

# **Park County School District No. 6**



**2019-2020**

## **Elementary Student Handbook**

# CODY ELEMENTARY SCHOOL - PARENT/TEACHER HANDBOOK

## TABLE OF CONTENTS

| <u>Item</u>   | <u>Page #</u>  |
|---|----------------|
| Principal Letter  | 3              |
| Park 6: Vision, Mission, Beliefs & Goals                        | 4              |
| Individual School Sections                                      | 5 - 11         |
| Absences-reporting  | 12             |
| Attendance/Absences/Tardiness                                   | 12             |
| Accident Insurance  | 12 - 13        |
| Advertising   | 13             |
| Arriving Early/Staying Late                                     | 13             |
| Book Fines  | 13             |
| Bus - Student Activities & Travel                               | 13             |
| Bus - ZPASS Cards   | 13             |
| Bus - (End of the school day) Dismissal & Missed Bus Procedures | 13             |
| Bus - Transportation of Isolated Pupils                         | 14             |
| Bus - Transportation Expectations                               | 14             |
| Bus - Student Discipline Appeal Process                         | 15             |
| Cell Phones   | 15             |
| Communication/Newsletter  | 15             |
| Doctor/Dentist Appointments                                     | 15             |
| Dress Code (Student Dress/Appearance)                           | 15             |
| Emergency School Closure  | 15             |
| Field Trips   | 15-16          |
| Grading Procedures  | 16             |
| Guidance Program Overview                                       | 16             |
| Health  | 16-18          |
| Homebound/Hospital Bound Program                                | 18             |
| Homework  | 18             |
| Illness   | 18 - 19        |
| Lost & Found  | 19             |
| Lunch/Breakfast - Meal Program                                  | 19             |
| Lunch & Recess Schedule   | School Section |
| Parent Advisory Council   | 19             |
| Parent Groups   | 19             |
| Parent Resources  | 19             |
| Parent/Teacher Conferences                                      | 19             |
| Parent Volunteers   | 19             |
| Party Invitations   | 19             |
| Personal Property   | 19             |
| Possession of Knives, Weapons and Guns                          | 20             |
| Pets (Bringing them to school)                                  | 20             |
| Picking up your child during school                             | 20             |
| Pictures/Student  | 20             |
| Playground Safety Rules   | School Section |
| Recesses & Warm Clothing  | 20             |
| Registration & Enrollment                                       | 20             |
| Safety-School   | 20 - 21        |
| School Hours  | School Section |
| Special Services Intervention Referral Process (SST)            | 21             |
| Special Services Referral Process                               | 21             |
| Student Council   | 21             |
| Student Moving/Transfer   | 21             |
| Technology  | 21 - 22        |
| Testing   | 22             |
| Visits to the School & Classroom                                | 22             |
| Volunteers  | 22             |
| Situations Not Covered  | 23             |
| <b>POLICIES:</b>  |                |
| Alcohol/Tobacco/Drug Abuse by Students                          | 23             |
| Child Abuse   | 23             |
| Computer/Internet   | 24             |
| Family Educational Rights & Privacy Act (FERPA)                 | 25             |
| Harassment, Intimidation and Bullying                           | 25-26          |
| Section 504   | 27             |
| Weapons   | 27-28          |

Park County School District 6  
Elementary Schools  
Eastside, Livingston, Sunset, Valley, Wapiti

Dear Parents,

We welcome all students and parents to a new school year. The beginning of a new year is an exciting time for students, parents and educators. We are honored to be able to be a part of your child's life. Thank you for allowing us to educate your child!

Education is one of the critical issues in the lives of young people today. It can only be successfully accomplished with everyone doing his or her part. Parents and children working in cooperation with the classroom teacher and other school personnel can succeed at the task. It is our goal to educate the entire child to his or her full potential mentally, physically, emotionally and socially. We strongly encourage you to become involved in your child's school and classroom. Please volunteer in the classroom, support your school's parent group and take advantage of any other opportunity, which might present itself in support of your child's education.

As challenges arise, we encourage you to discuss them with us right away. The earlier a difficulty is identified, the easier and quicker it can be resolved. Let's work together to solve problems and develop new opportunities.

The purpose of this handbook is to provide parents and students with the opportunity to read, view, review, and become familiar with district and school procedures. We encourage you to sit down with your child and become familiar with its contents.

Once again, thank you for the opportunity to educate your child and to get to know you. We look forward to a great year working together!

Sincerely,

Mr. Nick Gallagher  
Eastside  
587-4275

Mr. Mike Wood  
Livingston and Valley  
587-4271

Mr. Jay McCarten  
Sunset  
587-4279

Mr. Patrick Couture  
Wapiti  
587-4273

# **PARK COUNTY SCHOOL DISTRICT 6**

## **District Vision:**

Students achieve excellence with the skills, knowledge, and strength of character to succeed in a dynamic world.

## **District Mission:**

All students learn at high levels through work that is purposefully designed to be relevant and engaging within a supportive environment.

## **District Beliefs:**

- We believe all students achieve excellence and become innovative and creative when provided engaging, relevant, and meaningful work.
- We believe in an emotionally, intellectually, and physically safe environment for all.
- We believe what students have to say matters.
- We believe in working collaboratively with all stakeholders.
- We believe in integrity, treating all with dignity and respect.
- We believe positive relationships build healthy communities.

## **District Goals:**

### **Goal 1: Prepare All Students to Be Career and College Ready**

- Develop, implement, and maintain the district approved curriculum.
- All students will be proficient in literacy.
- All students will be proficient in math.
- Each student will successfully complete his/her approved high school program.

### **Goal 2: Sustain a Positive Culture**

- Collaborate with students, staff, families and community to provide effective communication.
- Ensure a safe and healthy environment.
- Promote civic responsibilities.

## **Board of Trustees**

Jennifer Rosencranse, Board Chair

Brandi Nelson, Vice Chair

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Karen Schipfmann

## **Superintendent**

Ray Schulte

*LIVINGSTON  
ELEMENTARY  
SCHOOL*



# **Expectations, Effort, Excellence!**

## **Vision Statement**

Students achieve excellence with the skills, knowledge, and strength of character to succeed in a dynamic world.

## **Mission Statement**

All students learn at high levels through work that is purposefully designed to be relevant and engaging within a supportive environment.

## **School Improvement Goals**

- 1) All students will demonstrate growth in reading comprehension.
- 2) All students will demonstrate growth in writing skills across the curriculum.
- 3) All students will improve mathematical problem solving skills.

## **Glenn Livingston Challenge**

“I challenge myself to be a responsible citizen and worker with high expectations for success.”

# Student Expectations

## **Behavior Discipline:**

Students are expected to act in a manner that shows they are caring, sharing, honest, courteous and cooperative. The staff of Livingston School views discipline as an ongoing process that allows students to grow through attaining positive control over their lives. This expectation is best created by, trusting students to assume responsibility and providing opportunities to make critical decisions. Our ultimate objective in this process is to lay the groundwork for establishing positive self-esteem and self-discipline in every student.

## **Livingston School uses a preventative discipline approach based on five essential beliefs:**

- 1) Kids don't care how much you know, until they know how much you care.
- 2) Good discipline is only a matter of timing.
- 3) While working with children, we must realize that conflict is inevitable.
  - We just minimize it.
- 4) Most behavior is the product of parenting, both positive and not so positive.
  - We need to understand the child's perspective.
- 5) Problem behavior is captivating in nature. Time spent on discipline must be minimized so that time on learning is maximized.

Preventative Discipline requires every adult in the building to be an active, consistent participant in the program. Every teacher in every classroom will teach expected behaviors during the early days and weeks of the school year. These are called "PBIS Expectations and/or Teach To's."

## **Absolutes:**

There are certain rules, which are intended to protect the health, safety and welfare of students and staff. These absolutes will require the intervention of the school principal. They are as follows:

- 1) Violation of School Board Policy and/or City, State, or Federal Law  
i.e.: Drugs, Alcohol, Tobacco, Weapons
- 2) Violence, Serious language, or actions which harm a person or their possessions.
- 3) Showing Disrespect for Adults, Belligerence, or Insubordination.
- 4) Any other action which endangers the safety and well being of students, faculty, and/or staff.

## **Consequences for Violation of an Absolute:**

1. In School Suspension
2. Out of School Suspension

Either suspension may include all or part of one or more school days



# **Positive Behavior Interventions and Supports (PBIS)**

**[www.pbis.org](http://www.pbis.org)**

## **What is PBIS ?**

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

## **Why is it important to focus on teaching positive social behaviors?**

In the past, schoolwide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

**PBIS EXPECTATIONS  
Livingston ROCKS!**

| <b>Area</b>              | <b>Respectful</b>  | <b>On-Task</b>   | <b>Cooperative</b>  | <b>Kind</b>   | <b>Safe</b>   |
|--------------------------|--|--|---|---|---|
| <b>Community</b>         | <ul style="list-style-type: none"> <li>-Respect property of self &amp; others</li> <li>-Pick up trash &amp; throw it away, even if it is not yours</li> <li>-Remove hats when indoors</li> <li>-Take care of your belongings and school equipment</li> </ul>                 | <ul style="list-style-type: none"> <li>-Follow directions immediately</li> </ul>   | <ul style="list-style-type: none"> <li>-Follow school rules</li> <li>-Use voice volume that your teacher designates</li> </ul>  | <ul style="list-style-type: none"> <li>-Use kind words and actions</li> <li>-Hold open door for others</li> <li>-Thank your bus driver</li> </ul> | <ul style="list-style-type: none"> <li>-Report unsafe actions to an adult</li> <li>-Keep hands, feet, and objects to self</li> </ul>  |
| <b>Hallways</b>          | <ul style="list-style-type: none"> <li>-Keep hands and feet to self</li> <li>-Voices off</li> <li>-Be respectful of classes in session</li> <li>-Use trash cans and recycling containers if available.</li> <li>-Hands by your sides away from walls and displays</li> </ul> | <ul style="list-style-type: none"> <li>-Walk with purpose in a timely manner to destination and back</li> <li>-Pay attention and stay with you line.</li> </ul>  | <ul style="list-style-type: none"> <li>-Only move in 'Movement Zones.'</li> <li>-Honor start and stop signs for movement areas</li> </ul>   | <ul style="list-style-type: none"> <li>-Use kind gestures and actions.</li> </ul>   | <ul style="list-style-type: none"> <li>-Move under control</li> <li>-Walk facing forward in a straight line</li> <li>-Walk on the right side including when turning corners</li> <li>-Keep hands and feet to self.</li> </ul>                       |
| <b>Restrooms</b>         | <ul style="list-style-type: none"> <li>-Be quiet</li> <li>-Give privacy</li> <li>-Respect property</li> <li>-Flush toilets after use</li> <li>-Close doors quietly</li> <li>-Keep hands off the walls</li> </ul>   | <ul style="list-style-type: none"> <li>-Do your business quickly</li> <li>-Return to class promptly</li> </ul>   | <ul style="list-style-type: none"> <li>-1-2 paper towels</li> <li>-Keep soap in your hand</li> <li>-Use one pump of soap</li> <li>-Keep restrooms clean/use trash cans</li> </ul> | <ul style="list-style-type: none"> <li>-Mind your own business</li> <li>-Clean up after yourself</li> </ul>                                       | <ul style="list-style-type: none"> <li>-Wash your hands with soap (A,B,C's)</li> <li>-Keep water in the sink</li> <li>-Report any problems to an adult</li> </ul>   |
| <b>Arrival/Dismissal</b> | <ul style="list-style-type: none"> <li>-Respect others' property</li> <li>-Respect the personal space of others</li> <li>-Walk bicycles and park them in designated areas</li> </ul>   | <ul style="list-style-type: none"> <li>-Report to designated areas promptly</li> <li>-Stay in designated areas until bell rings</li> <li>-Once at school, be prompt getting to your classroom. -Leave on time to get to your bus or ride.</li> <li>-Keep track of your belongings</li> </ul> | <ul style="list-style-type: none"> <li>-Follow directions of supervising teachers and staff</li> </ul>  | <ul style="list-style-type: none"> <li>-Kind words and actions to others</li> </ul>   | <ul style="list-style-type: none"> <li>-Pay attention to traffic &amp; buses</li> <li>-Keep hands and feet to self</li> <li>-Carry skateboards / scooters on school property</li> <li>-Stay behind painted line at bus drop/pick up area</li> </ul> |

|                    |   |   |   |   |  |
|--------------------|---|---|---|---|--|
| <b>Lunchtime</b>   | <ul style="list-style-type: none"> <li>-Enter/ exit quietly and respectfully</li> <li>-Take only what you know you will eat</li> </ul>  | <ul style="list-style-type: none"> <li>-Wait in line patiently</li> <li>-Use quiet voices</li> <li>-Choose a table and stay there for the duration of lunch</li> <li>-Use time to eat wisely</li> </ul> | <ul style="list-style-type: none"> <li>-Clean your table and check floor before leaving</li> <li>-Stay seated until dismissed</li> <li>-Return your trays and empty your trash as expected</li> <li>-Recycle</li> </ul>   | <ul style="list-style-type: none"> <li>-Say please and thank you</li> <li>-Allow anyone to sit next to you</li> </ul>                   | <ul style="list-style-type: none"> <li>-Walk at all times</li> <li>-Keep feet on floor</li> <li>-Remain seated while eating</li> <li>-Keep hands to self</li> <li>-Only eat your own food</li> </ul>   |
| <b>Playground</b>  | <ul style="list-style-type: none"> <li>-Follow directions immediately</li> <li>-Use appropriate language</li> </ul>   | <ul style="list-style-type: none"> <li>-Return to class promptly &amp; orderly</li> <li>-Stay within designated grade-level boundaries</li> </ul>   | <ul style="list-style-type: none"> <li>-Ask permission to enter school building</li> <li>-Follow the rules of the game</li> <li>-When the bell ring, stop playing</li> <li>-Return equipment promptly and appropriately</li> <li>-Inside toys and food stay in the classroom</li> </ul> | <ul style="list-style-type: none"> <li>-Look for kids on the friendship bench</li> <li>-Include everyone</li> <li>-Play fair</li> </ul> | <ul style="list-style-type: none"> <li>-Ask for help when needed</li> <li>-Report any problems to an adult on duty</li> <li>-Keep hands and feet to self</li> <li>-Swing by yourself</li> </ul>  |
| <b>Assembly</b>    | <ul style="list-style-type: none"> <li>- Remain quiet throughout assembly or presentation</li> <li>-Use audience manners</li> <li>-Clap, but keep feet quiet.</li> <li>-Keep feet off the back of chairs</li> </ul> | <ul style="list-style-type: none"> <li>-Stay seated</li> <li>-Sit up straight</li> <li>-Remain attentive to the performers</li> <li>-Applaud appropriately</li> </ul>                                   | <ul style="list-style-type: none"> <li>-Walk into assembly as a class</li> <li>-Sit together as a class with teacher</li> </ul>   | <ul style="list-style-type: none"> <li>-Kind words and actions</li> </ul>   | <ul style="list-style-type: none"> <li>-Walk up one step at a time</li> <li>-Hands and feet to self</li> </ul>   |
| <b>Bus</b>         | <ul style="list-style-type: none"> <li>-Use an inside voice with appropriate language</li> <li>-Students are expected to follow all bus rules and accept feedback from the driver</li> </ul>                        | <ul style="list-style-type: none"> <li>-Be at bus stop 3-5 minutes before the schedule route time, know bus number</li> </ul>   | <ul style="list-style-type: none"> <li>-Note signed by parent/ guardian or teacher is required if going to different stop</li> </ul>  | <ul style="list-style-type: none"> <li>-Be nice to each other and others' property</li> </ul>   | <ul style="list-style-type: none"> <li>-Stay seated in your seat, facing forward</li> <li>-Wait for driver to motion you on, walk only</li> <li>-Keep aisle clear</li> <li>-Keep your hands and feet to yourself</li> <li>-Stand behind the painted line when waiting for the bus</li> <li>-Enter and exit in order</li> </ul> |
| <b>Kiss and Go</b> | <ul style="list-style-type: none"> <li>- Listen to adults</li> </ul>  | <ul style="list-style-type: none"> <li>-Watch for your ride.</li> </ul>   | <ul style="list-style-type: none"> <li>-Leave backpack on</li> </ul>  |   | <ul style="list-style-type: none"> <li>Keep balls and/or toys in backpack</li> <li>-Stand on ground; sit on the cement dome</li> <li>- Wait for ride in designated area.</li> </ul>  |

**ABSENCES (REPORTING) - PLEASE CALL: ATTENDANCE**

When you know that your child will be absent from school, we ask that you call the school between 7:45 and 8:45 a.m. If we have not heard from you someone from the office will have to call you at home or at work. If we are unable to reach you, it will be necessary to call the emergency names listed on your child’s information sheet.

**ATTENDANCE TO SCHOOL**

**Elementary School Attendance Procedures**

This policy is written to comply with Wyoming State Statutes W.S. 21-4-101, W.S. 21-4-102, W.S. 21-4-103, W.S. 21-4-104, W.S. 21-4-105, W.S. 21-4-106, W.S. 21-4-107.

- Students are expected to attend school regularly and arrive on time. Truancy will be reported to the supervising administrator and dealt with immediately. Accurate attendance records shall be maintained for all students. Attendance shall be reported on each progress report.
- In all absences, it is the responsibility of the student’s parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student’s return to school.
- **Excused absences:** medical/mental health reasons accompanied with a note from a medical provider, or bereavement. The school administrator or his/her designee has the sole authority to determine whether or not an absence is excused.
- **Unexcused absences:** absences not covered by medical note or bereavement.
- **Tardy:** The elementary schools of PCSD 6 take attendance twice daily. Attendance is taken first thing in the morning and after take-up in the afternoon. In the morning, students who are late, but arrive before 8:30 are counted tardy. If they arrive after 8:30, they would be considered absent for the morning. In the afternoon students absent longer than 20 minutes after take-up will be considered absent for the afternoon. Students are considered tardy in the afternoon if they are absent less than 20 minutes. Note: Habitual tardiness is dealt with at the building level. Five (5) tardies to school equal one unexcused absence.
- **PM Absences:** The cut off time in the afternoon Monday-Thursday is 2:55 and on Friday it is 1:15. Any time between lunch break and 15 minutes prior to dismissal will be considered PM absent.
- **If a student is absent more than 10 consecutive days, they will be dropped and will have to be re-enrolled at the Park County School District #6 Central Office. For medical emergencies, please refer to District policy IHBF HOMEBOUNDED INSTRUCTION.**
- Procedures for Absences per Trimester:

| <b>Unexcused Absences</b>  |
|--|
| <b>Three Absences:</b> A written notice is sent to the home notifying the parent/guardians of the number of absences and the potential consequences for continued poor attendance to school.   |
| <b>Five Absences:</b> A written notice is sent to the home notifying the parent/guardians of the number of absences and the potential consequences for continued poor attendance to school. A conference will be required with the school administrator, in which the student’s attendance will be discussed. Possible results of this meeting may be the development of an attendance plan, attendance contract, or a referral to the county attorney for poor attendance (W.S. 21-4-105). The decision will be under the discretion of the school administration. (Failure to attend the meeting with school administration may result in direct referral to the county attorney). |

**ACCIDENT INSURANCE:**

Park County School District 6 (PCSD 6) does **NOT** carry accidental injury insurance, which covers students injured at school. The applications for accident and dental insurance are available to all students. Information regarding these insurance programs is available during school registration at the beginning of the year. Because the school acts “in lieu of parents”, school employees will take action to assist the injured student if we are unable to contact the parents/guardians. This may include emergency transportation to medical facilities. The resulting cost of the injury will be the responsibility of the parent, not the school district. The school district encourages parents to consider purchase of the low-cost accidental injury plan that will cover their children while at school. Insurance may be purchased any time during the year.

**ADVERTISING:**

Materials soliciting for-profit or religious activities will not be distributed to students, and the students may not distribute this type of information to other students. Information from registered 501(c)3 organizations (non-profit) that relates to the students and school such as Scouting, Brownies, Community Recreations, 4-H, etc. will be permitted only with pre-approval from the superintendent or designees.

**ARRIVING EARLY-STAYING LATE (STUDENTS):**

Time before and after school is used by teachers to plan and prepare lessons and materials. Because teachers are unavailable to supervise them, we cannot allow students to play outside prior to 8:00 a.m. or after 3:15 p.m. Normal arrival time is 8:00 a.m., when supervision is available. Students may go to their classrooms early and stay after school only with the prior approval of their teachers.

There is a study hall available at 7:45 a.m. in a designated area for those that must arrive early. Students must report to the study hall when they arrive before 8:00 a.m.

**BOOK FINES:**

PCSD 6 Board Policy states that a pupil shall be held responsible for damage to, loss of or failure to return books. The following applies to all students.

1. A repair or replacement cost shall be charged for lost textbooks, library books, and books that have been damaged by water or are torn.
2. Authorized school personnel may assess a fine for a damaged book or lost book on a judgmental basis.
3. Fines must be paid by the student when assessment has been made.
4. We are always happy to have a “lost” book returned rather than receiving the money. Money will be refunded if a book is found and returned.

**BUSSING - STUDENT ACTIVITIES & TRAVEL:**

During a student activity trip, proper supervision and operation shall be a cooperative venture between the bus driver and the faculty member sponsoring the activity. All arrangements for routes, meals, lodging, etc. shall be made before the trip starts. The sponsor (or staff coach or chaperon) shall be responsible for enforcing the general rules of student conduct (see above) and any specific rules for the trips, with the exception that meals may be eaten on the bus. The sponsor will set meal policy after consulting with the bus driver about the place, etc. of meals, and will take responsibility for any meals eaten on the bus. The students, under the direction of the sponsor, will remove any refuse left on the bus at its destination.

**BUSSING - ZPASS CARDS:**

To more safely and effectively facilitate student transportation, PCSD 6 uses the Zonar Pass Program. ZPass is a student identification system designed specifically for school bus transportation. All students will be issued a ZPass card and retractable lanyard. Each card has the student’s photo and is labeled with the student’s name and Zonar ID. An electronic reader installed on the bus will identify each student upon entering or leaving the bus. Students must use the card when entering and departing all buses, this includes all routes, field trips and activity trips. This information is then used to determine bus-load counts and is readily available in case of an emergency or lost student situation.

If a student does not have their card, the driver will give them a verbal reminder. If the student does not have the card the 2<sup>nd</sup> day, the driver will call the parents. If the student does not have the card on the 3<sup>rd</sup> day, the student will be transported to their perspective school and the driver will notify the principal. The principal will contact the student and their parents. The parents will have to make arrangements to pick the student up or purchase a new card.

If the card is lost or mutilated, it is the parent’s responsibility to pay \$5.00 to replace the card. Forms to purchase a new card are available at the school office.

**BUSSING - (End of School day) DISMISSAL AND MISSED BUS PROCEDURE:**

Buses depart between 5 and 10 minutes after school is let out. Children are to go immediately to the bus loading zones after being dismissed. All bus students ride the bus to the Cody Middle School where they transfer to their regular route bus.

When a child misses the bus, he/she should report to the office and explain the situation. Parents will then be called for instructions. If the parent(s) are not available, emergency contact numbers on file will be called.

#### **BUSSING - TRANSPORTATION OF ISOLATED PUPILS:**

Payment is available, in certain cases, for mileage reimbursement to transport students to school. No person is eligible as an isolated pupil unless the pupil's parent or legal guardian demonstrates to the school board that the family's residing in the isolated location is necessary for the family's financial well being. Payment will exclude the first two miles each way.

Application for isolation pay must be made yearly. Please request an application from the school office or the district business office. All applications must be approved for payment by the school board.

#### **BUS TRANSPORTATION EXPECTATIONS:**

The bus driver shall be responsible for the operation of the bus and will establish specific rules of conduct necessary to operate the bus in a safe manner. On regular daily trips to and from school, the following shall apply:

1. Students must observe the same conduct on a bus that is expected in the classroom.
2. Students must be courteous. Profane language will not be tolerated.
3. Students may have bottled water or food for medical reasons.
4. Students shall not drop paper on the floor of the bus.
5. Students shall not smoke or chew tobacco on the bus, nor shall they be in the possession of alcohol, controlled drugs, or tobacco products.
6. Students shall not willfully cause damage to the bus.
7. Students must stay in their seats.
8. Students must keep heads, hands, and feet inside the bus and to themselves.

The driver is authorized to and will assign seats to students. Bus drivers will:

1. Insist that pupils board and disembark the bus in an orderly manner.
2. Maintain discipline. Be courteous, but firm. Never remove a pupil from bus enroute unless the lives of the others on the bus are in danger. Report unruly student(s) to the transportation director and/or principal as appropriate for the situation.
3. Not allow pupils to operate the door of the bus. Keep windows closed in cold weather. Windows must be no lower than two notches from the top.
4. Not allow any part of a student's body to be outside of the protective shell of the bus.

Parents and students must understand that riding the school bus is a privilege, which may be temporarily denied or suspended if their child's misconduct jeopardizes the safe operation of the school bus or the safety of the other passengers. When the child enters the school bus, the authority lies with the bus driver.

The superintendent of schools, in consultation with the transportation director, will formulate regulations for acceptable student behavior on school buses and will outline a discipline procedure.

The district will use a three (3) step written warning system to help communicate with parents, children, and building principals. When a student is unable or unwilling to abide by established standards or when personal actions jeopardize the safety of their passengers or self, the student should be disciplined and may lose bus-riding privileges.

#### **1st Warning**

The driver will contact parents and the building principal. This step shall be completed when the student is issued a written complaint describing the incident and violation of rules of conduct. Gross violations of student misconduct may result in moving automatically to 2nd or 3rd warning discipline proceedings. The original copy shall be presented to the student and will be the parent's copy. The student shall not be allowed back on the bus until the parent's copy has been signed and presented to the driver. Notification will be given to the respective building principal. This copy will become a part of the student's permanent file.

#### **2nd Warning or 2nd Stage Offense - Suspension**

This step shall be completed if a student receives a second complaint describing violation(s) of established bus rules. The student will not be allowed back on the bus at any subsequent time until a conference regarding violation(s) has been conducted by the building principal, director of transportation, parents and driver. Documentation of the conference will be part of the student file. A plan of action may be written to monitor the offending student's behavior.

#### **3rd Notice-Removal of Student's Riding Privileges**

Should the student receive a third warning complaint or third stage offense, describing violation(s) of established bus rules, the parents shall be notified by school officials that transportation privileges have been revoked due to a significant or continued violation for the remainder of the year, or as necessary.

Gross violations, i.e., fighting, possession of a weapon, assault of a driver, or chronic failure to follow established bus rules, will require a “school”, parent, and student conference.

The suspension shall remain in force for the remainder of the school year.

”School”- The term school will be interpreted to mean building principal, transportation director, or both.

**BUS - STUDENT DISCIPLINE APPEAL PROCESS:**

Parent(s) or guardian(s) who may wish to appeal the decision rendered by the director of transportation and building principal regarding a child’s bus behavior may do so by letter to the superintendent of schools. The second stage of the appeal process is for the parent(s) or guardian(s) to formally request a hearing before the board of trustees.

**CELL PHONES:**

Student cell phones must be kept on silent and in backpacks. Students may use the telephone at the main office only with adult permission.

**COMMUNICATION/NEWSLETTER:**

Schools will communicate with families on a regular basis through newsletters, Facebook, school websites, and our district website. In addition, schools will communicate via an automated communication system (e.g. BlackBoard Connect). These communications will have information on upcoming events at the school, monthly calendars, acknowledgments of student achievement, Parent Group news and more. Please check the PCSD 6 website at [www.park6.org](http://www.park6.org) and the schools’ individual websites, and Facebook pages.

**DOCTOR-DENTIST APPOINTMENTS:**

Recognizing that appointments may not always be outside of regular school hours the following guidelines may be of assistance:

1. Send the student to school before or after the appointment when at all possible. Students who arrive late or who must leave early for an appointment will not be counted tardy or absent providing it is no longer than 90 minutes and a note of explanation accompanies the child.
2. Please try and send a note to the teacher in advance when possible. This eliminates classroom interruptions and allows the teacher time to plan ahead for that student.
3. Parents must come in to check out their students.

**STUDENT DRESS/APPEARANCE:**

Students are expected to dress appropriately and in good taste. Clothing that is immodest, extreme, unattractive, or calls undue attention to itself or the wearer, such that the educational process is unduly threatened, undermined, or disrupted, is not appropriate. Shoes with any types of wheels (such as “Heelies,” “Spinners,” etc.) are not allowed at school.

Clothing, decorations, or jewelry that advertise, promote, depict, or which purport to advertise, promote, or depict, any controlled substance as defined by Wyoming law--alcoholic beverages, or tobacco products, or their use--are not appropriate. Clothing, decorations, or jewelry that contain or depict pornographic or obscene images or language as defined by community standards are not appropriate. Such clothing, decorations, or jewelry are deemed disruptive to the educational process, incompatible with the mission of the School District, and are not acceptable.

**EMERGENCY SCHOOL CLOSURE:**

Infrequently we are forced to close a school or to close all of the schools in the district. Sometimes a closure will occur before the children are to report to school for the day. On other occasions, the closure will occur after school has started. Closures may be for civil defense alert, natural disaster, weather, problems related to the physical school facility, or other things. Should there be a need for a school (or all schools) to close, parents will be notified in accordance with the following procedure:

1. In the event of an emergency, the public will be notified by school and/or district automated all call to homes (Blackboard Connect), radio, KODI 1400 AM, Facebook, and/or television. If the emergency involves civil defense problems, civil defense procedures will be used.
2. Students who ordinarily walk to school will be dismissed and will be expected to proceed directly home. Parents may give their children specific instructions to go to another location as family situations may dictate.
3. Bus students will be transported to their regular route drop-off point. As usual, it will be the responsibility of the parents to meet their children at these bus stops.
4. Parents should:
  - A. Review with their children the procedures they are to follow should school close early.
  - B. Provide other additional specific instructions such as:
    - Location of house key...
    - What to do when getting home if no one else is there...
    - What to do at home should there be a real or simulated emergency conducted by civil defense personnel...
    - Are they suppose to go to the Boys & Girls Club or ASAP...
  - C. Call the school office if there are questions or problems.

### **FIELD TRIPS:**

A teacher may use field trips during the school year to strengthen students' knowledge of a particular subject by viewing a place of business, museum, state or national park, etc. Parents are often asked by the teacher to assist in supervising the students. The best behavior is expected of all students when on a field trip. All regular classroom and school rules apply to the students on a field trip. Field trip permission forms will be in the school "back to school" packet at the beginning of each school year and need to be signed by parents and returned to the child's teacher. Because of the district's liability insurance restrictions, preschool children may not ride the bus with their parent sponsors.

### **GRADING PROCEDURES:**

Please see your child's teacher for information about the grading procedures of PCSD 6.

### **GUIDANCE PROGRAM OVERVIEW:**

A major focus of the elementary counseling program is to assist students in developing positive attitudes toward school and about themselves through individual counseling and classroom guidance.

The elementary counselors work closely with the school principal, teachers, and parents of students to provide the best possible resources and services. The counseling program is designed to make a positive intervention early in the school careers of students.

Our district has a counselor available for students experiencing a tragedy or other crises. To access the crisis counselor, please call the school office. The district counselor works with groups of students and individuals as needed.

### **HEALTH**

Cumulative health records are kept on each child in the school office. These include immunization dates, childhood diseases, and health history. Parent conferences with the school nurse are encouraged and welcomed so that we may be more of a service to the child, teacher and parents.

*Your child may be screened by the school nurse or healthcare professional in the following areas: hearing, vision and dental. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern. If you DO NOT want your child to be screened, you must provide the school nurse with written notification.*

The school nurse can assist families with obtaining financial assistance and specialist exams. ALL INFORMATION IS CONFIDENTIAL.

### **Student Illness and Injury at School:**

Students need to be healthy to attend school. Please do not send your child to school when they are ill. If your child becomes ill at school, they should notify their teacher, school nurse, or the office as soon as possible. Before a child is sent home from school, the school office will call the designated contact person. For your child's safety, you need to pick your child up as soon as possible.

#### **There are three main reasons to keep your sick child home:**

1. Your child doesn't feel well enough to take part in normal activities (such as being overly tired, fussy, or won't stop crying).
2. Your child needs more care than teachers and staff can give, and still care for other children.
3. The illness is one that is included in our Sick Day Guidelines list and staying home is recommended. (Go online at [www.park6.org](http://www.park6.org) for this list of illnesses and symptoms).

#### **24 Hour Rule:**

1. **FEVER:** Keep your child home until their fever has been gone **WITHOUT** medicine for 24 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.
2. **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the **LAST** time they vomited or had diarrhea.
3. **ANTIBIOTICS:** Keep your child home until 24 hours after the **FIRST** dose of antibiotic for anything like an ear infection or strep throat.

### **Medication Policy:**

When your child must take medication during school hours, you have the following choices:

- You may come to school and give your child their medication at the appropriate time.
- You may discuss an alternative schedule for the medication with your child's doctor so it can be given outside of school hours.



- School personnel can assist your child with the medication. For the safety of your child the following procedure must be followed for this to occur:

1. All prescription medication must be kept in the nurse's office. Over the counter medication for students in grades K-8 must be kept in the nurse's office. High school students may carry and self-administer over the counter (nonprescription) medicine, no forms are required.
2. Parent/guardian must complete an authorization for medication administration form before any is given at school. For prescription medicine, the prescribing physician must also sign. Forms are available from the school office and online at [www.park6.org](http://www.park6.org).
3. Medication must be received in the original container and have a current expiration date. The medicine must be age appropriate and labeled for use in children.
4. Prescription medicine must be received in the original container from the pharmacy labeled with the physician's name, the student's name, name of the medicine, dosage and the times to be given.
5. Students are responsible for coming to the nurse's office at designated times for medications. The school nurse will work with your child on reminders as needed.
6. Students are allowed to possess and self-administer medication for potentially life-threatening conditions such as asthma and severe allergies. A medication authorization form must be on file at school that contains:
  - Parent/guardian verification that the student is responsible for and capable of self-administration and is authorized by the parent to self-administer.
  - Healthcare provider identification of the prescribed or authorized medication and verification of the appropriateness of the student's possession and self-administration of the medication. Contact the school nurse for the required form.
7. Medications not regulated by the FDA will not be administered at school (i.e. herbals).
8. School nurse and designated staff will not split pills in half. If a student's prescription is one that requires splitting of pills, the parent/guardian must split the pills themselves and bring them to school in the original container.
9. It is the responsibility of the parent/guardian to deliver and maintain an adequate supply of medication at school. A student may NOT deliver any medication to the school. Expired medications will not be accepted.
10. Parents/guardians are responsible for picking up unused medications at the end of the school year. Any medication not picked up by the parent/guardian will be destroyed.

Medication safety is extremely important. Please help us keep our students safe by following these procedures. Contact your school's nurse if you have any questions or concerns.

#### **EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

1. Pursuant to W.S. 21-4-310, a student may possess and self-administer medication required for potentially life threatening conditions within a school of the district if a written statement is submitted to the district containing:
  1. Parental verification that the student is responsible for and capable of self-administering of medication required for a potentially life threatening condition
  2. Health care provider identification of the prescribed or authorized medication required for the potentially life threatening condition and verification of the appropriateness of the student's possession and self-administration of the medication
  3. Each school will stock an EpiPen and Albuterol inhaler for emergency use. The following procedure will be followed with students/staff with severe asthmatic or anaphylactic emergency:

##### **Emergency Protocol (All Staff)**

1. Call 911.
2. Summon school nurse or designated trained non-medical staff
3. Contact parent/guardian immediately

##### **Designated Trained Staff**

1. For signs/symptoms of an anaphylactic allergic reaction: administer an IM EpiPen Jr for a child less than 50 pounds, or an adult EpiPen for any individual over 50 pounds.
2. For known asthmatic student/staff who is alert with signs of shortness of breath, administer Albuterol inhaler.
3. Administer CPR if indicated until EMS arrives

**Any individual treated with Epinephrine at school will be transferred to a medical facility by ambulance.**

#### **EMERGENCY RESPONSE TO SEVERE HYPOGLYCEMIA**

1. In the event that a known diabetic student or staff member is unconscious or having a seizure, glucagon will be administered only by a school nurse or trained school personnel. A physician's order to administer glucagon, a current 504 plan, and the glucagon, must be provided to a school nurse before any glucagon can be given.

##### **Glucagon Emergency Protocol:**

1. Call 911
2. Contact school nurse and/or trained school staff to give glucagon injection.
3. After glucagon is administered, turn patient on their side and do not leave them unattended as vomiting is likely to occur.
4. Call the contact person for the patient, school nurse (if not present), and administration to notify them of the incident.

**Any individual treated with glucagon at school will be transported to a medical facility by an ambulance.**

**IMMUNIZATIONS:** Students through grade 12 must produce an official immunization record. Under the laws of the state of Wyoming (W.S. 21-4-309), your child is required to be properly immunized against vaccine preventable diseases as designated by the Wyoming State Health Officer. Your child may be conditionally enrolled in school for 30 calendar days to allow receipt of the records. If these records are not received the student shall be excluded from attending school according to Wyoming State law until such time they are received. Medical and religious exemptions must be filed by the County Health Officer. Parents are responsible for updating their children's immunization and health record. Please call the school nurse whenever there is a change in your child's immunizations, health status or medication.

**The MINIMUM immunizations required for school attendance are listed below (Wyoming Public and Private School Immunization Requirements):**

**Kindergarten, 1st - 6th Grades:**

- 5 doses Diphtheria/Tetanus/Pertussis (DTAP/DTaP/DT). *If the 4th dose was administered on or after 4th birthday, a 5th dose is not required.*
- 4 doses Polio (IPV). *If the 3rd dose was administered on or after the 4th birthday, the 4th dose is not required.*
- 2 doses Measles/Mumps/Rubella (MMR).
- 3 doses Hepatitis B (HBV).
- 2 doses Varicella (chickenpox). *If student has had chickenpox, the parent/guardian or physician must provide a written statement for the student's permanent school record.*

**7th - 12th Grades:**

- Diphtheria/Tetanus/Pertussis (DTAP/DTaP/DT). Age appropriate series complete and a booster Tetanus for ages 11-12 year olds if 5 years has lapsed since last dose.
- Polio (IPV). Age appropriate series complete.
- Measles, Mumps, Rubella (MMR). Age appropriate series complete.
- 2-3 Hepatitis B (HBV). Two-shot series for ages 11-15, otherwise needs to be 3-shot series.
- 2 Varicella (chickenpox) or written statement signed by parent/guardian or physician for the student's permanent school record.

**Religious or Medical Exemption**

Exemptions from other states are not valid in Wyoming. You must reapply. Please contact the county health officer to apply for an exemption. Students are conditionally enrolled for 30 days during this process.

**HOMEBOUND/HOSPITAL BOUND PROGRAM:**

The Wyoming State Education Code authorizes each school district to provide educational services to students who are unable to attend school for five or more days. If a student is not able to attend school for a week or longer, the district may provide assistance to the student in the hospital or at home. This assistance is an option that may be requested by the student's parents. A "Request for Homebound Assistance" form is available upon request through each school's office. The completed form should be returned to the school's office with a physician's note attached verifying the need and duration of homebound service.

**HOMEWORK:**

Time is usually provided during the school day for children to complete their assignments. Work that is not completed at school becomes homework. Teachers may assign additional activities or projects for students to complete at home and return to the teacher.

When a student is absent from school, make-up work should be turned in within a reasonable length of time. Please give teachers advance warning when picking up make-up work. It is not possible to have work ready when you come without prior notice.

**ILLNESS:**

We feel that a child who is too ill to go outside during recess is too ill to be in school. Please do not send notes to school requesting that your child be allowed to stay inside during recess. Exceptions will be made regarding students with asthma or who are recovering from an extended illness.

If a child has been ill, and upon returning to school is not fully recovered, we ask for a note from a parent advising us of the situation. For long-term permission to remain inside, we must have a medical provider's request, stating the reason, the length of time, and any other special requests.

**LOST AND FOUND:**

Each year we accumulate a surprising amount of clothing, backpacks, lunch boxes, etc. Please label your child's items so if they are lost they are easily identified. The lost and found area should be checked periodically for any missing articles. Periodically, unclaimed items will be donated to a local charity.

**LUNCH/BREAKFAST MEAL PROGRAM:**

While you are always welcome to feed your child(ren) breakfast and send a lunch from home, complete meals and individual milks are available for purchase in the cafeteria. Meal prices and Free and Reduced Price Meal Application guidelines change every July. We encourage all families to ***apply, each year!***

The School Nutrition Department would like to ensure all students who want a breakfast or lunch receives that meal. We do not want to take food away from or deny any student in the serving line. Unfortunately, we have had several delinquent accounts within the district. Excessive negative balances in students' accounts necessitate the protocols listed below.

| <b>Guidance</b>  | <b>Action</b>   |
|--|---|
| Low balance (3 meals remaining) up to a \$5 negative balance | Cashier tells student that they need money in his/her account and notifies parent when there is a negative balance.   |
| Negative balance equal to or greater than \$10               | School office staff may call and will mail letter #1, signed by the principal, along with a F/R meals application to student's home.                        |
| Negative balance equal to or greater than \$15               | School office staff mails letter #2 signed by the principal to student's home. Principal and/or School Counselor conferences with family seeking solutions. |
| Negative balance equal to or greater than \$25               | School office staff mails letter #3 signed by the principal to student's home; no further meals are served.   |

**PARENT GROUPS:**

PTK/PTA/PTO believes in helping teachers help kids. All parents are encouraged to participate. Meetings are scheduled throughout the school year and will be listed in the school newsletter. You are urged to attend the meetings and get involved. Parents and teachers must be a team! Information about the PTK/PTA/PTO is available at the school's open house.

**PARENT RESOURCES:**

Parenting tapes and resources are available to be used by parents. Various helping materials can be checked out through the principal, guidance counselors, media center, and individual staff members. Please feel free to utilize these materials at any time.

Each Media Center has a number of resources available to parents, and you are welcome to check these out on an individual basis, or call the media specialist to make an appointment for viewing our videos.

**PARENT/TEACHER CONFERENCE:**

Scheduled parent teacher conferences are normally held in the Fall and in the Spring. The conferences are one of the most effective methods of discussing student progress to the parents. It is our hope that parents always feel welcome in our school. Additional visits may be scheduled with the teachers. Time before school is used for teachers to prepare for the school day.

**PARENT VOLUNTEERS:**

If you are willing to be a classroom volunteer, please contact the office. We would love to have your help!

**PARTY INVITATIONS:**

We request that all invitations to out-of-school parties be handled through the mail or by telephone rather than handing them out at school. Distributing invitations during school time is disruptive and also can hurt the feelings of children who are not invited to the party. Students who wish to bring treats for their class should have their parents contact the classroom teacher to make arrangements.

**PERSONAL PROPERTY:**

All personal belongings should be permanently labeled.

**THE POSSESSION OF KNIVES, WEAPONS, AND GUNS (authentic or toy) ARE NOT ALLOWED.**

Students are discouraged from bringing any of their own toys to school. Cell phones, radios, Ipods/CD players, headsets, electronic toys/gadgets, and trading cards (except CAN cards) are discouraged. **Students bringing personal items or toys to school do so with the understanding that the school cannot replace or repair lost, damaged, or stolen belongings.** If your child needs to bring a cell phone to school for after school use, they need to keep it in their backpack.

**PETS (BRINGING THEM TO SCHOOL):**

Due to student & staff allergies, all potential classroom pets and animals brought to the school must have prior approval of the building principal and nurse.

**PICKING UP YOUR CHILD DURING SCHOOL:**

If it is necessary for a parent to pick up their child during the school day for any reason, you need to pick up the child at the main office and sign them out. If you pick up your child at noon or during recess, the teacher and office personnel must be notified. If student pick-ups are not cleared properly, it may lead to much confusion as the teacher, secretary and principal will not know what has happened to the child.

**PICTURES-STUDENT:**

Individual packet pictures are taken of students each fall. This is a completely voluntary program. Every student may have his/her picture taken whether or not they intend on purchasing the pictures.

**RECESSES AND WARM CLOTHING:**

We believe that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go outdoors for recess. Students need proper outer clothing, coats, gloves, caps or hoods, and foul weather footwear. When there are extreme temperatures (wind chill or temperature is 5 degrees or below) or adverse weather conditions (rain, extremely wet snow, high winds, etc.) all children are kept inside.

**REGISTRATION AND ENROLLMENT:**

**KINDERGARTEN:** In accordance with school law of the State of Wyoming, all children entering kindergarten must be five (5) years of age on or before September 15.

**FIRST GRADE:** In accordance with school law of the State of Wyoming, to be eligible for first grade enrollment a child must be six (6) years of age on or before September 15.

**ENROLLMENT:** Proof of age must be shown when a child is registered for kindergarten or first grade with an official birth certificate. A current immunization record is also required for all students.

**SAFETY-SCHOOL**

We welcome visitors to Park County Schools and we want our students and staff to be safe. To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor badge during their visit. All other doors are kept locked during the school day. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, they will ask for identification.

Park County Schools have emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

All access to the school is through the main lobby. **ALL visitors MUST report to the office first, sign-in and receive a visitor badge.** Our building security is not to inconvenience you; it is to protect the children. In the event of any safety alert, a school or schools may increase security.

Students and staff will practice monthly routine fire drills or shelter in place drills.

**GENERAL SAFETY:** With school in session and many children crossing busy streets as they travel to and from school, we ask that you please discuss with your child(ren) the importance of obeying traffic laws and the safe routes to use when walking to and from school. Parents should advise their children on traffic safety, bicycle safety, and pedestrian safety. We will have the same conversations with children here at school on numerous occasions throughout the school year. We realize that it is necessary for many of you to also deliver and pick up children. It is extremely important that you arrange with your children, a delivery and pick-up location that will not interfere with the bus loading zones or cause a traffic jam in front of the school.

**NOTE:** Students should ALWAYS go directly home after school, report into the parents, baby-sitter, or whomever is responsible--and then plan their after school activity. If there are any changes in their usual daily routine, we need a note

stating the change. If there are any changes to the child's normal plans, we need a note. **STUDENTS SHOULD NOT GO TO SOMEONE ELSE'S HOME AFTER SCHOOL UNLESS THE PARENTS KNOW THE PLANS. ACCEPTING RIDES, CANDY, MONEY, ETC. FROM STRANGERS** is a real danger to children. At no time should children accept favors from any person unless they are well known and parents have given permission.

**BICYCLES/SCOOTERS/SKATEBOARDS OR OTHER SIMILAR ITEMS:** If a student rides one of the aforementioned items to school, they must leave it in the racks provided or leave it in the classroom. These items are not to be ridden on the school property. It is the responsibility of the student to secure these items.

**STUDENTS WALKING TO SCHOOL:** Students walking to school should use the sidewalks and obey all traffic rules and crossing guard. Please respect the private property of others at all times.

**TRAFFIC SAFETY:** Be sure that your child is able to cross the street properly and safely, paying attention to the traffic lights and marked crosswalks.

**DOGS AROUND THE SCHOOL OR ON THE PLAYGROUND:** Students and parents are asked to make certain their dogs are not allowed to follow students to school. Even friendly dogs can become dangerous on a playground because of activity and noise. Dogs will be removed by an animal control officer.

**SPECIAL SERVICES (Intervention referral process 'SST'):**

If you feel that your child is having difficulty in school, talk to your child's teacher about your concern. The teacher can refer your child to the Student Support Team, (SST). The SST is comprised of the teacher, counselor, parent and other staff members who are important to meeting your child's academic, social and emotional needs. The SST will offer interventions to assist your child. These interventions may include, but are not limited to, counseling and Title I services. If the interventions help your child to be successful, a referral to Special Services will not be needed. If the interventions offered through SST do not help meet your child's needs, then the SST will refer your child to Special Services for an assessment. If your child qualifies for help through Special Services, Special Education staff members will provide specialized interventions that will assist your child in being successful academically, socially and emotionally. PCSD 6 Special Education Department is committed to meeting the needs of all students who qualify for services under the State and Federal statutes.

**SPECIAL NEEDS REFERRAL PROCESS:**

Once a request has been made by a teacher, the parent is notified that the SST will meet to consider the referral and make one of the following recommendations:

- a. Additional intervention by the classroom teacher and/or non-special educational services provided in the building, i.e. tutoring, reading, etc.
- b. Referral for special education testing.
- c. Counseling services, provided by the counselor, which may include individual or small group counseling.

**STUDENT COUNCIL:**

The school student council is designed to provide students with an avenue of giving input into their educational experience. The student council's goals are designed to bring students together to make school a positive place to be and unite the school as a family. Students learn about the democratic method of voting through the balloting process. They experience voter registration, campaigning, and voting for their representatives and offices using ballots.

**STUDENT MOVING/TRANSFER:**

Please give as much notice of permanent withdrawal as possible. Checkout procedure should be before or after school. Notify the office so that the papers can be given to teachers. Return all books, including library materials, equipment and supplies, and make sure your student's lunch account is paid. Permanent records will be sent directly to the new school after a parental release is signed at the new location.

**STUDENT TECHNOLOGY USE GRADES 2-5**

**Email Use:**

- Teachers of 2-5 students can assign/access [park6.org](http://park6.org) accounts.
- This account is ONLY able to be contacted by other [park6.org](http://park6.org) account holders.
- Students grades 2 thru 5 are not encouraged to email other students outside of their grade level at their home school.
- Use of this service is directed by the classroom instructor.
- Classroom guidelines for use will follow the District's Acceptable Use Policy (IJNDA).
- Classroom teachers can access student email accounts.
- Parents can access their child's account using the child's ID and password.
- Students can not access Google+

**How email may be used in the classroom:**

- Primary use of email is to facilitate use of Google Documents.
- Use of Google Documents:
- Word processor, Spreadsheet, Forms, and Presentations.
- Sharing and collaborating student documents.
- Providing student feedback.
- Communication between student, teacher, and parent.
- Provide support for students who are absent.

**Other uses of technology in the classroom:**

- Web-based assessments as required by district and state (ie. MAP Testing).
- Web-based educational instructional software within boundaries of classroom curricular needs (A.R., Compass Learning, Socrative, Edmodo, etc.).
- Web-based media (GoWyld, Alexandria, World Book).
- iPod/iPad/Kindle Educational Applications (students can not install applications).

**Security:**

- The district contains two Internet filters. One content filter, one firewall.
- Lightspeed is our content filter and is updated nightly.
- Lightspeed parameters are set by the district.
- Chromebooks located within the 4th & 5th-grade level have an additional content filter which is managed by the district. Internet filters.
- Student's access is in accordance with Google for Education guidelines.
- PowerSchool is protected by SSL encryption.

**Questions:**

- For any questions, parents may contact classroom teacher.

NOTE: Additional information specific to each school may be sent home by teachers.

**TESTING:**

We administer state mandated standardized tests, as well as district tests, every year to our students. The purpose of these norm-referenced tests are to (1) determine growth of groups of students; (2) provide information for teachers to use when planning for instruction, and (3) determine strengths and weaknesses of the PCSD 6 curriculum using norm-referenced groups as baseline data. Scores from state mandated tests are sent home with your child. Questions concerning test results may be directed to your child's teacher.

Additional tests based on objectives identified in the curriculum guides for each subject area are also used to assess your child's progress.

**VISITS TO THE SCHOOL AND CLASSROOM:**

Parents are always welcome and encouraged to visit our school. Please check with the teacher ahead of time. It is recommended that visits be for no more than one hour or one class period and that you visit several times rather than in one large block of time. Many of the teachers appreciate and request parent assistance within the classrooms. Scheduled volunteer times are arranged by the teacher and volunteer.

**VOLUNTEERS**

Parents are highly encouraged to volunteer at all elementary schools and we have numerous opportunities for parents to help out at our school. If you are interested in volunteering please contact the front office at your respective school, as there are some paperwork requirements for volunteering. Our volunteer policy can be accessed through the link below:

[IICB: Volunteers – Community Resource Persons](#)

**SITUATIONS NOT COVERED:**

Due to the complexity of issues that may impact or affect any or all stakeholders all situations that occur cannot be predicted or covered in this booklet. These situations will be addressed as the need arises by administration. Thank you for your support and understanding!

**ALCOHOL/TOBACCO/DRUG ABUSE BY STUDENTS Policy: (JICG/JICH)**

The possession, distribution or use of alcoholic beverages, tobacco, (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. "Electronic Cigarette" means a product that employs any mechanical heating element, battery or electronic circuit regardless of shape or size, that can be used to deliver doses of nicotine vapor by means of heating a liquid nicotine solution, plant, wax, solution or other substance contained in a cartridge or other delivery system, including but not limited to, electronic cigarettes, vaping pens or vaping mods. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, or drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substances or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances.

The reference herein to "other substance" is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such district and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, and controlled drugs, or other substances.

The District will provide counseling as to where appropriate help can be received.

**CHILD ABUSE Policy: (JLF)**

Reporting Child Abuse/Child Protection:

The Board recognizes that because of school employees' sustained contact with school-age children, they are in an excellent position to identify abused or neglected children and refer them for treatment and protection.

Therefore, in accordance with reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report this to the principal who shall report the case to the responsible Social Services agency or local law enforcement.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

The child protection act provides immunity to employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report.

## **COMPUTER-ASSISTED INSTRUCTION - Internet Safety Policy: (IJNDA)**

Staff and students are encouraged to utilize the computer network provided by the School District for the purpose of facilitating learning and providing the best educational experience possible for district students. The district has made available to students and staff, electronic mail and the Internet. To gain access to Email and the Internet, all students under the age of eighteen (18) must obtain a signed district parental permission slip and return it to the authorized staff member. Students eighteen (18) and over may sign and return their own permission slips.

Access to Email and the Internet will enable students to explore libraries, databases and bulletin boards and exchange messages with Internet users worldwide. Families should be warned that some material, accessible via the Internet, contains items that are illegal, defamatory, inaccurate, or offensive. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of the School District that Internet access should only be used to further the educational goals and established educational objectives. To utilize this technology appropriately and effectively, it will be the responsibility of parents and guardians of minors to set responsible standards for their children. To that end, the School District will support and respect each family's right to decide whether or not to apply for access.

### **DISTRICT INTERNET AND E-MAIL RULES**

Students are responsible for good behavior on school computers and district networks just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply.

Though not invulnerable to tampering, district Internet filters are used to block access to obscenity, child pornography, and other materials harmful to minors. Disciplinary action shall be taken against any student who tampers with the district filters. District Internet filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the Chief Technology Officer of the district.

### **INTERNET SAFETY TRAINING**

In compliance with the Children's Internet Protection Act (CIPA), all District students will annually receive Internet safety training, which will educate students about appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, cyber bullying awareness, and response to such behaviors.

The district network is provided for students to conduct research and communication. Access to district network services is provided to students who agree to act in a responsible manner and in accordance with school rules and procedures. Parental permission for access to the district network is required. Access to the district network is a privilege; it is not a right. District network users must comply with district expectations for use of the district network and must honor the agreements they have signed.

Network storage areas belong to the district. They are not private or personal property of students or staff. They are learning areas for information storage areas and they are subject to review and oversight by authorized district staff at any time.

While teachers of younger school age students will generally guide students toward appropriate educational material, older students utilizing district devices and district networks outside of regular school hours require effective supervision. Supervision of students in the appropriate use of district devices and the district network falls to the responsibility of parent(s) or guardians.

### **SUPERVISION AND MONITORING**

It shall be the responsibility of all district employees to supervise students and monitor online computer network use and Internet access in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling, filtering or modifying of any technology protection measures shall be the responsibility of authorized district technology personnel.

### **ACCESS TO A BLOCKED SITE(S)**

1. Staff or students seeking access to a blocked site must enter <http://park6.org>, select the Technology Page and complete the form labeled "Blocked Website Review Form." When completed the Chief Technology Officer will review the request and according to district protocol, will determine access will be granted.
2. Requests for access by students or staff shall be granted or denied within three (3) school days.
3. Appeal of the decision to deny access to a web site may be made in writing to the superintendent of schools stating the web site or web content that staff or students would like access to and providing a detailed explanation of why they should be allowed to access the site. The superintendent or his/her designee shall make a determination to allow or deny access to the site in not less than three calendar days. The decision of the superintendent/designee is final and may not be further appealed.
4. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee believes there is an accessible web content or a web site that is **not** appropriate in a school setting, i.e., obscene, pornographic, or "harmful to minors" as defined by CIPA or material that is otherwise in appropriate for district students to view, the staff member or student must report such concern. Go to <http://park6.org>, choose the Technology Page and fill out the form labeled "Open Website for Review Form." Fill out and



send the form. The Chief Technology Officer or other district administrators shall determine whether the content is acceptable or unacceptable.

#### **PENALTY**

Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS: JRA-E(2)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Park County School District No. 6 will make available to the public directory information pertaining to students at Park County School District 6. Directory information includes the following: the student’s name, address, photograph, grade in school, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within fifteen (15) days from the date of this notice.

#### **NONDISCRIMINATION: AC**

Park County School District 6 is committed to a policy of nondiscrimination in all policies and practices in relation to race, color, national origin, sex, age, disability, and religion. This policy should prevail in all matters concerning staff, students, education programs and services; and individuals with whom the school district does business. Schools will be equally free

and accessible to children residing in the district who are five (5) years of age as of September 15 of the applicable school year and through the school year in which they turn twenty-one (21) in accordance with W.S. §21-2-502(b).

The District, in keeping with the requirements of state and federal law, will strive to remove any vestige of prejudice and discrimination in employment, assignment and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials. All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their race, color, national origin, sex, age, disability, or religion.

It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy GBK, GBK-R:PM and GBK-R1.

The District shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to race, color, national origin, sex, age, disability or religion. In order to accomplish this, a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Superintendent of Schools.

The District will adhere to the requirements of the following state and federal statutes and implementing regulations: Americans with Disabilities Act of 1990, and as amended Individuals with Disabilities Education Act of 2004, and as amended Rehabilitation Act of 1973, §504 (20 U.S.C. §794) Title VII, Civil Rights Act of 1973 (42 U.S.C. §2000e) Section 1981, Civil Rights Act of 1866 and 1870, 14 Stat. 39 (1866), 18 Stat. 140 (1870) Age Discrimination in the Employment Act (ADEA) (29 U.S.C. §621) Title IX, Civil Rights Act of 1974 (42 U.S.C. §2000e) Immigration and Control Act of 1987

### **HARASSMENT, INTIMIDATION AND BULLYING; JICFA**

Harassment, intimidation or bullying of students 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 student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

"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.

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

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

Students who witness harassment, intimidation or bullying of another student 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 student 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 students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student 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.

Students 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 student 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/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(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 student or students engaged in harassment, bullying or intimidation, the building principal shall take appropriate disciplinary action toward the student or students.

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

Any student 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/her 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 website in a manner to be determined by the superintendent or his/her 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 non-certified employees of the district who have significant contact with students.

#### **SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT: ACE**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Park County School District Number 6, are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, religion or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), is directed to contact the Superintendent of Schools, 919 Cody Avenue, Cody, WY, or Section 504 is directed to contact the Director of Student Support Services, Section 504/ADA Coordinator, 919 Cody Avenue, Cody, WY 307-587-4253, who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination

#### **WEAPONS IN SCHOOL (JICD)**

(Possession or Use of Weapons)

##### **Section 1. Definitions.**

a. Items in the following categories are defined as weapons:

- i. Type 1: Deadly weapon (as such term is defined in W.S. 6-1-104 (a) (iv), i.e. firearms.
- ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are knuckles, switchblade, butterfly knife, chains, clubs, stars, etc.
- iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.

b. "Possession" means having a weapon actually in a student's personal possession, or in their desk, locker, or vehicle.

- c. "Use" means threatening to or actually inflicting injury on another person with a weapon.
- d. "Campus" means within the boundaries of real property used by the school district primarily for the education of students in grades Kindergarten through twelve.

**Section 2. Possession or use of weapons.**

- a. "Possession" of a Type I or a Type 2 weapon on campus, or at a school activity, or within any school bus is prohibited.
- b. "Use" of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

**Section 3. Penalty.**

- a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case-by-case basis.
- b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action which may include suspension or expulsion of up to one (1) year.
- c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

**Section 4. Expulsion Procedures.**

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. 21-4-305(d).
- b. If the Superintendent of Schools modifies the expulsion of a student pursuant to Section 3 above, such modification shall be in writing.

**Section 5. Notification to District Attorney.**

- a. After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in 921 of Title XVIII of the U.S. Code to school.

**NOTICE:** Parents and guardians of students of Park County School District Number 6 are hereby notified that the Board of Trustees of this School District may authorize certain employees of this School District to carry firearms, subject to W.S. 21-3-132, and subject to School Board Policy CKA and the approved regulations.