



## **STUDENT/PARENT HANDBOOK & CALENDAR**

**2019-2020**

**LUSK ELEMENTARY AND MIDDLE SCHOOL**

**LANCE CREEK SCHOOL**

### **Mission**

Inspire learning, empower innovation and honor community-  
every day

### **Vision**

All students enter the world with the skills and confidence to  
meet their challenges and, in turn, grow and serve others.

### **Lu Kasper, Principal**

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**EXPECT MORE! DO MORE!**

# **NIOBRARA COUNTY SCHOOL DISTRICT #1**

## **Core Values**

**T-Teamwork**

**I-Integrity**

**G-Gratitude**

**E-Empowerment**

**R-Respect**

**S-Success**

**...achieving excellence!**

Dear Parents and Students,

Welcome to another great year of learning, fun and excitement! It's great to be back for a new year and while it may look a little differently than in past years, we're still going to do awesome things for kids! I look forward to seeing everyone again! I keep my door open whenever possible, and you don't need an appointment to come see me; however, letting me know you want to visit assures that I'll be available.

My priorities for our students and staff are to assure that:

- Everyone feels safe and accepted
- All students learn to the best of their ability
- School is fun
- Success is celebrated
- We build a strong sense of community, not only at LEMS, but throughout our towns and county

We are part of a fantastic, supportive community, and we should celebrate and explore that!

My ultimate goal for our students is to assure everyone goes on to graduate and attends either a higher education facility, a trade school, or is part of the workforce and is successful wherever life takes them! All of us working together will make this happen.

Let's have an amazing year!

Mrs. Kasper  
LEMS & Lance Creek Principal

## **At Lusk Elementary and Middle School and Lance Creek School we expect our students to:**

- Take responsibility for the way that you dress, act, talk, and look. You represent LEMS/Lance Creek in all that you do and say.
- Be positive. Strive to see the good in others and turn obstacles into opportunities. LEMS/Lance Creek is a great place – help maintain this environment.
- Attend school regularly. Be on time; stay on task, and complete work on time.
- Expect to learn each day. Challenge yourself, work hard, ask questions and allow yourself to expand your capabilities by exposure to a variety of classes.
- Be self-motivated, set your goals high and pursue them.
- Be a good citizen. Treat others as you would like to be treated. Take care of the school and its many fine resources. Show respect to others and our school.
- Take pride and ownership in the school and the community.
- Expect to be successful!

## SCHOOL SCHEDULES

### SCHOOL DAY

**LEMS Office Hours are 7:30 AM to 4:00 PM**

#### **LUSK ELEMENTARY SCHOOL**

7:30 AM	Doors Open
<b>8:00 AM</b>	<b>Tardy Bell rings</b>
9:30-9:45AM	Kinder Recess
10:15-10:30 AM	1-3 Recess
10:50-11:40 AM	JK-K Lunch/Recess
11:00 AM-11:40 AM	1-2 Lunch/Recess
11:10-11:45 AM	3-4 Lunch/Recess
11:15-11:45 AM	5 <sup>th</sup> Lunch/Recess
2:00-2:15PM	4-5 Recess
2:15-2:30PM	K-3 Recess
3:20PM	PreK & Kindergarten Dismissal
3:30 PM	1 <sup>st</sup> – 2 <sup>nd</sup> Grades Dismissal
3:35 PM	3 <sup>rd</sup> – 5 <sup>th</sup> Grades Dismissal

#### **LUSK MIDDLE SCHOOL**

7:30 AM	Doors Open
<b>8:00 AM</b>	<b>Tardy Bell rings</b>
8:00-8:50 AM	1 <sup>st</sup> Period*
8:58-9:48 AM	2 <sup>nd</sup> Period**
9:51-10:41 AM	3 <sup>rd</sup> Period
10:44-11:34 AM	4 <sup>th</sup> Period/6 <sup>th</sup> Grade Lunch
11:35 AM-12:05 PM	Prime Time/Social Skills Intervention
12:05-12:30 PM	7 <sup>th</sup> & 8 <sup>th</sup> Grade Lunch—6 <sup>th</sup> Grade ELA Intervention
12:30-1:05 PM	Student Success Time
1:07-1:57 PM	5 <sup>th</sup> Period
2:00-2:50 PM	6 <sup>th</sup> Period
2:55-3:40 PM	7 <sup>th</sup> Period***
3:40 PM	Dismissal

#### **LANCE CREEK SCHOOL**

7:15 AM	School starts
9:00 AM	Morning Recess
11:00	Lunch
When needed	Afternoon Recess
2:45 PM	Dismissal

\* 7<sup>th</sup> & 8<sup>th</sup> grade students taking 7-12 band at the high school 1<sup>st</sup> period will start at the high school, and will be bused back to LEMS after class.

\*\*Students taking freshman Algebra at the high school will be brought back to LEMS by a school district employee.

\*\*\*7<sup>th</sup> & 8<sup>th</sup> grade students taking Ag at the high school last period will be dismissed at 3:45 and will leave from the high school. If they ride a bus, they will load the high school bus and go home from there.

## GRADING SYSTEMS

Each quarter and semester teachers assign a letter grade to each student based on their academic mastery of subject matter. The performance scales are as follows:

Any Rubric created for assessment should include the State of Wyoming guidelines:

### **K~ 8 ACADEMIC REPORTING SYSTEM**

BB	Below Basic (Novice) ~ Student has not yet achieved expectations
B	Basic ~ Expectations are partially achieved
P	Proficient ~ Student performance meets expectations
A	Advanced ~ Student performance exceeds expectations
<b><u>Specials (i.e. art, PE, music, computer science)</u></b>	
S	Satisfactory
U	Unsatisfactory
NI	Needs Improvement

### **K ~ 8 “SOFT SKILLS” (SOCIAL/BEHAVIORAL) REPORTING SYSTEM**

Soft Skills such as behavior, participation, cooperation, etc. will be tracked and recorded, but not included in the academic grade. This will be explained to parents the first few weeks of school.

Teachers will inform students as to the exact requirements for earning nine-week grades. Grades will be based on a child's understanding and ability to solve problems based on the learning of essential standards. Requirements for earning grades will be objective and applied consistently. **Academic grades will never be used as a punishment for social behaviors.**

### **NO HONOR ROLL**

There will be no honor roll in the K-8 system.

### **CONCERNS**

At times, there may be concerns between parents, child, and the school. These concerns can usually be resolved very quickly. We at LEMS ask that the following steps be taken in resolving parent/child/school concerns:

#### **CHAIN OF COMMAND (START WITH THE PERSON THE CONFLICT IS WITH)**

1. Staff member
2. Principal
3. Superintendent of Schools
4. School Board

### **GRADE AND PROGRESS REPORTS**

The school year is divided into four, nine-week grading periods for permanent grade reports, kindergarten through the eighth grade. In addition, middle school students will receive midterm informal progress reports during the fifth week of all four quarters.

### **INCOMPLETES**

Incomplete (I) grades are given to students failing to complete all required work necessary to obtain a grade in any class. Parents will be notified whenever possible by the classroom teacher two weeks prior to report card time if your child is in jeopardy of receiving an (I) incomplete grade.

Students that are earning the grade of incomplete must complete the unfinished work within two weeks of the end of the quarter (or during summer school for 4<sup>th</sup> quarter Incomplete grades) unless approved by the principal or indicated by a medical 504 or an IEP. Students who fail to complete the necessary work within the two-week grace period will be assigned a letter grade, with all unfinished assignments and examinations factored at face value for the course. Any assignment not completed will be assigned a grade of '0'.

### **WY-TOPP (STATE TESTING)**

Wyoming Test of Proficiency and Progress, while not given during the 2019-2020 school year due to COVID-19, will be our state assessment. WY-TOPP is a system of interim, modular on-demand, and summative assessments in Math, Reading, Writing and Science.



## **COMMUNICATION**

Beginning the 20-21 school year teachers will be sending home “Thursday Folders” K-5. These folders will include notes from the teacher and from school, work that has been completed by your child and work and notes that need to be completed and returned back to school. We will regularly post information on the district website and Facebook and will send text, voice and email messages via Infinite Campus.

## **NOTICE OF NONDISCRIMINATION**

Niobrara County School District #1 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission to, or treatment of employment in its education programs or activities.

Inquiries concerning Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 may be referred to the Director of Special Services, 2810 House Avenue, 771-2135. Inquiries concerning Title IX, Education Amendments of 1972, may be referred to the Coordinator of Federal Programs, 2810 House Avenue, 771-2214. Inquiries related to civil rights concerns may also be addressed to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado, 80294

## **ACTIVITIES**

An activity is any school sponsored event (on or off campus) (home or away), whether the participation is active or as a spectator; hence, ball games, concerts, dances, etc., are considered activities.

### **ELIGIBILITY**

There are three basic areas in which all students must fulfill minimum requirements in order to participate in interscholastic athletics. The three areas are: (1) instruction; (2) attendance; and (3) behavior.

The Middle School Staff makes use of an eligibility list each week. The eligibility list is circulated each Monday. Students are allowed to participate in sports and activities as long as they are passing 5 or more classes with a C or above. Academic eligibility shall be monitored on a weekly basis.

- 1) If a student has incomplete work in 2 or more classes, the student will have until Wednesday to get at least one of these Incomplete's made up to be eligible to play Thursday, Friday or Saturday. It would be the student's responsibility to get signed off by the teacher on Wednesday by the end of the day. Teachers will submit to eligibility in IC by 11:00 am on Monday of each week. A composite of those students failing one or more classes shall be distributed to each teacher via E-mail before Student Success Time. Middle School staff will email, call or text the parents/guardians of those students on the ineligibility list; however, it is the students' responsibility to be fully aware of their academic status at all times.
- 2) Students must be in school one-half day immediately prior to the extracurricular activity or event before they can participate in a contest, game, or event unless arrangements for an excused absence have been made in the office. Students are required to go to events with school-sponsored transportation unless special arrangements have been made in advance.
- 3) Students must follow school rules and sign a contract for each sport/activity they participate in.

If an extracurricular activity or event is scheduled during school time, students must have been in school one-half day immediately prior to the scheduled time of the game, contest, or event, before they can participate, unless arrangements for an excused absence have been made with the principal.

In the case of personal illness, a student may not participate unless they have been in school one-half day immediately prior to a game, contest, or event. If students are ill and cannot be in school a major portion of a day, health considerations require they not be involved in activities that day. Friday and Saturday competition will be left up to the discretion of the principal, coach, and parent.

Sometimes activities (example-music concert, class play) and field trips are an extension of a class. If the instructor requires students to attend the activity or field trip as part of a grade, then exceptions to the above will be made.

### **INTER-SCHOLASTIC ACTIVITIES**

Lusk Middle School students may participate in the following activities: boys' and girls' basketball, boys' football, girls' volleyball, boys' and girls' track, and wrestling.

## **INTRAMURALS**

Fourth and Fifth grade students are encouraged to take part in an intramural program if it is available. Intramurals generally run two weeks during the winter/spring semester. The sole purpose of the intramural program is to allow students to participate in a fun, potentially life-long activity.

## **BAND AND CHOIR**

Lusk Middle School band and choir programs are open to all interested middle school students. Students may elect to be in one or both programs. Only under unusual circumstances will students be allowed to drop band/choir after the second week of school.

K-4<sup>th</sup> graders will all participate in general music.

Introduction to instruments and band is offered to 5<sup>th</sup> grade students. All 6<sup>th</sup> graders will take band.

## **STUDENT ROBOTICS**

Students have the opportunity to work on robotic projects made from Legos and other materials. There will be 2 Robotics clubs: K-3 students will learn introductory skills including coding and building working in small teams; 4-8<sup>th</sup> grades will work on advanced skills and coding and will compete in at least one competition.

## **SPELLING BEE**

Interested students in the grades 5 through 8 may participate in the district spelling bee, held each February. The top five spellers go to the state competition.

## **FIELD TRIPS**

Almost all classes take fieldtrips during the year. You will be informed as to the nature of the trip, location, time, transportation and other necessary information for the trip. All or most field trips will require a signed permission slip from the parent, especially if the trip is scheduled to be out of town. As a parent, you may be asked to go on the field trip. We hope you take advantage of this great opportunity.

## **DANCES AND MIDDLE SCHOOL ACTIVITIES**

All school dances and events will end no later than 10:00 PM. If a student leaves the activity, he/she will not be readmitted, and parents may be called if the student leaves more than an hour before the scheduled end of the activity. All school events must have two school employees as chaperones. Students who do not attend LEMS must get permission from the building principal before being allowed to attend. Out-of-School guests must be middle school aged students enrolled as a home school student in our community or a student from Wyoming Virtual Academy.

## **OTHER ACTIVITY INFORMATION**

- 1) Students must ride to sporting activities in school provided transportation. In rare occasions a student may be with a parent before an event and won't ride district provided transportation. For this to happen the parent/guardian must write, date and sign a note stating the reason and give it to the coach at least one day in advance of the activity. The coach will give this to the building principal who will make the final approval.
- 2) Students should not request special grants for permission to ride home with their parents on an out of town activity unless it is absolutely necessary. If this has to be done, a note must be written to the activity sponsor/coach by the parent. The student will be released **only** to the parent/guardian after the activity. Unless this procedure is followed, the sponsor/coach will not release students and the students will return to the school in the school's transportation.
- 3) The basic rules for each sport activity have been compiled by the directors or coaches of that activity. Those will include rules on dress, curfew and behavior.

For specific information regarding activities, see the Activities Policy Manual and Handbook.

# ATTENDANCE

## AGE OF ATTENDANCE

Preschool students must be four (4) years of age on or before September 15 of the current school year. All kindergarten students must be five (5) years of age on or before September 15. First grade students must be at least six (6) years of age on or before September 15. This is a state mandated requirement.

## REGISTRATION REQUIREMENTS

New students must have up-to-date immunization records or an official state exemption and a proof of birth certificate. Only certified copies will be accepted.

## ABSENCES AND EXCUSES

Regular attendance is essential to a student's success in school. Most subjects are taught in a natural learning sequence, requiring understanding of each concept in order of presentation. **It is the stated policy of Niobrara County School District #1 that regular and prompt attendance is an important priority of the district's educational program.**

Students are required to bring an excuse or the school is to be called by the parent whenever a student is absent. If a note from home, the excuse needs to include the date of absence, the reason for the absence, and it must be signed by the parent/guardian.

Attending school the last few days of the term is extremely important. Students who need to do make-up work at the end of a term are jeopardizing their final grades.

Students are expected to be punctual and to attend school regularly. The primary responsibility for the enforcement of this policy will be upon the Board of Trustees, which will appoint an attendance officer to carry out the attendance provisions required by state law.

Niobrara County School District#1 defines absences into two categories:

1. **Absence**-Anytime a student is not in class. Elementary students are considered absent if they are more than 20 minutes late in the morning or after lunch.
2. **Unexcused Absence**-Anytime a student is not in class without a parental excuse or pre-arranged notice and any absence in excess of ten (10) absences per year that has not been pre-approved.

Attendance procedures include the following expectations:

Letters will be sent to parents/guardians on the fifth (5), eighth (8), and tenth (10) absence of each semester. Parent meetings with the school attendance team will be mandatory after the seventh (7) and tenth (10) absence of each semester. When necessary, an attendance plan can be created prior to the tenth absence. This attendance plan will be created by the school attendance team and the parents.

- It is our belief at LEMS and Lance Creek School that through regular school attendance, students can best progress academically at a successful rate. Regular attendance and participation insure that students will have maximum exposure to class discussion, activities, and lab exercises.
- It is the student's responsibility to make up all assignments, projects, and tests he/she missed during his/her absence. All assignments assigned prior to the absence and due during the absence, are due on the date of return. Students will have two school days for each day absent to complete missing work. Missed work is due every second day following the absence until all work is completed, unless the teacher has established a different plan or it is indicated on an IEP or 504 Plan. Failure to comply with the makeup work policy may result in a zero.
- Student absence will require a telephone call or written excuse, signed by a parent or legal guardian, within two school days of the absence.

Assignments are due upon the student's return to school. Should the assigned work not be provided as requested, the student may receive a zero for that work.

Students who are habitually truant will be dealt with on an individual basis by the principal and, if needed, the district attorney.

## TARDY

Any time your child arrives after the bell for the beginning of class or is late coming to school, they are considered tardy for class. Please contact the school office to provide an excuse if your child is going to be late in the morning for school. Any time a parent does not contact the school to excuse a tardy, the tardy becomes unexcused.

Unexcused Tardy policy (per quarter)

Two or fewer unexcused tardies: warning.

Three, four, and five unexcused tardies: \*\*Lunch or Prime Time detention (30m of time).

Five or more unexcused tardies: Ineligible for that week's events and letter sent home.

(Parent/Guardian) Excused Tardy Policy (per quarter)

Up to 10 excused tardies.

Parent meeting/letter after five excused (warning).

More than ten tardies, student has to stay for lunch/after school to make up time.

\*\*Lunch or Prime Time detention means coming into the office, ISS room or classroom during lunch as determined by the principal and/or the classroom teacher. Student will be supervised by a school district employee. \*\*

## STUDENT CONDUCT AND SAFETY

### CLOSED CAMPUS

All students must have permission from the principal's office to leave the school grounds during the school day. All students must check into the office prior to leaving the campus for any reason. When a student is picked up, the parent **must** come into the school office to sign his/her child out. Advance notice should always be given to the office.

### CELL PHONES AND PHONE USAGE

Cell phones are not to be used during school hours for the safety of students, unless the classroom teachers chooses to use phones for learning activities. Middle school students will "park" all phones in their first period classroom. Phones can be picked up at the end of each school day. Elementary students will keep their phones turned off and in backpacks. Parents needing to contact their child should do so through the office, as the child will not have access to his/her phone unless needed in class per teacher request.

Students may use the classroom or office telephone with permission from the classroom teacher. This should be reserved for important or emergency calls. Parents needing to contact their child during the school day should do so through the office. A message will be given to the child as soon as possible. **If a message from parents for students is not called in prior to 3:00 p.m., the school office cannot guarantee the student will receive the message before the end of the day.**

#### Phone Violation Consequences:

1st offense - Phone to office - Student gets phone after school

2nd offense - Phone to office - Call to parents - Student gets phone after school

3rd offense - Phone to office - Call to parents - Parents must pick up phone from school

4th offense - Phone to office - Call to parents - Parents must pick up phone from office and Student gets a lunch detention. A behavior plan will be put into place.

Cell phone offenses are cumulative during the school year.

### BEHAVIOR EXPECTATIONS

Safety is a primary concern on the playground, in the halls, in the gym, in the lunchroom, and in the classroom. Students are expected to demonstrate respect for themselves, others and school property. In addition, appropriate conduct, manners, and language are expected.

School-wide expectations for students are generally to:

1. Follow directions
2. Keep hands, feet and objects to themselves (no public displays of affection)
3. Stay in assigned places
4. Use appropriate social distancing



5. Respect classmates and adults
6. Complete all assignments on time

### **SCHOOL DRESS**

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety; and does not disrupt the educational process. Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents, however, students will not be permitted to wear:

- 1) Clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use of drugs, alcohol, or gang activity; or
- 2) Immodest clothing which is sexually offensive; or
- 3) Unsanitary clothing which poses a health problem.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

Coaches and/or other staff supervising extra-curricular activities may make other dress requirements applicable to students participating in athletic and/or other extra-curricular activity events.

### **SCHOOL SAFETY**

Any of the following actions in school, on school property, including school vehicles, at any interscholastic activity, or during the course of any school activity or field trip sponsored by the Board of Trustees or its authorized agents will subject a student to severe disciplinary action. The actions include:

1. Possession/use of tobacco.
2. Possessing, consuming, purchasing, or distributing any alcoholic beverage, illegal drug or narcotic.
3. Knowingly aiding, abetting, assisting, or concealing the possession, consumption, purchase, or distribution of any alcoholic beverage, illegal drug, or narcotic by any other pupil or pupils.
4. Willful destruction or defacing of school property, arson or stealing or attempting to steal school property.
5. Fighting or physically attacking any person.
6. Possession, use, or transfer of any firearms, knives, explosive or other dangerous object or weapon for illegal purposes.
7. Engaging in any practice commonly called "hazing" which is defined as verbally and/or physically torturing, tormenting or abusing a person with physical and/or verbal violence.
8. Forging or falsifying school documents.
9. Continued willful disobedience or open defiance of the authority of school personnel.
10. Using inappropriate language. (i.e., cussing, racial slurs, etc.)
11. Any behavior which in the judgment of the Board is clearly detrimental to the education, welfare, safety, or morals of other pupils.

### **INTERNET CONDUCT**

We are pleased to offer students of Niobrara County Schools the opportunity to access the computer network and the Internet. To gain access to the computer network and Internet, all students must obtain a parental/guardian permission form that must be signed and returned to the office. Students are responsible for good conduct on school computer networks just as they are in the classroom or school hallway. Violations to any computer use rules could result in suspension from the computer network. First offense could result in a 5 to 15 day computer network suspension. Second offense will result in a 30-90 day suspension. A third offense will result in a one-year suspension. All suspensions will include weekends and holidays. In the case of a suspension that occurs during an online assessment period, the principal will give special, supervised permission for the student to take the test on the computer.

### **TOBACCO (INCLUDES E-CIGARETTES)**

On the first offense, depending on severity and circumstances, the building principal will have the discretion of placing the student in In School Suspension (ISS) for 1-3 days or Out of School Suspension (OSS) for 1-4 days. The student may be re-admitted to school after the parent/guardian and the student meet with the principal and an agreement is made.

Further similar offenses by the student during the school year will require the student and his parent/guardian to appear before the superintendent to show cause why they should not be expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the board. If the behavior persists, it will be treated as continued willful disobedience. Legal authorities will be notified in all cases. On a first offense a student must miss one school calendar week of activities. Activity participation includes attending any school event as a participant or a spectator. Further violations for students will result in the student's removal from activities for a period of three school calendar weeks. If the violation occurs at the end of a season/activity the penalty will be enforced during the next activity in which the student participates.

The school district will also take action to require counseling for students who violate this policy. Such counseling may be provided by the school or through other agencies at the student's expense.

### **ALCOHOL**

On a first offense of this policy, depending on the severity and the circumstances, the building principal will have the discretion of placing the student in In School Suspension (ISS) for 2-4 days or Out of School Suspension (OSS) for 3-5 days. The student may be readmitted after the parent/guardian and student meet with the principal and an agreement is reached. Further or similar offenses by the student during the school year will require the student and his parent/guardian to appear before the superintendent to show cause why they should not be expelled for the remainder of the school year.

The principal may recommend disciplinary action other than expulsion to the board. If the behavior persists, it will be treated as willful disobedience. Legal authorities will be notified in all cases. On a first offense, a student must miss two school calendar weeks of activities. Activity participation includes attending any activity as a spectator and/or a participant.

Further violations for students will result in the student's removal from activities for a period of four school calendar weeks. If the violation occurs at the end of a season/activity the penalty will be enforced during the next activity in which the student participates. The school district will also take action to require counseling for students who violate this policy. Such counseling may be provided by school personnel or through other agencies at student expense.

### **ILLEGAL DRUGS**

On the first offense of this policy the student will be suspended (OSS) for 10 days. The student and his parent/guardian will appear before the superintendent to show cause why they should not be expelled for the remainder of the school year. The principal may recommend a disciplinary action other than expulsion to the board. If the behavior persists, it will be treated as willful disobedience. Legal authorities will be notified in all cases. Students in activities will immediately be suspended from activities for 88 school days. On a second offense the student will be barred from activities at NCSD. Activity participation includes any school event as a spectator/participant. The school district will also take action to require counseling for students who violate this policy. Such counseling may be provided by school personnel or through other agencies at student expense.

### **SEXUAL HARASSMENT**

Any person who believes he/she has been the victim of sexual harassment by a student or an employee of the district, or any third person with knowledge or belief of conduct which may constitute sexual harassment shall immediately report the alleged acts to an appropriate district official as designated by this policy. The district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the district office.

The district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Any student of the district, who if found after appropriate investigation to have engaged in sexual harassment, shall be subject to all possible disciplinary provisions for students, including, but not limited to the following:

#### **FIRST OFFENSE:**

Five (5) to ten (10) days OSS or ISS plus twenty (20) to thirty (30) school days suspension from all activities which must include two (2) activity events. Suspension from all activities shall include as a participant and/or spectator.

The principal and/or guidance counselor shall prescribe an educational intervention for the student, which shall be

started within ten (10) days. The allegations shall be turned over to the proper legal authorities.

**SECOND OFFENSE:**

Immediate suspension from school and all activity events and charges will be taken to the Board of Trustees for expulsion procedures. The allegations shall be turned over to the proper authorities.

**HAZING:**

Hazing of students is prohibited as provided by state law. "An act prohibiting the "hazing" of students providing a penalty and authorizing the Superintendent of Schools to expel students who participate in "hazing".

1. It shall be unlawful for any student of any school to engage in any of those practices commonly called "hazing" which is hereby defined as physically torturing, tormenting or abusing a student, or in any way maltreating a student with physical violence.
2. Any person violating the provision of the act shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than one hundred dollars (\$100.00).
3. Any complaint of the violation of the provision of the act made by any student to a teacher or his/her school shall immediately be inquired into by such teacher; and the county or district superintendent of schools shall have the power to expel any student who may be proven to have been engaged in "harassing", tormenting, torturing or maltreating a fellow student, whether or not any action may have been taken before a Justice of the Peace for the same offense.

**HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation or bullying of anyone at school is prohibited.

Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a person physically or emotionally, damaging a person's property or placing a person in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a person or group of people causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Being sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a person or group of persons.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

School as used in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

People shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff, students and other people.

Anyone who engages in bullying, harassment or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Anyone who witnesses harassment, intimidation or bullying of another person shall report that conduct to a teacher, principal or other school staff member as soon as possible. The staff member who receives the complaint shall request that the person make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the people involved, to the extent possible. If the complaining person chooses not to file a written report, the staff member shall ask the person to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint.

Anyone may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a person based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation or bullying, the report shall be immediately given to the building principal, who shall initiate an investigation or designate another staff member to investigate the complaint.

During the investigation, the principal or his designee shall interview witnesses, including, but not limited to the alleged victim and the person(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a person or persons engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the person or persons.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

When a person reports that he or she has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the person, person's parent(s), the person's teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that person from additional harassment, intimidation or bullying and from retaliation.

Any person who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion. At the start of each school year, every teacher shall be required to review the district's harassment; intimidation and bullying policy with the students in his class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

## **CONDUCT ON BUSES**

Students who use district-provided transportation are required to follow the posted regulations and the directions of the bus driver. Any violations or cases of misbehavior will be reported to the parents. The student will receive written notice/formal warning for first offense. Students who continually violate district bus behavior expectations and create a safety issue may have their bus privileges suspended. Please take the time to review the transportation handbook and discuss all bus rules with your child.

## **IMPORTANT STUDENT INFORMATION**

### **SCHOOL VISITATION/CHECK IN**

The safety of our students is the primary focus for our office staff. We now have the "Raptor System" for check in. When you come to the office, you will need your driver's license (for the first time of every school year only). It will be placed in a scanner and a visitor's pass will be given for you to wear for your visit in the school. Once you have your pass, the door will be opened for you to enter.

All school visitors must check into the office. While parents are always welcome and are encouraged to visit the school, it is helpful if prior arrangements are made with the teacher or the school office so that the visitation can be coordinated with the classroom schedule.

Playground supervisors do not always know all parents. For safety reasons please do not come to the playground to visit your child.

With prior approval school age children from another town may visit during lunch, but not during the classroom day. We encourage parents to decorate their child's locker for special events, but please use sticky tack or magnets to adhere things to the locker.

### **CHANGE OF ADDRESS OR PHONE**

It is important to know if you are in the process of moving. Please notify the school several days before the move so that the teachers can prepare grades and student permanent documents can be copied for transfer. Both mailing and physical address changes should be reported to the office as soon as the change is made.

If you change your phone number, please let the school know. This up-to-date information is vital in the event of an illness or emergency.

### **STUDENT RELEASE DURING SCHOOL HOURS**

Students are not permitted to leave school during the day without written or verbal authorization from a parent. When a student is picked up, the parent **must** come into the school office to sign his/her child out. If there is a physical reason this can't happen, arrangements must be set up with the principal.

### **PARENT PICK-UP AREAS**

The student loading and unloading zone is in the front of the school. Students may be picked up or unloaded in the bus loading/unloading zone any time there are not buses present; however, cars may not be parked unattended in this area. Buses are present from 7:45-8:10 AM and from 3:25-3:45 PM. If there are buses, students may be unloaded at the sidewalk in the front of the school near the guest/staff parking area. No student is to be picked-up or unloaded on the east side of the building.

### **STUDENT RELEASE TO OTHER THAN A PARENT**

Students are not released to the custody of anyone other than a parent, a court appointed guardian, or their designee. Students of estranged parents shall be released only at the request of the parent who has custody of the student pursuant to court order and who is designated as parent or guardian of the student on school records. The release must be in written form with signature.

### **SCHOOL CLOSING**

In the event of severe weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing or delayed starting time will be announced over area radio, and local alert phone/text program, the district website and the school Facebook page. Bus drivers will contact parents of students who ride their buses.

## **GENERAL INFORMATION**

### **BREAKFAST AND LUNCH PROGRAM**

Lusk Elementary and Middle School provides a hot lunch program for all students. Elementary school (K-5) lunch **tickets are \$3.00 per meal. Middle school (6-8) lunch tickets are \$3.50 per meal. High school students are bused to LEMS for lunch. Their tickets are \$4.00. Adult lunch tickets are \$4.50 per meal. Breakfast is available daily at \$1.50 per meal.** Every student will have an account that they draw from. When that account reaches \$12.50 or less you will receive a letter. You will receive a telephone call at \$2.50. Students will not bring soda, candy or gum to the cafeteria. Breakfast will be open from **7:30-7:55 AM**. Should a child not have money for lunch or breakfast, he/she will not be allowed to go hungry. The office will develop a plan for students in this situation.

### **PHYSICAL EDUCATION PARTICIPATION**

If illness, injury, or medical problems limit your child from participating in P.E., please send a doctor's note of explanation/excusal to the school nurse. Also, when your child can participate in P.E. please send a note verifying full participation. Any middle school student who cannot participate in P.E. will not be allowed to participate in athletic activities during that time.



## PERSONAL EQUIPMENT AND TOYS

The school is not responsible for lost, stolen, or damaged personal items. Skateboards, rollerblades, scooters, hockey sticks, hardballs and bats, trading cards, and radio/MP3/CD players, are not allowed at school at any time. Students who ride bicycles to school are not to ride on the school grounds. It is the student's responsibility to provide a chain and lock for the bicycle.

## RECESS DRESS

Please be sure your child is dressed in appropriate clothes for the weather. Snow boots, overshoes, gloves, hats, and caps should always be worn during inclement weather. Students are expected to participate in recess unless a written request from a family physician has been given to the school nurse excusing recess participation. If the weather is determined to be too cold for the safety of all students, they will stay in from recess.

## BIRTHDAYS

School birthday celebrations are usually limited to the child bringing individual treats for the whole class. With teacher permission, invitations may be distributed only if the whole class receives one.

## COMPUTER LABS

Both the middle school and the elementary school have computer labs large enough to accommodate a whole class. All classes in the building have three to five computers that are networked to a main server. The computer lab and classroom computers serve as tools for student learning.

## LIBRARY SERVICES

Parents are always encouraged to visit the school library to check out reading material. LEMS offers Accelerated Reading, and encourages all students to read and become involved in this exciting learning experience.

## HOMEWORK

Homework is an extension of learning that takes place out of the school day. If a teacher assigns homework it is usually part of an assignment that receives a grade, for practice or enrichment, work that wasn't completed during class time, or it may be just a sample for parent understanding of a student's skills. Classroom teachers will notify parents of their individual homework policies. Care will be made that no student has too much homework on any given night. If your child consistently states that they have too little or too much homework, or that he/she consistently doesn't understand the concepts, visit or call your child's teacher. Homework should never be new learning—it is practice.

## MAKE-UP WORK

Parents and students must make arrangements with the teacher for make-up work. Students have two days for each day missed to make-up class work.

## INTERVENTION/STUDENT SUCCESS TIME

Time will be built into each day for interventions in math and reading. Students missing material/assignments or not understanding concepts will be provided support during these times.

# HEALTH AND MEDICAL INFORMATION

## STUDENT HEALTH

***If your child has a fever in the morning before school, do not send him/her, even if Tylenol or Ibuprofen brings the fever down.*** In the case of illness during the school day, students should report their condition immediately to their teacher. Teachers will refer students to the school nurse as is appropriate. The nurse will contact parents if the student has a fever, or is in need of treatment. The nurse will determine if a child needs to go home. No student is to leave the school grounds without permission from the office.

It is important that each child at LEMS have an alternative contact in addition to the parent/guardian in cases of emergency. If no person can be contacted when a child is sick, the school will make the student as comfortable as possible until the end of the day.

An ill child should not be sent to school. The school does not have the facilities to properly care for an ill child. Please use good judgment and keep your child at home, or contact a physician if your child has the following symptoms:

1. Severe headache
2. Fever over 100°
3. Deep cough, congestion
4. Nausea, vomiting, or abdominal pain
5. Rash, hives, or other skin eruptions
6. Red, irritated, watery or draining eyes
7. Sore throat and/or swollen glands
8. Any other sign of significant illness

### **COMMUNICABLE DISEASE**

Any student with a communicable disease will be excluded from school until such time that notification by the school nurse or a physician indicates the student is no longer contagious.

### **MEDICATION POLICY**

You, the school nurse, or a principal's designee may give medications to a student providing the following conditions are met:

(A) Prescription medications must be provided in the original label prescription container. A completed medication consent form (available at school, Rawhide Medical Clinic or your physician) must accompany the medication and be signed by the physician and the parent/guardian.

(B) It has been determined by the school nurse that it is necessary that a medication be administered during school hours. You may discuss with your physician or school nurse an alternative schedule for the medication so it can be given outside of school hours.

(C) Over the counter (OTC) medications will be administered only when necessary. Medication consent forms may be obtained from the school nurse and must be signed by a parent/guardian. Over the counter medications must be provided in the original container and be accompanied by a note from the parent. The school nurse will contact parents before distributing any OTC medications.

### **IMMUNIZATIONS**

All students (K-12) must have proof of immunizations upon entering school. Students who are not in compliance with Wyoming School Immunization Law within thirty (30) days of enrolling may be excluded from school. Exceptions are allowed for documented medical reasons, or for immunization series requiring more than thirty (30) days to complete. Immunization requirements for kindergarten, through 8th grade students are:

1. A minimum of five (5) Diphtheria, Tetanus, and Pertussis (DTP), at least one dose must be after the 4<sup>th</sup> birthday. If the 4<sup>th</sup> dose is given after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required. Plus one additional booster before entering the 7th grade.
2. A minimum of four (4) Polio—at least one dose after the 4<sup>th</sup> birthday. If the 3<sup>rd</sup> dose is given after the 4<sup>th</sup> birthday, a 4<sup>th</sup> dose is not required.
3. Two (2) Measles, Mumps, and Rubella (MMR)—the 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday, and the 2<sup>nd</sup> dose at least one month later.
4. Three (3) Hepatitis B

### **HEAD LICE**

If, upon examination by the school nurse, a student is found to have head lice or nits, the parent/guardian will be contacted, and the student will be sent home. Before the student may be readmitted to school, the student must be examined by the school nurse and found to be free of nits or head lice. Students cannot be readmitted without the proper clearance from the school nurse.

### **ACCIDENTS**

If your child is seriously injured while at school, you will be notified immediately. Please keep your telephone number, cell phone number, and/or work number current with the school so that you can be contacted. Emergency medical

If your child is involved in an accident at school, encourage him/her to immediately let an adult know of the situation and the nature of the injury. Any injury needs to be reported to the office/school nurse so that appropriate attention can be administered.

Younger children occasionally get busy and forget to ask to use the restroom; therefore having an accident. This is quite normal, but can be embarrassing for the child. Should this occur, we will have the child change clothes if there is a change available, and will contact the parent.

## **OPPORTUNITIES FOR PARENT/COMMUNITY INVOLVEMENT**

### **OPEN HOUSE**

Open House is usually scheduled on the evening before school begins in August. This is an excellent opportunity to meet all staff members and tour the school. In addition, many classes use the open house to communicate class rules, supply lists, and classroom expectations.

### **LEMS PARENT GROUP**

LEMS Parent Group meets monthly to discuss activities they sponsor for our school and determine purchases that need to be made. Notes are sent home before each meeting and reminders are set up on Facebook. All parents are welcome and encouraged to participate. If you can't make meetings, but want to help, please let the building secretary or principal know.

### **PARENT VOLUNTEERS**

Parents volunteer in a variety of ways. Parent participation supports student success. Ask the teacher or principal what the needs of your child's classroom or school are and become involved!

### **PARENT VOLUNTEERS ON SCHOOL FIELD TRIPS**

Parents are a welcome and helpful addition to school field trips, but the following criteria must be met to be able to accept their presence on field trips with students.

- There must be room on the bus for the parent (parents are welcome to take their own vehicles if there isn't room)
- Younger/older siblings not in the class going on the field trip may not ride on the bus
- Parents/Guardians must be pre-approved to attend the school field trip before the day of the event and have a familial connection to the student they are accompanying
- Parents/Guardians must not be under the influence of alcohol/drugs
- Parents/Guardians must not be in possession of alcohol/drugs/tobacco products
- Parents/Guardians must be legally able to attend with no outstanding warrants, not a registered sex offender and no relevant orders of protection.
- Students may not leave the school field trip with the parent/guardian without prior written notice except in case of emergency
- Parents/Guardians are expected to follow all transportation department rules and guidelines while on the school field trip and riding on the bus with students

Unless other arrangements are made, the parent/guardian is responsible for their own monetary requirements (tickets, meals, etc.)

### **PARENTS ON COMMITTEES**

Throughout the school year, there are always committees being formed in the spirit of school improvement. If you are interested in being on a committee, please let the principal know. The school district office or the principal may also ask you. Your help is always greatly appreciated!

### **PARENT CLIMATE SURVEY**

Every three years, all schools are required by the Wyoming Department of Education to complete a climate survey. This survey provides powerful information on issues affecting how parents, students, and school staff feel about the climate of the school.

### **BUSINESS/COMMUNITY PARTNERSHIPS**

LEMS has a variety of business community partnerships. Community involvement is a top priority at LEMS.

## **PARENT CONFERENCES**

Parent-teacher conferences are scheduled two times per school year—in the fall in and in the spring. Parents are encouraged to schedule parent-teacher conferences any time they feel the need to receive more information about their child's educational progress.

Parents may make appointments for conferences with teachers, the counselor, or the principal by contacting the school office at 334-2224. All parents, in all cases should report to the school office before visiting classrooms. We encourage parents to take an active interest in the education of their child. Please communicate with us about items of concern, questions, interest, etc.

## **STUDENT RECORDS**

The Family Education Rights and Privacy Act has established regulations for public release of student directory information. If the legal parent or guardian of a student does not wish to have information on their child released upon request, they must contact the school office and make a written request for such action. Parents are always encouraged to inspect and review their child's educational records.

Only school personnel with a legitimate educational interest will be allowed access to student files. Each student file will have a log for whom, date, and purpose each time a file is reviewed. Student files will be sent to other schools upon receipt of a records release form signed by the parent/guardian.

## **SPECIAL SERVICES PROGRAMS**

Special Education and Title I services at Lusk Elementary and Middle School include complete and comprehensive programs and service options. The school staff takes great pride in the professional commitment of all staff, variety of services, and the quality of programs available to all students.

### **SPECIAL EDUCATION**

Niobrara County School District provides services to educationally disabled children in full compliance with regulations and requirements of Wyoming Department of Education and federal mandates as outlined in the Individuals with Disabilities Education Act.

*Who is eligible?* Any student is eligible when identified within one of the categories of disability as defined under state and federal definition. Students are tested for special education after review from the building intervention team. A Multi-disciplinary team comprised of certified special education staff must then make the determination of student special education services based on this testing.

*Eligibility Classifications-* The categories of disability that must be met in order for students to qualify for special education services are: autistic disability, deaf-blind disability, emotional disability, health disability, hearing disability, learning disability, mental disability, orthopedic disability, speech/language disability, traumatic brain injury disability, and visual disability.

### **TITLE I**

Title I is a federally funded program designed to help strengthen skills of academically disadvantaged students who qualify for the program. A major function of the Title I program is parental involvement. Parents are provided classes, opportunities to participate, and are asked to sign a Parent/School Contract so that their child can participate in the program. Title I completes a needs assessment annually to determine if a child should be part of the program. If a parent or guardian feels that their child has been excluded from the Title I program, then please contact the building principal immediately.

**SIGN THE BOTTOM OF THE OTHER SIDE OF THIS PAGE, CUT IT OFF AND RETURN IT TO THE OFFICE**

## **BUILDING SERVICES**

Child Find-Locates children ages 3 to 21 with disabilities under the Individuals with Disabilities Education Act (IDEA)

Psychological Services- Psychologists provide diagnostic evaluations to assess students for issues that impact a child's ability to learn.

Counseling and Guidance- LEMS has on staff a full time counselor and is also served by Wyoming Mental Health in areas of counseling services and mental health.

Speech and Language- This program provides corrective services to students who exhibit speech/language delays or deficiencies, fluency problems or voice disorders.

Occupational/Physical Therapy- This program provides screening, evaluation, and intervention designed to serve students identified as eligible for special education services.

School Health Services- This program oversees the personal health care of all students.

## **BIT/MTSS**

The Building Intervention Team (BIT) is a group of educators who help the regular classroom teacher utilize alternative instructional strategies with the academically and behaviorally at-risk student as well as a means to communicate with parents. This team is part of our Multi-Tiered System of Support (MTSS) and will meet regularly to problem solve concerns teachers are having with students in class or in other areas of the school. We will also look at testing and behavioral data, doing our best to build on strengths and intervene early when concerns arise. In the event that your child becomes academically or behaviorally at-risk, the following steps will be taken:

1. Convene the BIT Team made up of parent, classroom teacher, (K-2 rep, 3-5 rep, or 6-8 rep), school counselor, school psychologist and a specials rep (might also include speech teacher, Title 1 teacher, and/or resource teacher);
2. Make possible classroom observations;
3. Formulate classroom interventions with the team to be used in the classroom environment;
4. Implement BIT Team interventions in the classroom;
5. Determine if the interventions are working for the student in the class
6. Choose to either continue to assist in the classroom or reconvene
7. Continue to monitor the plan as long as the student is academically at-risk
8. Possibly refer for special education testing if interventions aren't successful.

If the parent does not want to participate in the BIT Process, minutes and records are kept of the meetings and will be made available to the parent at his/her request.

**Please fill out the following form and return it to your homeroom teacher:**

***I have read the LEMS/Lance Creek Handbook and agree to abide by the expectations and rules of the school and of Niobrara County School District #1.***

**Student Name (printed)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Name (printed)** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



## LUSK ELEMENTARY AND MIDDLE SCHOOL AND LANCE CREEK STAFF

<b>LEMS TEACHING STAFF</b>		<b>OFFICE STAFF</b>	
Kelsea Frymire	Preschool Teacher	Lu Kasper	Principal
Tracianne Zerbe	Kindergarten	Traci Bruegger	School Secretary
Annie Thayer	Kindergarten	Adele Cass	School Nurse
Britainy Bruegger	1 <sup>st</sup> Grade	Tyler Stream	School Resource Officer
Kyra Klapperich	1 <sup>st</sup> Grade	<b>CUSTODIAL</b>	
Claire Heidel	2 <sup>nd</sup> Grade	Kevin Gaukel	Maintenance Supervisor
Amy Swisher	2 <sup>nd</sup> Grade	Willy Wilcox	Maintenance
Nila McCann	3 <sup>rd</sup> Grade	Julie Bukowski	Custodian
Cora Fitzgerald	4 <sup>th</sup> Grade	Dalynn Heberling	Custodian
Sandra Johnson	5 <sup>th</sup> Grade	<b>FOOD SERVICE</b>	
Jim Lyons	MS Computers/IT/NCHS Business	Trisha Molzahn	Food Service Director
Lori Lyons	MS Reading/Language Arts	Leann Fullmer	Cook
Toni Gaukel	MS & NCHS Math	Regena Kleinberg	Cook
Karla VandeBossche	MS Science	<b>LANCE CREEK TEACHING STAFF</b>	
Ed Fullmer	MS Social Studies	Kristol Miller	Lance Creek Teacher
Jason Hubbard	MS & NCHS Ag	Shira Ross	Lance Creek Paraprofessional
Celine Hall	K-12 Music	<b>TRANSPORTATION STAFF</b>	
Roxanne Fish	K-12 Art	Kevin Gaukel	Transportation/Maintenance Supervisor
Logan Wasson	K-8 PE	Tom Eiden	Bus Driver
Anna Skeen	K-8 Counselor	Joe Whiteman	Bus Driver
Heather Heth	School Psychologist	Shira Ross	Bus Driver
Lisa Pzinski	K-12 Speech	Heather Polen	Bus Driver
Barbara Cushman	Ed. Assistant	Barb Rapp	Bus Driver
Robin Johnson	Ed. Assistant	<b>DISTRICT OFFICE STAFF</b>	
Elaine Sednek	Ed. Assistant	George Mirich	Superintendent
Hunter Kunerth	K-2 SPED	Stuart Larson	Business Manager
Skye Martin	3-5 SPED	Patrick Weisbeck	Technology (IT)
Jessie Reed	6-8 SPED	Robyn Heth	SPED Director
Billie Damron	SPED Paraprofessional	Amanda Dawson	Payroll & District Secretary
Dawn Scott	SPED Paraprofessional	Karma Gaukel	Accounts Payable
Jody Goodwin	SPED Paraprofessional	<b>CONTRACTED STAFF</b>	
Kayte Lytle	SPED Paraprofessional	Jessica Adams	Counselor
Amy Pontarolo	SPED Paraprofessional	Kelsey Nelson	Occupational Therapist
Sue Lang	SPED Paraprofessional	Crystal Lake	Physical Therapist Assistant
Ross Diercks	SPED Paraprofessional	Sara Boner	Physical Therapist
Shelly Bruch	Title I		
Jana Holman	Title I Paraprofessional		
Pam Peterson	Title I Paraprofessional		
Norma Langston	Library Paraprofessional		

# 2020-2021 DISTRICT CALENDAR

## Leadership\*\*\*Niobrara County School District #1\*\*\*Tiger Pride

### 2020-2021 School Calendar 4 day

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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October 2020						
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November 2020						
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29	30					

December 2020						
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January 2021						
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31						

February 2021						
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28						

March 2021						
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28	29	30	31			

April 2021						
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May 2021						
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23	24	25	26	27	28	29
30	31					

June 2021						
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July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20	School Closed-Holidays
2	Parent Teacher Conferences

#### 148 Student Days

Aug 12-18	In-Service/Work Days
Aug 19	First Day of School
Sept 4	In-Service/Work Day
Sept 7	Labor Day-No School
Sept 18	Building Day
Sept 23-24	Parent Tchrs Conf 4 pm-7:30 pm
Oct 2	In-Service/Work Day
Oct 15	End of Quarter
Oct 16	In-Service/Work Day
Oct. 30	Building Day
Nov 6	In-Service/Work Day

13	Prof. Dev./Work days
16	Enrichment Fridays

Nov 20	In-Service/Work Day
Nov 25-27	Thanksgiving Break
Dec 4	Building Day
Dec 17	End of Semester
Dec 18	In-Service/Work Day
Dec 21-Jan 1	Christmas Break
Jan 4	In-Service/Work Day
Jan 22	In-Service/Work Day
Feb 12	In-Service/Work Day
Feb 26	State Wrestling

5	Day of Interest
5	Fridays in school-8/21,9/11,1/8,3/12,4/9
5	Building Days
Mar 4-8	Spring Break/State BB
Mar 12	End of Quarter
Mar 17-18	P-T Conf 4pm-7:30 pm
Mar 26	Building Day
April 2-5	Easter Break No School
April 23	Building Day
May 16	High School Graduation
May 19	8th Grade Graduation
May 20	Last Day of School
May 21	In-Service/Work Days