement are the only people in the school's employ authorized to speak to the press on any matter relating to the School. Inquiries from the press about anything related to the School, publicity or public relations, or suggestions from School members should be directed first to the Head of School.

Should a student be directly approached by a member of the press, particularly for information about school matters or members of the JHCS community, the School requests that the student immediately contact the Head of School to discuss the

request, prior to granting any interview or answering questions. This is an issue of safety and privacy in our community.

### **Social Media**

Students of JHCS are not permitted to be associated with JHCS faculty or staff on any social networking sites. For example, on Facebook, students are not to “friend” faculty or staff. JHCS students may not have a social media or email account that is affiliated with the School’s name (e.g., JHCS Knitting Club Instagram page) or one that uses the school logo.

## **ENROLLMENT and RE-ENROLLMENT**

### **Re-enrollment**

The School reserves the right to deny re-enrollment to any student whose attitude, behavior, or academic performance in the judgment of the Head of School indicates that the student's continued presence at the School would not be beneficial to the student or to the student body.

A student whose re-enrollment is in question will be denied re-enrollment for the subsequent semester unless the student has achieved a satisfactory level of performance and the Head of School believes that the student will benefit from and contribute to the School's program in the future, or the Head of School believes extenuating circumstances warrant that the student remains in the School pending further review.

The School also reserves the right to deny re-enrollment to any student whose academic performance is significantly below the satisfactory level in any semester, including students who are unable to meet the standards outlined in this handbook, and for whom, in the judgment of the administration, separation is warranted.

None of the aforementioned supplants other provisions in this JHCS Student-Family Handbook or the Course Description Guide concerning academic standing or requirements.

### **Transcript Requests**

Official transcript requests must be made to the Registrar at least one week in advance. Official transcripts will be sent directly to the receiving institution. Unofficial transcripts are also available upon request. If a student has not met their academic or other requirements for the term or the school year, JHCS will note on the transcript that the student has not received credit for that grade level. Once all requirements have been met, JHCS will send an updated transcript that reflects the appropriate credit earned for that grade level.

JHCS reserves the right to withhold a student's transcript if that student's family has a remaining balance with the School for any of their children or the student has not met their academic, extracurricular, community service, or any other requirements. Once these commitments have been met, the official or unofficial transcript shall be released.

### **Transfer Students**

Students who transfer to JHCS after the school year begins will be charged the appropriate tuition amount according to the quarter of school for which the school grants the student credit. For example, if a student transfers in September and receives grades from JHCS for all four quarters, the family is expected to pay 100% of the tuition. If a student receives credit for three of the four quarters of the school year, the family is expected to pay 75%, etc.

### **Withdrawal from JHCS**

Credits and grades are typically determined on the date of withdrawal and will be handled on a case-by-case basis. \*Reminder: tuition is binding on June 1st. Transcripts and report cards will not be released until past due tuition or fees have been paid in full.

## **HEALTH AND SAFETY**

### **Student Support**

The Director of Student Support serves as the emotional and mental health support contact and liaison between the family, the outside therapist, and the school. The role of the Director of Student Support is to help students and families with personal, social, or emotional needs as they arise. Enrollment of a student acts as implied consent, allowing a student to receive assistance from the Director of Student Support when they encounter challenges in their studies. The Director of Student Support will work with JHCS Administration, the Dean of Teaching & Learning, the Deans of Student Life, the student's advisor, and/or the student's teachers to communicate, coordinate, and monitor responses to issues affecting academic performance or the life of a student in the school community.

The scope of the JHCS Director of Student Support is to support the social and emotional health of the students and community, to assist in severe and crisis situations, and to direct the student and family to the appropriate services and providers in the community. The Director of Student Support does not provide direct therapeutic services to students. Referrals may be made by the Director of Student Support or a member of the JHCS Administration for a student to seek counseling or therapy outside of school on an as-needed or ongoing basis. Referrals will occur when a student or family has mental health or emotional needs that are best addressed outside of a school setting. These referrals will be discussed with families and are made so a student can receive appropriate and targeted support during a particular time or with a specific issue. Additionally, JHCS requests that a parent or guardian sign a release of information

so that a designated member of the JHCS Administration, ideally the Director of Student Support, can communicate with a student's outside counselor/therapist to ensure the overall well being of the student and community.

All school personnel are subject to mandatory reporting laws, and thus, if a student poses an immediate danger to themselves or others, or a violation of child abuse or neglect law is suspected or known, appropriate authorities and family will be contacted.

The Director of Student Support and other JHCS staff may not be available for crisis calls outside of the school day and will not always be immediately available. For this reason, the following information is provided:

- Emergency: 911
- National Suicide and Crisis Hotline: 988
- Jackson Hole Community Counseling Center (24-hour crisis line): (307) 733-2046
- Community Safety Network on Domestic Violence, Sexual Assault, & Stalking (24-hour crisis line): (307) 733-7233
- St. John's Medical Center (main line): (307) 733-3636
- St. John's Mental Health Resource Line (Messages will be returned within 24 hours.): (307) 203-7880
- Jackson Police Department (non-emergency): (307) 733-2331
- Teton County Sheriff (non-emergency): (307) 733-4052

Please note: JHCS reserves the right to require a student to seek therapy or counseling as a condition of enrollment. If a student were to have a mental, emotional, or physical health event or diagnosis that necessitates support or accommodations beyond what JHCS is able to provide or that affects the student's ability to meet the expectations of being a JHCS student, the School Administration will work with the student and family on a case-by-case basis. If it is determined that the needs of the student cannot be met at JHCS or that the student is not currently able to uphold the expectations of being a JHCS student, the school will make recommendations that could include a leave of absence or withdrawal from JHCS.

### **Immunization Policy**

All students are required by Wyoming state law to have a completed Immunization Record on file with the school within thirty (30) calendar days of entry. This record must be presented with your Emergency and Health History Form, as noted above in "Emergency Information", prior to the first day of school. Students who have contracted a contagious disease may need a doctor's permission to return to school.

### **Entry Codes**

Each student will be given an entry code that will allow them access to the JHCS academic buildings. Students are responsible for memorizing their code and keeping it confidential. Student entry codes will only work during school hours. Students should not share their codes with their parents or with anyone that is not part of the JHCS community. Sharing an entry code without authorization is a violation of a major school

rule and will be subject to disciplinary action, which may include an Honor Council hearing, a suspension, or an expulsion.

### **Drop-off and Pick-up of Students**

Parents/Guardians are expected to enter the JHCS campus from High School Road and drop-off or pick-up students on the south side of the JHCS building. After dropping-off or picking-up students, parents are expected to continue around the Flat Creek Business Center and to exit the complex via Gregory Lane on the east side of the complex.

### **Transportation**

The Jackson Hole Community School will not provide transportation to or from the School. Students are encouraged to take the transportation provided by the Teton County School District or the START Bus, or to carpool. The School will provide transportation for any School-related trips. All parents/guardians must complete and submit their *JHCS Enrollment Agreement*, which grants consent for students to travel with the School.

### **Parking**

JHCS provides 16 parking spots to its upper class students. Students parking elsewhere must park in designated, pre-approved parking spots. If changes need to be made during the school year, students should speak to the Deans of Student Life about their requests, and any sharing of parking spots needs to be approved.

Students may not park in other parking spots at the Flat Creek Business Center unless they have permission from a school administrator and the business owner (e.g. Teton Literacy Center). Students are encouraged to walk, bike, carpool, or use public transportation when circumstances permit. Violations of parking guidelines may result in loss of parking privileges at the School and further consequences. JHCS is not responsible for finding student parking spaces off campus.

### **Driving**

Flat Creek Business Center is a busy complex. Please drive slowly and responsibly, as it is important that our students are both safe drivers and respectful of the neighboring businesses and nonprofit organizations in the complex. Reckless driving may result in losing the privilege to park on campus. Music volume should be at a respectable level within the complex.

### **Visitor Policy**

JHCS welcomes guests to the School. All visitors must sign in and sign out at the front office. Visitors must be approved with advance notice by an Administrator.

### **Walkout Policy**

As an educational institution, the Jackson Hole Community School cannot take a stance on issues that may be considered political (see our Statement of Neutrality). Walkouts

are unsafe for the participating students and non-participating community members. Student participation in any walkout from school will be treated as an absence that counts towards the 80% threshold.

### **Walking Between Buildings and the JHHS Turf Field**

When moving between the main building to the building located in the northwest corner of the Flat Creek Business Center (North Campus), and between the JHCS campus and the JHHS turf, students are expected to walk on the sidewalks and to cross the parking lot in the designated crossing areas. Students should not run through the parking areas. Students may only use the front doors of the buildings unless there is an emergency or they are accompanied by a faculty member. Students may not be unaccompanied in the lot between campuses.

### **Emergency Information**

If a student becomes ill or injured, a staff member will administer appropriate, immediate care and call a parent/guardian and, if necessary, an ambulance and the student's doctor. If both parents/guardians are unavailable, the responsible staff member will notify the emergency contact listed on the Emergency and Health History Form. This form is the source for all information and contact concerning the student's illness or injury or other emergencies. It is imperative, therefore, that this form be completed prior to the first day of school and updated by families if/as changes occur. An enrolled student will only be allowed to attend school once the Emergency and Health History Form has been submitted.

### **Emergency Operating Plan**

Drills will be held throughout the school year to ensure that all students and employees are aware of how to respond to an emergency at school. Directions as to the procedure in the case of an emergency are posted in every room. Please see *Appendix C: Emergency Procedures* for further information.

### **Personal Property**

It is not wise to bring large sums of money or other valuables to school. If it is necessary to bring valuable equipment to school, students should keep the equipment with them at all times. The School is not responsible for any personal property brought to school. Students' possessions are not covered by the School's insurance.

### **Law Enforcement**

The Jackson Hole Community School will cooperate with investigations of students by law enforcement agencies. School administrators may distribute student and parent phone numbers to law enforcement agents at the agents' request.

### **Search Policy/Inspection of Students' Belongings**

In order to maintain a healthy and safe environment at JHCS, students and their personal possessions and belongings (including, but not limited to, clothing, purses, backpacks,



book bags, sports bags, lockers/cubbies, desks, computers, phones, electronic devices, and vehicles) may be searched by school staff members if there is a reasonable basis to believe that the student subject to the search has violated or is violating the law or a school rule, or is in possession of something that is potentially dangerous or harmful. Reasonable suspicion may be based on personal observation, a report from a student, staff member, or member of the community, suspicious behavior, appearance, or circumstances, or other reasonable sources of information.

If a search is to be conducted, JHCS will tailor the scope and intrusiveness of the search in relation to the nature and severity of the suspected infraction and other relevant circumstances. Whenever practicable, the search of a student's person (body and clothing) will be conducted in private by a staff member of the same gender as the student or a school health care professional. If practicable in the circumstance, a second school official of the same sex as the student will also be present during the search of a student's person. If practicable in the staff's determination, the search of a student's possessions or belongings, including bags, lockers, and vehicles, will be conducted with the student present. If the student is not present during the search of possessions or belongings, school staff will provide notice of the search to the student whose belongings were searched as soon as is practicable, unless disclosure could impede an ongoing investigation by the police or school authorities.

Any bag or other personal property left unattended for an extended period of time or left in an unusual or suspicious location may be searched to identify its owner and to ensure that it is not dangerous.

If a search yields evidence that a student has violated the law or a school rule, the student will be subject to discipline in accordance with JHCS' disciplinary policies and procedures. JHCS has the authority to confiscate materials and seize evidence and, where appropriate, turn it over to legal authorities for further disposition.

#### **Prescription/Over the Counter Medication**

Parents are expected to notify the School if a student is taking prescription medications or over-the-counter medications that may impair the student's ability to function well and be safe. During overnight school trips, staff will collect and distribute prescribed medications as needed.

#### **Drug Testing**

The School may require drug testing if a student is suspected of being under the influence on campus during school hours or at a school event.

# OTHER GENERAL RULES RELATED TO SAFETY AND THE SCHOOL'S MISSION

## **Behavior**

All students are expected to observe the School's academic and behavioral standards and rules, including those announced during the school year and those described in this handbook. The School will act to discipline or refer to the Honor Council any student whose behavior violates these rules and standards. Conduct that violates the best interest of the School and its community members, or that is unsafe or unlawful, will result in disciplinary action by the School, regardless of when or where that conduct occurs. Disciplinary measures, including suspension and expulsion, are ultimately determined by the Head of School. Violations may be reported to colleges and universities or a different secondary school at any point in the application or enrollment process.

Unacceptable actions include, but are not limited to, the following:

- Behavior that is detrimental to the community
- Bringing weapons to school or to any school-sponsored event, including toy weapons of any kind, e.g., water pistols and water balloons
- Bullying, including online and off-campus behavior that negatively impacts another student's experience on campus or prevents them from being comfortable and confident in our classrooms and in our community
- Cell phone use during the academic day
- Cheating
- Defacing or destroying school property
- Disrespect of any member of our community, on or off campus and online
- Disturbing or disrupting classes by shouting, running, playing music, using athletic equipment, or roughhousing
- Gambling
- Harassment, including verbal harassment, physical harassment, visual harassment, or sexual harassment
- Leaving campus without permission
- Lying, especially during the disciplinary process
- Obscene or disrespectful language, verbally or in writing
- Obstructing free passage through the academic corridors
- Parking in Flat Creek Business Center spaces not reserved for JHCS community members
- Playing music containing obscene language on campus
- Possession or use of illegal substances, including but not limited to: drugs, alcohol, tobacco, e-cigarettes, edibles, or vape materials. *Possession of*

*quantities (or other indicators) of illegal substances that a student intends to sell or provide to others will be viewed as a particularly egregious offense of our Honor Code.*

- Riding in unauthorized vehicles during school hours
- Skipping or being late to classes or other school appointments
- Unauthorized presence on campus while unsupervised or without permission
- Unkind behavior to anyone in the larger JHCS community
- Violations of the Acceptable Use Policy laid out in this Handbook, including: posting, sending, or forwarding revealing or inappropriate words or images—especially those of community members—or other material online, including those generated by Artificial Intelligence; using another person’s device without permission

The above list of specific prohibitions is not exclusive or comprehensive. The faculty expects behavior that is consistent with reasonable standards of decorum and civility, and JHCS reserves the right to discipline students for any behavior, including actions not listed above, inconsistent with that expectation at the School, on or off school grounds, or at any school-sponsored events. Such discipline may include, but is not limited to, admonishment, confiscation of property, suspension, expulsion, and/or referral to local law enforcement authorities. Any off-campus disciplinary situation that threatens, endangers, or shows disrespect toward community members, and/or impacts another student’s ability to be entirely comfortable on campus, is subject to disciplinary action from the School, including an Honor Council meeting, suspension, or expulsion.

### **Bullying and Harassment**

Harassment includes words and/or conduct which subjectively and objectively offends, threatens, intimidates, or demeans another community member in person or through any other means (e.g., in writing, social media). There are a variety of types of harassment, including but not limited to:

- a. Verbal harassment
- b. Visual harassment
- c. Physical harassment
- d. Sexual harassment: unwelcome conduct of a sexual nature. It includes unwelcome sexual advances (either verbal, visual, or physical), requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature which affects a person’s emotional well-being, interferes with their work and/or academic performance or participation in school life activities, or has the purpose or effect of creating an intimidating, hostile or offensive work/educational environment. Sexual harassment may include any sort of sexual intimidation or harassment from one student to another student, from a student to a staff member, or from a staff member to a student and will not be tolerated.

Whether a claim of harassment violates school policy or not is determined on a case-by-case basis considering the totality of the circumstances, including the nature

of the alleged harassment and the context in which the incident(s) occurred. Harassment is a policy violation even when the alleged conduct has caused the harassed individual no physical harm and/or the harassed individual does not report the harassment themselves.

Students have the responsibility to report any suspicions of misconduct or harassment, whether verbal, visual, physical, or sexual, to the Dean of Student Life, the Head of School, or another trusted adult in the community in a timely manner. Following any report or accusation of harassment, a meeting will be set up with the relevant parties and an administrator from the School. Disciplinary action may follow, including possible suspension or expulsion.

**Anti-Retaliation and False Allegation Statement:**

JHCS prohibits retaliation against any individual who in good faith reports or provides information regarding any form of harassment against any person (employee or student) at JHCS. In addition, JHCS will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in retaliatory behavior will be subject to appropriate discipline. Likewise, any individual who knowingly makes a false allegation of harassment shall be subject to appropriate discipline.

Investigation Procedure: All findings will be recorded in writing and submitted to the person found to be in violation of the policy.

**Cell Phones, Texting, Smartwatches**

During the school day, students are not allowed to use their cell phones without permission from an adult in the community, except in the event of an emergency. Prior to going to their first period class, students must silence their phones and place them in their mailboxes at the front desk. Students can use their phones with permission from a Dean of Student Life or Front Desk personnel and then return them to their mailbox. Students who leave campus with permission may take their phones with them and must return them to their mailbox upon return to campus. Students must also silence smartwatches during the school day unless special permission has been granted by a teacher to change those settings. Students may not bring cell phones with them to semester exams.

To make calls during the school day, students must receive permission from the front desk manager. In the event of an emergency, students must follow instructions from the Head of School regarding cell phone and smartwatch use, as individual student communication can create confusion and interfere with emergency protocols.

Students who use their devices during school hours may be subject to disciplinary action, which will include, at a minimum, confiscation of these items until the end of the school day unless otherwise specified. Repeated violations may lead to students being required to turn in their phone to the Dean at the beginning of each academic day and

retrieving it only when they leave campus during or after the school day. (See *Appendix A: JHCS Community Expectations* for more information.)

### **Computer and Internet Policy**

Each student at JHCS must provide their own laptop computer. These computers are subject to inspection. The School reserves the right to block websites that are deemed inappropriate for students. Students may not use any electronic messaging services (e.g., iMessage, Messenger, What'sApp). Using a computer inappropriately will result in disciplinary action, which can range from an infraction, to confiscation of the computer, to suspension or expulsion. (See *Appendix A: JHCS Community Expectations* for more information.)

Students may not use any AI tools, including generative AI tools such as Chat GPT or Gemini, without first obtaining specific permission from their teacher. If a student uses teacher-approved AI-tools at any point during their work on an assignment, the student must indicate the specific AI-tools that were used and how those tools were used.

To gain access to JHCS email and the Internet, students must complete the JHCS Online Acknowledgement Form, in which they indicate their understanding of the Student Technology Use Policies and ethical use policies provided by JHCS. In addition, students under 18 years of age must obtain parental permission. The use of the Internet is a privilege; any of the following actions or any action deemed unsafe by the administration may result in disciplinary action:

- Online bullying;
- Sending, posting or displaying offensive or mean-spirited messages or revealing/nude photos or pictures, including those generated by Artificial Intelligence;
- Using obscene, inappropriate, or hate language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, computer networks, or furniture;
- Violating copyright laws;
- Using another person's password without permission;
- Trespassing in another's folders, work, or files without permission;
- Intentionally wasting limited resources;
- Employing the JHCS WiFi network or systems for commercial purposes;
- Failing to immediately exit an inappropriate network site;
- Using social networking sites inappropriately;
- Impersonating others;
- Posting offensive or damaging comments or materials;
- Posting any real or AI-generated images of JHCS students or faculty without explicit permission;
- Downloading songs, movies, or other large files without permission from a faculty member.
  - Students should not record video or audio of any community member without that person's express consent.

- Students should not access another student's device(s) without their express consent. If consent is given, all standards of this Acceptable Use Policy remain in effect.

Computers, when at school, can be searched at any time by school administrators and faculty. For more information, please see *Appendix E: Student Technology Use Policies*

### **Dress Code**

Students are expected to wear clean clothing that is appropriate for school. Hats and hoods may not be worn at all-school meetings or presentations. Individual teachers have discretion over whether hats may be worn in their own classrooms. Footwear must be worn at all times. While deciding if clothing is appropriate, it is important to remember that

- no underwear may be showing, including bras and underpants;
- text and images may not promote alcohol or any illegal substances and may not be profane, discriminatory, derogatory to others, offensive, or sexually provocative;
- clothing should not be excessively revealing.

Students whose dress is deemed inappropriate by any member of the faculty or staff will engage in a conversation about what aspect of the outfit is inappropriate for school. If students violate dress guidelines, students may be asked to put on alternative clothing. The Dean of Student Life has final say over all matters of dress code. If dress code violations occur repeatedly with no effort to abide by JHCS standards, a student may need to appear before the Honor Council.

JHCS' dress guidelines apply the same requirements regardless of gender and gender identity and expression, thereby avoiding unnecessary reinforcement of stereotypes. In all instances a student is permitted to dress in a manner consistent with their gender identity and in the ways that make them feel most comfortable as long as it fits within our dress code. No student should be pressured to dress differently because of their gender or gender expression.

### **Drug and Alcohol Policy**

JHCS students may not possess, use, distribute, or be under the influence of controlled and/or illegal substances, illegal drugs, or alcohol at the School, on school grounds, or at any school-sponsored events. This includes all electronic cigarettes, vaporizers, and fake illegal substances that are meant to mimic controlled illegal drugs. Student use and possession of tobacco is also forbidden on campus and at school-sponsored events. If a student is suspected of having drugs or alcohol on campus, a clothing search (in the presence of a witness), a backpack search, and a locker search may be conducted. JHCS administrators will confiscate prohibited substances or paraphernalia if possessed at the School, on school grounds, or at any school-sponsored events.

Students violating these rules may go before the Honor Council. Other consequences may include expulsion, suspension, or separation from school. *Possession of quantities (or other indicators) of illegal substances that a student intends to sell or provide to others will be viewed as a particularly egregious offense of our Honor Code.* In general, the following steps will be taken when a student violates or is suspected of violating the Drug and Alcohol Policy:

- a. Student will be removed from class or an activity and put in the administration office or safe area
- b. Parents will be contacted to meet with the Head of School and/or other administrator
- c. Within 24 hours, if possible, a discussion about consequences or next steps will occur with the student and their parents
- d. Mandatory counseling and chemical assessment by a professional in the appropriate field may be enforced
- e. Attendance in a school-approved drug and alcohol program may be enforced
- f. Permission from parents to release a chemical assessment and information from a counseling provider or the police to the School may be required for the student to continue to attend JHCS

#### **Non-Disciplinary Response to Substance Abuse Concerns**

JHCS cares deeply about the health and safety of every student. Therefore, the JHCS Administration strongly urges any student who is concerned about choices a friend is making or the behaviors they are exhibiting to speak with the Director of Student Support, a faculty member, or another administrator right away. This may help the struggling student avoid making an unhealthy decision that could result in disciplinary action. A student who is concerned about a fellow student's health and safety (substance use or other) may proactively bring that information to a teacher or school administrator. In these situations, the School will opt for a non-disciplinary approach whenever possible and make every effort to support the student's needs. The school will also do its best to maintain confidentiality for the student coming forward. If the school believes that the student needs support beyond what the school can provide either for their safety or for the safety of others, the school will work with the student's family to find the appropriate option to best support the student and the school.

#### **Honor Code and Honor Council**

Academic and personal integrity is the cornerstone of any educational institution. A community depends upon the honesty and integrity of its students, faculty and staff in order to grow stronger and to function with trust in the school's day-to-day activities. In 2007, the students and faculty came together to develop an Honor System that includes a formal Honor Code and Honor Council.

The Honor Code (see above) serves as a guideline for conduct that reinforces the ideals of the strong educational community we strive to uphold and gives students and faculty

guidance with regard to violations of academic and personal integrity that could include but are not limited to cheating, plagiarism, lying, disrespect, and bullying.

When violations of the Honor Code arise, the School will follow a system of procedures to ensure that each case is treated fairly, consistently, and with the utmost respect for confidentiality. All cases will be handled in a thorough yet efficient manner. If, after a thorough investigation, the Dean of Student Life feels the violation merits further discussion, the case may be referred to the Honor Council. The Honor Council is given the responsibility for evaluating the case and recommending restorative and other consequences, actions, and/or steps to be taken to restore trust in the community as deemed necessary. The Head of School will receive the recommendations from the Council and has final say on the appropriate course of action.

Parents will be notified when a student is sent to the Honor Council or when a student is given an initial warning from the appropriate Dean of Student Life. In some cases, the Dean of Student Life may request an in-person meeting to discuss the particular incident.

Consequences of violations of the Honor Code may include but are not limited to a grade reduction on the piece of work, a zero on the work, suspension, or possible expulsion. Additional consequences for students who hold a leadership position in the community may include a meeting to discuss their future in the position with the Dean(s), a faculty representative, etc. after the Honor Council hearing is complete and consequences have been shared with the student. As an outcome of that meeting and discussion, the student may be removed from that position of leadership.

Violations of the Honor Code will remain in a student's file for the remainder of the student's JHCS career. Any violation of the Honor Code that results in a student's suspension will go on a permanent record and be reported to colleges upon a student's application to institutions of higher learning and any other secondary schools if a student applies elsewhere prior to graduation. Students will be encouraged to take a proactive stance if involved with such incidents during the college application process. Suspension for any amount of time or for any reason is considered a very serious matter and therefore can lead to further consequences.

### **Suspension, In-School Suspension, and Expulsion**

The following list includes, but is not limited to, behaviors that may warrant suspension and/or expulsion from JHCS:

- Any threat of violence
- Bomb threat
- Destruction of property
- Disrespect to any school employee or community member
- Excessive absences or tardiness
- Fighting



- Intimidation, harassment, or abuse of a fellow student and/or employee of Jackson Hole Community School or a member of the greater community, either on or off campus
- Possession of a weapon or explosive device or attempting to use any instrument as a weapon
- Use, possession, or distribution of alcohol, drugs, tobacco, or counterfeits of these items
- Violations of JHCS Technology Use Policy (see Appendix E)
- Certain violations of the Honor Code
- If a major or minor infraction is committed while on disciplinary or academic probation.

At JHCS, suspension could refer to in school or out of school depending on the disciplinary situation.

Students and parents should be aware that during the application process, colleges and other secondary schools often require disclosure of suspensions for academic or behavioral infractions. JHCS reserves the right to report suspensions to colleges and other secondary schools.

If student behavior outside of school (afternoons, weekends, online, etc.) negatively impacts our community or an individual within our community, JHCS reserves the right to take disciplinary action.

In order to help a student continue their academic progress, it is expected that all assignments are completed during a suspension.

### **Theft and Vandalism**

Stealing, damaging, or destroying the property of any member of the school community, as well as the property of the School itself, will not be tolerated. Students who are found to be responsible for such actions must pay to repair or to replace the items involved and are subject to disciplinary action, which may include restorative consequences, suspension, or expulsion.

### **Weapons**

The use of any weapons, including but not limited to, knives and firearms, or any device that is used to try to inflict harm on another person is strictly prohibited at the School and school-sponsored events both on and off campus. Toy weapons or weapon-like props for a class, presentation, production, or costume must be approved by the Dean of Student Life in advance and prior to bringing them to campus. Any student who brings a weapon to the School or to any school-sponsored event will be immediately directed to the Head of School, and may appear before the Honor Council at a later time. The student may be subject to disciplinary action, which may include immediate removal from campus, suspension and/or expulsion from the School. A bomb threat or any other threat of violence will be treated as the equivalent to bringing a firearm to school. Any

student who wishes to bring an item that may be considered a weapon to school, for educational purposes, must first receive permission from the appropriate Dean of Student Life and/or Head of School.

All of the above applies equally to verbal or written threats of using weapons or bringing them to campus.

In general, if a student brings a weapon to school, without permission, the following steps will be taken:

- a. Student will be removed from class and put in an administration office or safe area
- b. Police will be contacted
- c. Parents/Guardians will be contacted to pick-up student and meet with Head of School
- d. Decision will be made as to whether the student will go before the Honor Council
- e. Mandatory counseling will be required
- f. A discussion about whether or not the student will be expelled will occur with the administration, the school lawyer, if necessary, and then with the student and their parents/guardians

### **Locker Usage**

JHCS students will be provided with a locker upon request. These lockers are the property of JHCS and are subject to search by the School Administration when deemed necessary. JHCS is not responsible for any items that are taken out of a student's locker. Students should not keep valuable items in their locker. Students should keep their lockers free of debris and exercise care to ensure that they remain in good condition. Students will reimburse the School for any damage caused to the lockers and/or lose locker privileges.

### **Lunch Cleanup**

Each student is responsible for cleaning up after themselves after lunch. Cleanup may include wiping tables, sweeping floors, and removing trash. On occasion, a student may need to sweep or mop the Commons at the request of a faculty member. Failure to clean up after themselves may be determined to be an infraction of the community expectations.

## **ADDITIONS TO OUR HANDBOOK**

## APPENDIX A: JHCS Community Expectations

The Jackson Hole Community School *Community Expectations* are designed to cultivate a safe, honest, and respectful community while creating and maintaining conditions for a positive learning environment. The goals of the community expectations are to be in the student's best interest as learners and community members and to be clear and consistently implemented.

Our community expectations are built upon our Honor Code. All members of the Jackson Hole Community School are expected to uphold the following guiding values:

- **Safety** — I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** — Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** — I will strive to undertake the responsibility of being mindfully accepting and tolerant toward each member of the community.

Violations of the community expectations are considered infractions and will be addressed in the following ways.

Level 0 - Verbal reminder

- Teacher gives the student a verbal reminder of the rule. Student corrects the behavior immediately.

Level 1 - Student/Teacher Conversation

- Teacher gives student feedback, explains the infraction, and why breaking that community expectation is harmful to the individual and/or the community. Teacher documents the infraction.

Level 2a- Student/Advisor/Dean of Student Life Conversation

- Three infractions with the same student and different teachers will result in a conversation with the student, advisor, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 2b- Student/Teacher/Dean of Student Life Conversation:

- Three infractions with the same student and same teacher will result in a conversation with the student, teacher, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 3 - Student/Parent/Advisor/Dean of Student Life Conversation:

- Additional infractions after Student/Teacher/Dean of Student Life or Student/Advisor/Dean of Student Life conversation will result in parent/guardian

communication and involvement. Dean of Student Life documents the conversation.

Infractions are cumulative for each semester. A total of each student's infractions will be kept by the Dean of Student Life. If a student has any questions about their infractions, they should consult the Dean of Student Life.

The following are examples of infractions. These are simply examples and in no way constitute a complete list of possible infractions; dishonesty, disrespect, and misuse of computer or phone.

Violations of major school rules will be addressed on a case-by-case basis. Examples of such violations include possession of firearms, creation of fire hazards, possession or use of alcohol and drugs, and inappropriate use of motor vehicles. Responses to such violations may include Honor Council, suspension, and expulsion.

Continued violation and abuse of a school rule or regulation may result in a more serious penalty than the one normally applied.

The Head of School reserves the right to dismiss a student at any time if the circumstances warrant it.

### **Campus Violations**

During school hours, Jackson Hole Community School students are not permitted to be in any part of the Flat Creek Business Center other than the main campus and north campus of the school, unless under direct adult supervision. During lunch, students are generally allowed to use the JHHS turf field across from campus, provided they use the crosswalk to get across the public road. Violation of this rule may result in disciplinary action.

## **APPENDIX B: Gender Diversity Policy**

JHCS is committed to providing a safe and supportive learning environment for all students. The School uses the term gender diversity in this policy to include transgender students, non-binary students, students with expansive gender expressions, and other forms of gender diversity. As such, we endeavor to create an inclusive environment in which gender diverse students experience an inclusive, equitable, and high-quality education.

This policy is in place to uphold the values of JHCS and to affirm that gender diverse students receive active school support and protection for their physical, mental, and

educational wellbeing. Having a gender diversity policy setting forth general principles for supporting gender diverse students sets clear expectations for students, staff, and the school community.

The guiding principles for supporting gender diverse students are:

- **Belonging:** All JHCS students belong and are welcome.
- **Safety:** JHCS promotes the safety of all students, including gender diverse students.
- **Honoring Diversity:** JHCS affirms the right of every student to be treated respectfully in their gender identity and self-expression.

### **Gender Support Plan**

Upon request, school staff on the Gender Inclusion Team will convene a Gender Support Plan for the student to ascertain their needs. For questions about the Gender Support Plan, please see the Director of Student Support.

### **Names and Pronouns**

At JHCS we use the name and pronouns each student desires. A legal or court-ordered name change is not required.

Students have the right to be addressed by the names and pronouns that correspond to their gender identity. Using each student's desired name and pronoun is an act of respect and promotes the safety and wellbeing of the student and community.

### **Gender Separated Activities and Spaces**

#### **Restrooms at JHCS**

There are multiple bathroom and clothing-changing spaces at JHCS. Students have the ability to choose a bathroom that is gender specific, gender neutral, or single stall. All students can use the restroom that is consistent with their gender identity irrespective of the gender listed on the student's records. No student will be required to use an alternative restroom because of their gender identity. Our single stall bathroom may be used by any student who desires increased privacy, regardless of the reason.

#### **Gender-Separated Classes/Activities**

All students will be allowed to participate in a manner consistent with their gender identity with respect to gender-separated classes or activities.

#### **Overnight Trips**

JHCS works with partner organizations to ensure student safety and share gender support plans, information, and policies. It is our goal to have gender diverse students

participate in alignment with their gender identity and where each student's privacy and safety is respected.

### **Extracurricular Activities**

If a student would like to participate in extracurricular activities in the larger community, the Gender Inclusion Team is available to meet with the student to review the options available and determine the best path forward. This may include having the student's Gender Support Team meet with the sponsoring organization to provide them with a copy of the student's JHCS Gender Support Plan.

### **Participation in Athletics**

If a student participates in competitive athletics at Jackson Hole High School, JHCS will adhere to the policies and guidelines put forth by Teton County School District and the Wyoming High School Athletic Association. See [here](#) for more info.

### **Privacy & Confidentiality**

In protection of gender diverse students' privacy and confidentiality, school staff will implement practices to avoid the inadvertent disclosure of such confidential information. The Gender Inclusion Team will serve as a resource to any student who wishes to discuss their gender. In similar fashion, if a student approaches a faculty or staff member with such questions, the JHCS employee will enlist the assistance of the Gender Inclusion Team.

### **Changing Student Records**

Upon receiving confirmation of a change in the student's name, sex designation, and/or gender marker on official Government records, all school records, including attendance records, transcripts, grades, and diplomas, will be updated, when possible, to align with those changes. In situations where it is not possible to make these changes, the requested information will be included in the electronic database in order to inform staff of the name and pronoun to use when addressing the student.

## **APPENDIX C: Emergency Procedures**

### **Emergency Procedures**

The following plan addresses emergency procedures for:

- The safe evacuation of the premises.
- The emergency care of students following the evacuation until they are reunited with their families.
- Emergency care of students if confined within the building during a disaster.

- Drills that will be held each month while school is in session under the supervision of the Facility Operations Coordinator and/or Head of School.

### **Responsibility**

School: The school is responsible for all students on the premises until they are released to a parent, guardian, or other designated person, or until they have been transported to a designated area, in which case selected staff will remain with the students until all have been reunited with their families.

Employees: All employees and volunteer parents will remain on the premises as emergency service workers. Such employees will be subject to whatever tasks are assigned by the person or persons in charge and may not leave the premises until the same person or persons give them official permission to do so.

Parents: Parents should not call the School or come to the School. Students will be released only from the designated dismissal area and only to authorized family members or other designated persons. Parents need to be assured that the teachers and other school personnel are giving their students any emergency care necessary. The safest place in case of a disaster is off the streets, out of the way of emergency and rescue equipment. Parents are encouraged to subscribe to the Nixle notification service for general updates from government services during emergencies. A list of emergency update services can be found at [www.tetoncountwy.gov/320/Emergency-Management](http://www.tetoncountwy.gov/320/Emergency-Management). For updates specific to the school, parents should look for emails and/or texts from the school, recognizing that these updates will be sent as promptly and regularly as possible, depending on the circumstances.

For more information on our safety and security procedures please contact the school.

## **APPENDIX D: Alternative Studies Program**

**Appendix D Addendum:** [JHCS Alternative Studies Program](#) (Partner, Approved, and non-Partner Programs information and policy)

At JHCS, we value in-person class time. Alternative Study happens on an as-needed basis. When necessary, Jackson Hole Community School (JHCS) works with external academic institutions for students to earn graduation credits through our Alternative Studies Program.

Courses provided through JHCS's Alternative Studies Program are available for juniors and seniors who have a need or interest in a particular subject area at a time when

directly pertinent courses in that area are not currently offered at JHCS. The purpose of a student participating in an alternative study course while at JHCS is due to a student's need to fulfill JHCS diploma requirements or to supplement their learning in a particular area. Alternative Study is not intended to replace or to supersede courses already offered by JHCS. If a student needs to take an alternative study course, they must submit a request in writing to the Director of Academics and Registrar who may review the request with the Curriculum Committee. Requests should be made during the course enrollment period for the upcoming semester. Requests for Other Non-Partner Institutions require a one month lead time for approval.

**Eligibility in Alternative Study Program courses:**

1. Is limited to one 0.5 credit course per semester with a maximum of two courses per year OR one year-long 1.0 credit course per year (*This does not include credits for foreign language or advanced math courses we do not offer*).
2. Is dependent upon recommendation from the student's advisor and a teacher.
3. Is dependent upon approval by the Director of Academics and Registrar and Curriculum Committee.

**Payment for Alternative Study Program courses:**

1. Is covered in full by JHCS if a student has exhausted all JHCS courses in a particular department but still needs required credits in that department to graduate, or if the student has completed JHCS's highest level math class and wishes to continue with higher-level math, or if there is not another JHCS elective course that works with a student's schedule. Please note additionally:
  - a. If a student elects to enroll in a course for "dual credit" (high school and college credit), the student's family will pay expenses for the "college credit" portion of the course.
  - b. If a student enters JHCS at an unusually accelerated level and as such is not a candidate for a traditional course of study, then payment for classes taken via external providers will be covered by the student's family.
  - c. The course must be approved by JHCS's Curriculum Committee.
2. Payment is covered by the student family in all other cases.



## Important information and policies related to Alternative Study at JHCS:

**\*\*If a student chooses to take an Alternative Study course that is required to earn a JHCS diploma and the student fails the course, this will jeopardize a student receiving a diploma. Alternative Study courses taken in a student's spring semester of their senior year which receive a failing grade may jeopardize a student's ability to enroll in college and would be the student's responsibility to notify the college of this situation.\*\***

**\*\*Grades from Alternative Studies Programs are NOT calculated into JHCS GPAs. These grades are recorded on transcripts that are attached to the student's official JHCS transcript.\*\***

### **Glossary of Terms:**

***Alternative Study:*** Any type of study that is not offered through JHCS.

***Partner Program:*** An organization which JHCS has formed a partnership with. These organizations consist of Global Online Academy (GOA) and One Schoolhouse and have been approved by our staff at JHCS as applicable toward a graduation requirement.

***Approved Non-Partner Program:*** While not a Partner Program, an organization that offers certain language courses that have been approved by our staff as applicable toward graduation requirements. These organizations consist of LanguageBird.

***Other Non-Partner Institutions:*** These are institutions that have not been vetted by JHCS, and require a closer look in order to award JHCS credit on the student's transcript.

**If curriculum circumstances necessitate a student to take a course through one of JHCS's Alternative Studies Program institutions, the following will apply:**

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student will take to fulfill the School's academic requirement.
- b. The course and its credit will be noted on the JHCS transcript. The grade will not be reflected on the JHCS transcript but will be reflected on the attached transcript from the alternate institution. The grade will not be calculated into the student's JHCS GPA.
  - i. If the student fails or withdraws from the course, this information will be noted on the student's JHCS transcript.
- c. The student is expected to complete the course within the semester for which the course has been approved. It will be up to the student to pace themselves effectively during the semester. The student will be asked to regularly check in with their advisor and the Director of Academics and Registrar.

**If a student is interested in taking a course through one of JHCS's Alternative Studies Program institutions, the student has exhausted JHCS course offerings in a particular department, but does not need the course for the successful completion of JHCS requirements, the following will apply:**

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student would like to take.
- b. The student may choose to have the course noted on their transcript. If the student elects to have the course listed on their transcript, they will make this decision prior to the beginning of the course. (Please note: In almost all cases, it is advised that the student should have the course noted on their transcript.)
- c. If the course is noted on the JHCS transcript, the student may receive credit for the course from JHCS, but the GPA will not transfer.
- d. The student is required to complete the course on the JHCS timeline, semester by semester. If the student is receiving JHCS credit for the course, the student may be required to regularly check in with the Director of Academics and Registrar.

**If a student applies to take an Alternative Study course and has not exhausted JHCS's course offerings or does not need the course in order to successfully complete diploma requirements, the following will apply if approved by the Director of Academics and Registrar.**

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student would like to take.
- b. The student may choose to have the course noted on their transcript. If the student elects to do this, they will make this decision prior to the beginning of the course.
- c. If the course is not noted on the student's transcript, the student will *not* get high school credit from JHCS for the course.
- d. The student must complete the course on the JHCS timeline if the course is noted on the transcript.
- e. The student will be responsible for pacing themselves during the year and may be required to check in regularly with the Director of Academics and Registrar.

**Please read more about our Alternative Study Program in the Addendum to this Appendix [here](#) if the student is considering Alternative Study.**

## **APPENDIX E: Student Technology Use Policies**

Jackson Hole Community School offers students and staff access to the school Wi-Fi network for the purpose of facilitating learning and providing the best educational experience possible for students. To gain access to the Internet, all students must obtain parental permission and their parents must submit an electronic signature stating that they will adhere to the Student and Family Handbook. These signatures are legally binding and indicate that the parties who signed have read the terms and conditions herein carefully and understand their content.

Access to the Internet is a privilege, not a right. The Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students accessing the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **JHCS Internet Rules**

Students are responsible for good behavior on the Internet in the same way they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

Access is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility.

Individual users of the JHCS Wi-Fi network are responsible for their behavior and communications over the Internet. It is presumed that users will comply with JHCS rules, policies, and standards and all applicable laws and will honor the expectations outlined in these Student Technology Use Policies. Beyond the clarification of such standards, JHCS is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the Internet.

Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on Google Drive would always be private. The server room is accessible to JHCS staff only.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

Internet Access: Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student disciplinary action includes, but is not limited to suspension and/or expulsion. Parents/guardians or perpetrators may be billed for damages to technology resources. *Beyond these school penalties, illegal activities will be referred to the appropriate law enforcement agency and further consequences may result. JHCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the JHCS Wi-Fi.*

## **GUIDELINES FOR THE USE OF JHCS TECHNOLOGY RESOURCES**

JHCS offers technology resources for student use. This appendix constitutes the JHCS Student Acceptable Use Policy for use of JHCS technology resources. The Internet, as a part of the technology resources, has been established for a limited educational purpose to include classroom activities and curriculum-based research. The resources have not been established as a public access or public forum and JHCS has the right to place reasonable restrictions on the material accessed or posted, and on the training needed before use of the system is allowed, and to enforce all rules set forth in district policy and the laws of the state of Wyoming.

The following are guidelines for the use of JHCS technology resources:

### **Personal Safety:**

- Students will not post contact information (e.g., addresses, phone numbers) about other people.
- Students will not engage in online harassment. If a student feels that they are being subjected to inappropriate computer-based behavior, they should discuss the situation with a faculty member immediately.
- Students will not record video or audio of any community member without that person's express consent.
- Students will not access another student's device(s) without their explicit consent. If consent is given, all standards of this Technology Use Policy remain in effect.

### **Illegal Use of JHCS Resources:**

- Users will not attempt to gain unauthorized access to this or any other computer resource system or go beyond authorized access by entering another person's user account or accessing another person's files.
- Users will not deliberately attempt to disrupt the computer resource system or destroy data by spreading computer viruses or by any other means.
- Users will not use JHCS technology resources to engage in any illegal act.

### **Management of System Security:**

- Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a password be given to another person.
- Users should immediately notify an administrator or the system administrator if a possible security problem is identified. Do not look for security problems; they may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses!

### **Respecting the Limits of JHCS Resources:**

- Users will be held responsible for damages or loss of technology resources due to negligence including toner and paper.
- Students will use only those applications needed to complete class assignments.

#### **Inappropriate Access to Material:**

- Users will not use JHCS technology resources to access material that is profane or obscene (pornography).
- Users will not use JHCS technology to access resources that advocate illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made if the purpose of the access is to conduct research with both teacher and parental approval.
- If a user mistakenly accesses inappropriate information, they should immediately exit the site and then tell a teacher or school administrator. This will protect the students against a claim of intentional violation of this policy.
- Users will not violate copyright laws.
- Users will not employ the Internet for commercial or political purposes.
- Any student who downloads information that causes the network technician to spend excessive time to fix the problem will be charged for the network technician's time.
- Students may not download music, movies, or other large files.
- Students may not use Artificial Intelligence (AI) tools to create work unless given explicit permission by the teacher.

#### **Use of Computers:**

- Students are subject to their parents' or guardians' supervision, as described in the agreement.
- All JHCS students have access to You Tube. If parents want to restrict their children's access to You Tube, the parents should contact JHCS.
- Any computer used by a student at the School is subject to inspection at any given time by JHCS staff. If inappropriate information is found on the computer, students may be subject to disciplinary action.
- In the event that computer equipment becomes inoperable due to a student's actions, they are responsible for the cost of repair and/or replacement of the computer.
- If a student causes damage to another student's computer or faculty computer, they are responsible for the cost of repair and/or replacement of the computer.
- If JHCS loans a student a computer and they cause damage to the computer, they are responsible for the cost of repair and/or replacement of the computer.
- Email accounts will be assigned to each student. Students must be responsible when writing school related or personal emails.
- Computers are like lockers and may be checked periodically by school officials.

#### **Use of Inappropriate Language:**

- On any and all uses of the technology resources, whether in application to public or private message or material posted on the Web pages, users will not use

obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Users will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person by a persistent action that distresses or annoys another person and they must stop if asked to do so.

**VIOLATIONS MAY ALSO RESULT IN DISCIPLINARY OR LEGAL ACTION.**

## **APPENDIX F: Honor Code Violation Procedure**

### **I. Procedural Steps for Academic and Behavioral Infractions of the JHCS Honor Code**

- I. Prior to Honor Council convening
  - A. Those who are involved: both Deans of Student Life, Teacher involved in incident, Student involved in incident, Student's advisor
- Teacher gathers information/evidence and reviews incident. This may include an initial discussion with the student/s involved. (notes should be taken throughout the process for submission to the Dean)
- Teacher confers with Dean of Student Life. Further evidence gathering may take place through a meeting between student and Dean of Student Life with advisor present as needed. Dean of Student Life and HOS make a decision as to whether or not to move forward with an Honor Council Hearing or an Administration/Parent/Student Meeting.
- Teacher will be asked to provide a summary of the incident and all relevant evidence to the Dean via email or in a meeting.
- One DOSL (usually the one representing that student's class) serves as the HC Coordinator:
  - Organizes and coordinates the HC meeting and all of its logistics: scheduling, dissemination of materials, facilitating the meeting
  - HC Coordinator notifies teacher, student, advisor, parents of upcoming HC hearing
- The other DOSL will hear the case and serve as a decision-making member of the HC.
- Advisor meets with student prior to HC hearing to reflect and prepare a brief,

written statement. The student advisor, or another staff member chosen by the student if adviser cannot be serve in that role, should attend HC meeting.

II. During Honor Council Meeting

- A. Those who should be present at HC hearing: both Deans of Student Life, student involved, student's advisor, Honor Council members (including teacher rep), Head of School
- HC Coordinator will share the summary of the incident prior to the arrival of the student and their advisor in order to allow the HC members to prepare questions
- Student and advisor enter room
- Introductions
- HC Coordinator reads relevant sections of Honor Code
- Dean of Student Life reviews notes of the case
  - Student encouraged to give their side of case
  - Questions asked by Council
  - Final statement from the student and the student's advisor
  - Student and advisor dismissed
  - HOS and HC Coordinator (DOSL) stay in room for any clarifying questions
  - HOS and HC Coordinator (DOSL) dismissed
  - Honor Council reviews evidence and testimony in closed-door setting to recommend consequences, actions, and/or steps to restore trust between the student and the school community.
  - Faculty representative to the HC will share the recommendation(s) with Head of School

III. After Honor Council Meeting

- Head of School makes decision and notifies Dean of Student Life and HC Coordinator
- Dean of Student Life discusses Honor Council finding with student and parents the same day as the meeting
- HC Coordinator notifies Honor Council of final decision
- HC Coordinator may choose to have follow up meetings with Honor Council to assess the process.
- Deans of Student Life or the student's advisor may choose to meet with student periodically throughout the year to check in.



# APPENDIX G: Open Campus, Extracurricular Eligibility, Early Release Policies

## Academic Eligibility

### **Academic Warning System for Athletic Eligibility and Sign-out Privileges; Green-Yellow-Red System**

Each week, student grade reports are reviewed to determine academic standing. Based on performance, students are placed into one of three categories that affect **extracurricular eligibility** and **sign-out privileges for 11th and 12th graders**.

### **Why We Use this System**

The GREEN, YELLOW, RED system is designed to support academic success while helping students balance their responsibilities with extracurricular involvement. It promotes **accountability**, encourages **early intervention**, and reinforces the importance of academics as a priority. Our ultimate goal is to help every student succeed in the classroom

By regularly monitoring progress, we:

- Encourage students to take ownership of their learning.
- Provide timely support when academic performance begins to slip.
- Ensure that privileges and participation are earned and maintained through consistent effort.

### **GREEN – In Good Standing**

Being in the GREEN means grades are in good academic standing (80% and above). No specific outreach will be done.

### **YELLOW – At Risk**

Being in the YELLOW means grades are 70-79%. In this case, the Dean of Teaching & Learning and/or the Director of Student Support will encourage the student to meet with their teacher.

### **RED – Not in Good Standing**

Being in the RED means that one or more class grades, or assignment completion rate in an Alternative Studies course (like GOA, Language Bird, or One Schoolhouse), is

below 70%. This could be because of missing assignments or receiving a low score on a test or major project. When this happens, the Dean of Teaching & Learning and/or the Director of Student Support will check in with the teacher and student to better understand the situation. If needed, students, parents/guardians, and Advisors will be notified to help create a support plan to raise the grade. While in the RED, a student cannot participate in extracurricular activities. JHCS will notify partnering extracurricular academic coordinators (TCSD, JHSC, Moose Hockey, etc) and review the process with each student and parents/guardians. And 11th or 12th graders lose sign out privileges until the grade is YELLOW or GREEN.

\*Students can also lose sign-out privileges for behavior and/or not following school rules. This is determined by the Deans of Student Life.

### **Open Campus Policy**

Regarding sign-out privileges, the Dean of Student Life determines if a student is short of required community service hours and/or not honoring sign in/sign out procedures; the Dean will notify student, Advisor, Parents, and Dean of Student Academics of a student's eligibility for open campus privileges.

During exam weeks, JHCS will often operate as an "open campus" which means students in all grades, including 9 and 10, are allowed to leave between their exam periods. They must sign in and out each time. Parents can email [attendance@jhcschool.org](mailto:attendance@jhcschool.org) if they want to require their child to stay on campus during an exam week.

For all students involved in club or TCSD/JHHS sports and activities, the JHCS eligibility policy aligns with those at JHHS and the Jackson Hole Ski & Snowboard Club: students must maintain grades of 70% or above in order to participate in co-curricular activities.

Beginning with the start of quarter 2, 11th graders can earn off-campus privileges. They may sign out and sign back in during lunch, study halls, and Alternative Studies periods, assuming they are in good academic standing.

12th graders' privileges remain the same all year: dependent upon their academic standing.

Additionally, arriving late or forgetting to sign in/out may result in a temporary loss of privileges. If a student is behind on their community service hours, a Dean of Student Life may temporarily suspend their privileges.

During the school day, when 11th or 12th graders sign out, they are not under the school's jurisdiction until they sign back in. For safety purposes, we ask that you please sign and return [THIS FORM](#) to the Facility Operations Manager to give permission for 11th or 12th graders to have off-campus privileges.

## **APPENDIX H: Academic Accommodations**

### **Academic Accommodation Plans**

JHCS strives to be responsive to the needs of neurodivergent students. When appropriate the school will refer students for outside tutoring or testing. Recommendations suggested by outside evaluators are reviewed and implemented when appropriate.

Academic accommodations will be granted to students in consultation with the Director of Student Support. Temporary accommodations can be granted with the discretion of the Director of Student Support on an as-needed basis for students who have been identified by the Dean of Teaching & Learning, the advisor, the parent, or the teacher. Acute physical or mental health conditions may also qualify a student for a temporary accommodation plan and will be written in consultation with licensed, non-familial medical and/or behavioral health professionals. Temporary accommodation plans do not qualify students for extended time on national standardized tests such as the PSAT, SAT, or ACT. Temporary accommodation plans can be issued for six months and under certain circumstances can be renewed. During the period of a temporary accommodation plan, the family, student, and the Director of Student Support will discuss whether or not diagnostic testing for permanent accommodations is needed.

Permanent accommodation plans will be put into place by the Director of Student Support. In order for a student to have a permanent accommodation plan, JHCS must have diagnostic testing from a licensed provider on file. A learning disability, mental health, or medical diagnosis that impairs the student's ability to learn without additional accommodations must be diagnosed and documented. Diagnostic testing cannot be more than three years old when an accommodation plan is put into place. Testing from before Middle School does not always state accommodations that are best for a student. If JHCS requires more information in order to give a student further accommodations, JHCS may request updated testing or an official note from a licensed provider with updated recommendations.

Each accommodation plan is specific and unique to the student and their individual needs. Accommodation plans are shared by the Director of Student Support with the student, student's family, Deans of Teaching & Learning and Student Life, student's advisor, student's teachers, and other faculty on a "need to know" basis. Students and

families who would like to discuss accommodations should contact the Director of Student Support.

#### Extended Time

JHCS expects students to complete quizzes, tests, and exams in the time put forth by the student's teacher and the School. Some students with Academic Accommodation Plans are granted extended time on quizzes, tests, and exams if the family has submitted appropriate documentation from a licensed provider. Documentation must indicate the need for additional time.

For JHCS assessments, students who obtain the required documentation for extended time will be given an accommodation up to, but not to exceed, 50% (time and a half). Students must be prepared to take such tests either in several discrete segments or at a single predetermined time whereby they will not be disturbed during the testing. Students will be held to the guidelines of the Honor Code in situations that may require un-proctored settings. During exams at the end of each semester, students may be required to begin their exams ahead of the scheduled time or remain after the scheduled end of an exam.

Once a student has an official, permanent accommodation plan in place that recommends extended time, JHCS will begin the process of requesting extended time on national standardized tests on behalf of the student in a timely manner. In order to qualify for extended time on national standardized tests, a student must satisfy the requirements set forth by the organizations responsible for the tests. The requirements may include an updated Individualized Education Program (IEP), 504 plan, or a psychoeducational evaluation conducted by a qualified and licensed specialist. All such plans should be on file with the Director of Student Support. *Obtaining approval for accommodations on national exams can take up to eight weeks. Please note the necessity of planning ahead.*

#### Language Waivers

If a student's psychoeducational testing indicates that the student is eligible for a language waiver due to a qualified diagnosis, JHCS will work with that student, their family, the World Language teacher, the Director of Student Support, and the College Counseling department to make a recommendation about the World Language requirement for that student. A language waiver is only granted in cases where there is a qualified diagnosis documented by a licensed provider and with a release of information on file with JHCS to be able to speak to that licensed provider. Families with questions about a language waiver should reach out to the Director of Student Support.

If it is recognized that a student's educational or mental health needs cannot be met within the JHCS academic setting, JHCS will work cooperatively with parents to help them target the appropriate educational needs for their child and to advise them on the optimal school setting for their child.





PLANNING & BUILDING DEPARTMENT

October 2, 2012

Jackson Hole Community School  
Attn: Scott Hirschfield  
P.O. Box 6787  
Jackson, WY 83002

RE: Items P12-055 & P12-056  
Conditional Use Permit & Final (Intermediate) Development Plan Amendments  
1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650

Dear Mr. Hirschfield:

This letter is to confirm that on September 4, 2012, the Jackson Town Council voted to **approve** your request for an Amendment to a Conditional Use Permit to allow an institutional use in the Business Park (BP) zoning district on the property located at 1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650 with a new condition 1 as follows:

1. The applicant shall make a good faith effort to encourage its students to walk, bike, utilize public school buses, and/or public transportation.

Please also note that the original conditions of approval for the original Conditional Use Permit approved on February 2, 2004, carry forth where applicable. These conditions are as follows:

2. Prior to issuance of a building permit, the applicant shall submit a sign plan for the site. This plan should include directional signs for school users, parking area signs and school zone warning signs.
3. Prior to Town Council meeting on this item, the applicant shall submit a plan to mitigate the adverse impacts resulting from the incompatibility between the proposed uses and the heavy service and light industrials uses permitted on this site.
4. The applicant shall separate the school use from the other uses as required by the building code in effect at the time of building permit submittal. This will require a minimum of one-hour fire resistive occupancy separation. This fire resistive separation may be required to be increased depending upon adjacent use.
5. Prior to the Town Council Meeting on this item, the applicant shall submit a proposed code of conduct. Once Town has approved the code of conduct, the applicant shall required the parents of all Jackson Hole Community School student and all Jackson Hole Community School students shall sign and acknowledge their understanding of the code of conduct.
6. Prior to increasing the floor area of the school or an expansion of grade levels beyond 9 through 12 grade, the applicant shall be required to amend the Conditional Use Permit and the Final (Intermediate) Development Plan.

In addition, the Town Council voted to **approve** your request for an Amendment to a Final (Intermediate) Development Plan to allow the expansion of the Jackson Hole Community School campus located at 1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650, subject to the attached Department Reviews.

Please note that any revisions to either the Conditional Use Permit or the Final Development Plan shall be reviewed and approved by the Planning Director. Approval of any changes to the Conditional Use Permit shall be in accordance with Section 5140.H, Minor Deviations, and 5140.I, Amendment to development permit for Conditional or Special use. Approval of any changes to the Final Development Plan shall be in accordance with Section 51200.J, Minor Deviations, and 51200.K, Amendment to a Development Plan permit, of the Town of Jackson Land Development Regulations.

Based upon these actions, the permits for the Conditional Use and Final Development Plan Amendments shall expire on **September 4, 2015**, if no building permit has been issued to establish the authorized use.

Should you have any questions or require further information on this matter, please feel free to contact me at 733-0440, Ext. 1303.

Respectfully,



Shawn Hill, AICP  
Senior Planner

SH:ad

Enclosure



9/28/2012

# Town of Jackson Project Reviews

Project Number P12-056  
Project Name Expand school campus  
Type FDP INTERMEDIATE  
Subtype AMENDMENT  
Status APPROVED  
Applicant J.H. Community School

Applied 6/22/2012 AD  
Approved 9/4/2012 AD  
Closed  
Expired  
Status 9/4/2012 AD

Owner FLAT CREEK BUSINESS CENTER LLC

Site Address  
1755 High School Road 650

City  
Jackson

State Zip  
WY 83001

Subdivision  
FLAT CREEK BUSINESS CENTER CON

Parcel No  
22401606112043

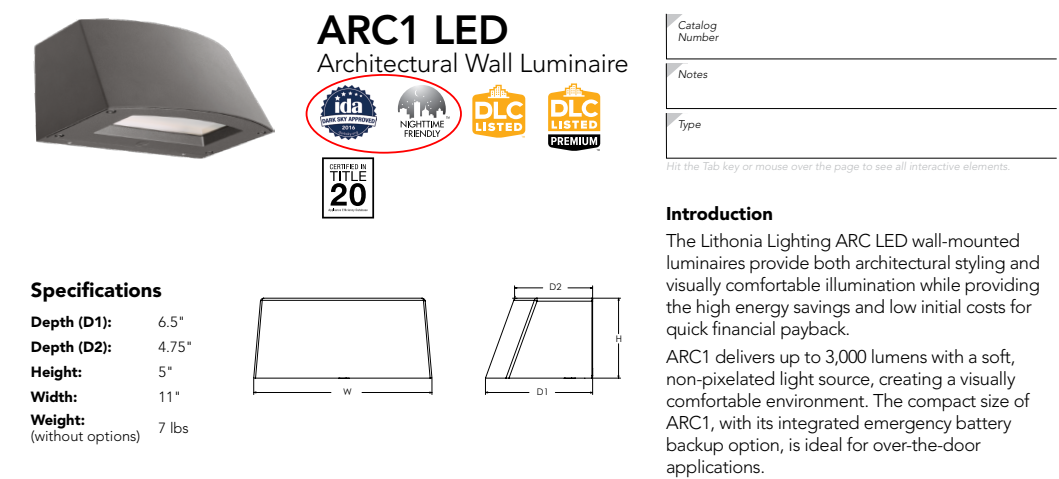
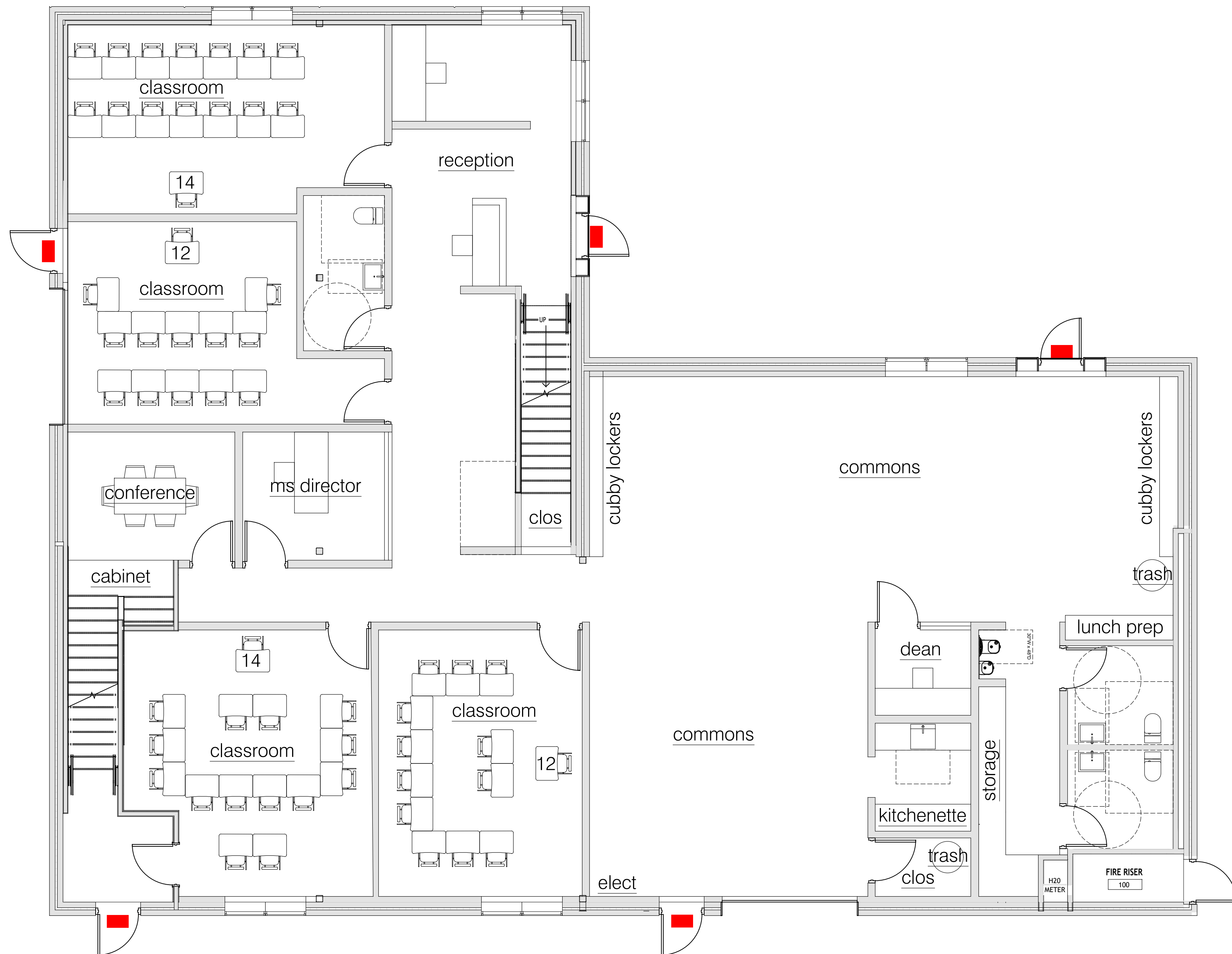
Page 1 of 1

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
Fire Kathy Clay, Fire Marshal Jackson Hole Fire/EMS 733-4732	APPROVED W/COND	6/25/2012	6/25/2012	6/28/2012	
All changes shall be in accordance with the 2006 International Fire Code and the 2011 National Electric Code. Final fire inspection required.					
Legal	APPROVED	6/25/2012	6/25/2012	7/13/2012	
Planning	APPROVED	8/8/2012	8/8/2012	8/8/2012	
Police	APPROVED	6/25/2012	6/25/2012	6/28/2012	No concerns
Public Works	APPROVED	6/25/2012	6/25/2012	7/2/2012	No Engineering Comments
TC Housing Authority Stacy Stoker, Program Director Teton County Housing Authority 732-0867	APPROVED	6/25/2012	6/25/2012	6/28/2012	

EMPLOYEE HOUSING MITIGATION PLAN (SECTION 49500): Section 49520.G of the LDRs indicates that Institutional Uses are exempt from the Employee Housing Standards of the LDRs. Section 2220.C.a defines private schools that are not residential as an Institutional Use. This development proposal is a non-residential private school so there is no Employee Housing requirement.


While there are no Employee Housing requirements, this business may still generate the need for Employee Housing. The expansion of the school will likely generate more employees, and the additional jobs will have impact on the community's housing stock. This application is an example of small, incremental development that puts pressure on affordable housing for our workforce.

## PROPOSED EXTERIOR LIGHTING PLAN



ARC LED Family Overview							
Luminaire	Standard EM, 0°C	Cold EM, -30°C	Approximate Lumens (4000K)				
			P1	P2	P3	P4	P5
ARC1 LED	4W	--	1,500	2,000	3,000	--	--
ARC2 LED	4W	8W	1,500	2,000	3,000	4,000	6,500

[illegible]

 **LITHONIA  
LIGHTING** COMMERCIAL OUTDOOR One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • [www.lithonia.com](http://www.lithonia.com) ARC1 LED  
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Performance Data

Lumens Output

The following table provides approximate lumen performance in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact your retailer for performance data for any configurations not shown here.

Performance Package	Series Watts	50K (1000K, 60 Hz)				40K (4000K, 60 Hz)				50K (1000K, 60 Hz)			
		W	U	U	U	W	U	U	U	W	U	U	U
P1	170W	1,576	122	0	0	1,654	124	0	0	1,664	125	0	0
P2	170W	2,010	121	1	0	2,151	128	1	0	2,163	129	1	0
P3	298W	2,859	117	1	0	3,021	123	1	0	3,041	124	1	0

Electrical Load		Lumen Output in Emergency Mode (4000K, 80 CRI)				
Performance Package	System Watts	Current (A)				
		120V	208V	240V	277V	147V
P1	170W	0.111	0.061	0.053	0.047	0.045
P2	170W	0.139	0.081	0.071	0.063	0.060
P3	250W	0.208	0.122	0.108	0.097	0.091

### Lumen Maintenance Temperature (LAT) Multipliers

Use this factor to determine relative lumen output for average ambient temperatures (25°C/77°F)

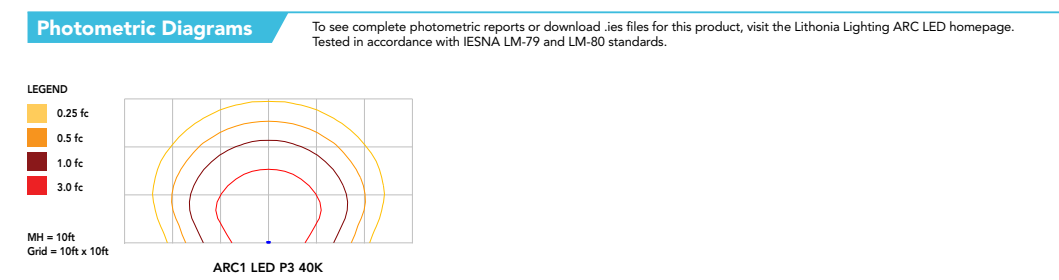
0°C	32°F	1.04
10°C	50°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
40°C	104°F	0.97

### Projected LED Lumen Maintenance

Data elsewhere: the extrapolated performance projection for the platform noted is ±2% and based on 10,000 hours of LED testing (per ENEC 144-05-04 and reported per ENEC 190-11-01)

To calculate LAT, use the lumen maintenance factor that corresponds to the desired number of operating hours below for the other lumen maintenance factor below.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	0.97	>0.96	>0.95	>0.91



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Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-06. Data is considered to be representative of the configurations shown, with the tolerances allowed by Lighting Facts. Contact Lighting Facts for more information on our configurations and tolerances.

Performance Package	System Watts	50K (C90, 60 CI)				40K (C90, 60 CI)				50K (C90, 60 CI)				
		Lumens	Watts	1' x 1'	0	Lumens	Watts	1' x 1'	0	Lumens	Watts	1' x 1'	0	
P1	15W	1156	102	1	0	846	104	0	0	1464	129	1	0	
P2	17W	2205	121	0	1	2351	128	1	0	1	126	1	0	
P3	25W	2469	117	1	0	1	1362	123	1	0	1	126	1	0

Electrical Load		Current (A)				
Performance Package	System Watts	120W	200W	340W	277W	347W
P1	110W	0.111	0.061	0.053	0.047	0.045
P2	170W	0.139	0.081	0.071	0.063	0.060
P3	270W	0.266	0.122	0.108	0.097	0.081

### Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine average lumen output for average ambient temperatures from 50°F to 100°F.

Ambient	Lumen Multiplier	
50°F	32%	1.04
10°F	50%	1.02
20°F	68%	1.01
25°F	77%	1.00
30°F	86%	0.99
40°F	104%	0.97

### Projected LED Lifetime Maintenance

Data references the extended performance projections for the platform tested in a 25°C ambient, based on 10,000 hours of LED testing (based on JEITA J-44-001) and projected per JEITA J-4-7-11.

To calculate L70, the lumen-maintenance factor that corresponds to the desired number of operating hours for other Lumen maintenance values (L60, L50, L40, L30, L20, L10, L5, L3, L2, L1).

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	0.97	>0.96	>0.95	>0.91

