

# SHOSHONI ELEMENTARY SCHOOL



**PRE-K – 6TH GRADE**

**STUDENT & PARENT HANDBOOK**

**2023-2024**

PLEASE READ THOROUGHLY

Parents/Guardians and students will be asked for a signature stating that you have read this handbook and agree to abide by the policies and procedures in this book.

## PARENT PARTICIPATION

Parents are encouraged to be a part of their student's education. There are opportunities for you to be active at the school in the following capacities:

- a. Library help
- b. Class parties
- c. Chaperone class/field trips
- d. Chaperone celebrations
- e. Participate on committees
- f. Concessions at extracurricular activities
- g. Have lunch with your child

There are special guidelines for those wishing to volunteer for more than 36 hours per year. Please see the **volunteer policy (pg.)** and procedures in this handbook.

[Volunteer Packet](#)

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# Shoshoni Wranglers



**404 Wrangler Way**

**SHOSHONI, WY 82649**

Administration 876-2583 Fax: 876-2469

Elementary office 876-2563 Fax: 876-2542

Secondary office 876-2576 Fax: 876-9325

Website Address: [www.shoshonischools.org](http://www.shoshonischools.org)



: <https://www.facebook.com/shoshoniSchools/>

## ADMINISTRATION

### **Bruce Thoren**

Superintendent ♦ [bthoren@shoshonischools.org](mailto:bthoren@shoshonischools.org)

### **Andrea Gilbertson**

Elementary Principal ♦ [agilbertson@shoshonischools.org](mailto:agilbertson@shoshonischools.org)

### **Ted Robinson**

JH/HS Principal ♦ [trobinsn@shoshonischools.org](mailto:trobinsn@shoshonischools.org)

### **Aftann Kisling**

Special Ed Director ♦ [akisling@shoshonischools.org](mailto:akisling@shoshonischools.org)

## BOARD OF TRUSTEES

Jock Campbell

TJ Jarrard

Jennifer Gardner

Lynn Thompson

Gavin Woody

Amanda Slack

Emily Jarvis

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# FCSD #24 Strategic Plan Summary

## VISION

**We empower all learners to succeed in an ever changing world.**

## MISSION

**Partner with students, parents, staff, and community, as learners together, to create a safe, progressive educational experience where students are inspired to reach their full potential, and success is an expectation for all.**

### Core Belief One



**FCSD #24 will prepare students to become productive citizens who find value in a practical and purposeful education.**

We commit ourselves to:

1. All students having college and career exposure
  - a. Careers exposure and interest inventories K-12
  - b. 7-12th grade individual learning pathways aligned to student goals
  - c. Teach skills that are applicable for graduating students
  - d. Provide real-world opportunities
2. Providing all students a high-quality education that promotes lifelong learning
  - a. Provide a viable curriculum that addresses the skills and knowledge that students are to learn
  - b. Prepare students to graduate on time
  - c. Improve literacy and mathematics skills of all students, with a goal of demonstrating proficiency at or above grade level for all
  - d. Implement technology that will enhance student learning, engagement, and personal growth
  - e. Formalize early literacy program (PreK-3)
3. All students showing growth based on learning that is engaging and relevant.
  - a. Students will be taught the growth mindset theory
  - b. Develop civically engaged students
  - c. Differentiate instruction based on student need and interest
  - d. Provide character education PreK-12



## Core Belief Two

### **FCSD #24 will be a responsive organization that fosters and values growth at all levels.**

We commit ourselves to:

1. Providing leadership opportunities for all stakeholders
  - a. Involving stakeholders
  - b. Daily classroom practice for students
  - c. Recruiting, employing, developing, retaining a workforce that achieves the mission and goals of the district
2. Maintaining an environment that sets high expectations, provides a healthy culture, and a safe setting
  - a. Setting expectations for students, parents, and staff that are clearly defined and shared
  - b. Integrating a system to facilitate responsiveness and communication between staff, students, and families
  - c. Improving stakeholder communication
  - d. Involving, engaging, and valuing all stakeholders
  - e. Strengthening student reward and recognition programs
  - f. Ensuring schools are safe and secure for all stakeholders

## Core Belief Three

### **FCSD #24 prioritizes learning that engages local and community resources.**

We commit ourselves to:

1. Developing and maintaining community partnerships that enrich learning
  - a. Sustaining BOCES, BOCHES, Shoshoni Recreation Department partnerships and develop new partnerships with local business and industry to support student learning
  - b. Providing students access to school-based and community-based extracurricular and co-curricular opportunities
  - c. Incorporating career exploration opportunities for HS students
  - d. Supporting the Wrangler Pack Program
2. Ensuring effective and strategic utilization of resources
  - a. Exploring potential resources and acquiring additional resources where possible
  - b. Optimizing current resources and opportunities to best meet student needs.



## WE BELIEVE

- That each individual has the right to and responsibility for creating and maintaining a physically and psychologically safe and drug-free school environment.
- That shared ownership of the learning process between students, parents/guardians, educators, and the community is imperative.
- That every individual should perform to his/her personal best.
- That each individual has freedom of choice and responsibility for the resulting consequences.
- That students need to complete high school prepared to continue learning and to earn a living.
- That the virtues of honesty, integrity, tolerance, and hard work are vital to character development and are specifically taught and universally practiced in our school.
- That it is essential to provide quality education for all students and discriminate against none.
- That meeting the needs of the individual student is our ultimate purpose.
- That students deserve a stimulating learning environment which affords them the opportunity to develop their own educational plans based on personal desires, talents, and goals.
- That education is a life-long process and not limited to the traditional school setting.
- That providing meaningful learning activities and tools relevant to individual interests and needs will prepare students for life's challenges.
- That embracing change is essential for growth.
- That education broadens perspective, deepens understanding, and heightens appreciation for diversity.
- That the community has the responsibility to educate and guide its children.
- That reward, recognition, respect, and reinforcement benefit everyone.
- That all people have intrinsic worth and deserve respect.
- That teacher and student self-esteem is a primary educational imperative.
- Without learning there is no teaching.

## SCHOOL SONG

Whether we win, or whether we lose  
This is the yell we'll always choose:  
You're a grand old school,  
With your gold and your blue  
And we're proud of the team on the floor.  
We will cheer for them and scream for them  
As they come through the door.  
You're a school on high and your victory is nigh,  
So keep on working right through the task  
And should old acquaintance be forgot,  
Keep your eyes on the S-H-S!  
Blue and Gold, FIGHT FIGHT!  
Blue and Gold, FIGHT FIGHT!  
Who fight? We Fight!  
Blue and Gold, FIGHT FIGHT!





# SHOSHONI SCHOOL HISTORY

Formal education began in Shoshoni, Wyoming in 1906. The school consisted of 1<sup>st</sup> through 8<sup>th</sup> grade. Two teachers shared teaching responsibilities; Mrs. Blackwell teaching the younger children, and Mr. Pope teaching the older children, as well as acting as the principal. The primary classes were taught in the land registry building, and the upper grades were taught in the old Shoshoni Town Hall. At this time, the total enrollment was approximately 58 children. As enrollment increased, the need for a school building became more and more evident. In 1907 construction commenced on a new schoolhouse, the cost of which was about \$7,000. While the school was being constructed, 1<sup>st</sup> through 4<sup>th</sup> grades were taught in the Shoshoni jailhouse.

By 1923, Shoshoni School employed five teachers and catered to approximately 134 students. It was at this time that the school met the standards of the state department and was placed on the accredited list for the State of Wyoming.

As the years passed enrollment continued to rise. Faculty, staff, and administration changed and grew throughout these first years, as Shoshoni School developed into a well-established educational institution. The construction of the old school began on February 15, 1937 and was accepted on August 28, 1937. On September 13, 1937, the doors of the new school opened for classes. For many years, the original building proudly housed the school. Additions were made in 1958, 1965, 1974, and 1978. The 1965 addition included the building of the main gym.

Shoshoni School has seen many changes in its existence, as the culture and climate has grown and changed around it. In 1970, the rural Lysite School consolidated with Shoshoni School after many years of deliberation and dwindling enrollment on its part. As the school changed and grew, so did the community. By 1972, the SHS Pep Club, which supported the sports teams, was made into the Booster Club, an organization that is still an integral part of Shoshoni's climate of school spirit and pride.

In the early 1990's, Shoshoni saw a large increase in the number of out-of-district children attending the school. The addition of a practice gym, new elementary classrooms, auditorium, and art room was completed and dedicated on Aug 27, 1996.

Homecoming traditions have changed throughout the years, but the SHS students' spirit remains the same. Theme days, pep rallies, assemblies and Friday Night Football Games are just a few of the traditions that continue today. The hallways of Shoshoni School are filled with deep tradition. Royal Blue and Gold are Shoshoni School's official colors, and the Wrangler is the formal mascot of the school. The school song is sung to the tune of "Grand 'Ol Flag"; the words have been written to show support of student organizations. After every home sports game, win or lose, the untiring students of the SHS gather in the middle of the field or gym to sing the fight song and support their team.

Time honored traditions and big dreams for a small school have made SHS what it is today. Enthusiasm, a competitive spirit, and the continued desire to succeed define all that Shoshoni School has to offer today and will continue to offer for years to come.

*Special thanks to Brenda Herbst (class of 2002) for providing Shoshoni School's history. appended by others in 6/2003, 8/2004, 5/2006, 7/2008, 2/2012.*

# SHOSHONI ELEMENTARY SCHOOL STAFF

THOREN, BRUCE	SUPERINTENDENT	ROBINSON, TED	SECONDARY PRINCIPAL
GILBERTSON, ANDREA	ELEMENTARY PRINCIPAL	THOREN, SABRINA	SECONDARY SECRETARY
MUSIC, LISA	ELEMENTARY SECRETARY	KISLING, AFTANN	SPECIAL EDUCATION DIRECTOR
		PEREGOY, APRIL	SPED ADMIN ASST
BROWN, KELSEY	ELEMENTARY TEACHER	WATSON, KAY	CFO/BUSINESS MANAGER
CHRISTENSEN, HEIDI	ELEMENTARY TEACHER	VENSON, COLETTE	A/P CLERK
DAVIS, KIRA	LITERACY INTERVENTIONIST	DYE, AMBER	ADMIN ASSISTANT/HUMAN RESOURCES
ENGELBRECHT, BARBARA	ELEMENTARY TEACHER	PINGETZER, JJ	DIRECTOR OF CUSTODIAL/MAINT
GIBBEL, SHAWNNA	ELEMENTARY TEACHER	MCCOY, JOSHUA	DATABASE ADMINISTRATOR
GILBERT, KAYLA	ELEMENTARY TEACHER	MYERS, CODY	SCHOOL RESOURCE OFFICER
GOOD, JODY	PE TEACHER	SMITH, JESSE	TECHNOLOGY DIRECTOR
GOOD, MARGARET	ELEMENTARY TEACHER	LADNER, LESA	FOOD SERVICE MANAGER
JARVIS, SARAH	ELEMENTARY STEAM TEACHER		
KASSENS, SARA	ELEMENTARY TEACHER	NEIL, LAURA	COOK'S HELPER
KING, AMBER	LIFE SKILLS TEACHER	DAVISON, KAREN	COOK'S HELPER
KISLING, AFTANN	ELEMENTARY TEACHER	OLSON, SANDE	COOK
MARSHALL, TAMI	ELEMENTARY TEACHER	FENDER, TRACY	COOK'S HELPER
MCCOY, AMY	ELEMENTARY TEACHER		
MCFARLAND, ERIN	ELEMENTARY TEACHER		
MILLER, ANDREA	ELEMENTARY TEACHER		
NEALE, COULTER	K-6 MUSIC TEACHER	DEWITT, KADON	CUSTODIAN
RODRIGUEZ, BRANDI	ELEMENTARY TEACHER	BULOW, PAM	CUSTODIAN
SULLIVAN, EMILY	ELEMENTARY TEACHER	CHAVEZ, STACIE	CUSTODIAN
WEAVER, JANENE	ELEMENTARY TEACHER	KNOTT, BONNIE	CUSTODIAN
WHITENER, TENNELL	SPECIAL EDUCATION TEACHER	MANZANARES, MARCIE	CUSTODIAN
CASSITY, KORTNI	OCCUPATIONAL THERAPIST	GARDNER, JAMES	TRANSPORTATION DIRECTOR
MICHELENA, SALLY	SOCIAL WORKER	WEAVER, BEAU	BUS DRIVER
POST, DONNA	NURSE	HAMILTON, RHONDA	BUS DRIVER
VASCO, CARMEN	PHYSICAL THERAPIST	HUBENKA, GREG	BUS DRIVER/MECHANIC
ZUPAN, HEATHER	SPEECH THERAPIST	LESEBERG, RANDALL	BUS DRIVER
STEFFEN, ANNA-MARIE	PARA	MCCLURE, RICHARD	BUS DRIVER
MCFARLAND, ALYSSA	PRE-K/ELEM PAR	PETERSON, TAYLOR	BUS DRIVER
BASS, LISA	SPED PARA/BUS DRIVER		
MARSHALL, TAMI	ELEMENTARY TEACHER		
KING, MATT	K-2 STEAM TEACHER		
MCCONNAUGHEY, KATSIE	PRE-K PARA		
WILLIAMS, TROI	ELEM LIBRARY/BUS DRIVER		
WOODY, BROOKS	SPED PARA		

# FREMONT COUNTY SCHOOL DISTRICT #24



2023-2024



21-Professional Development  
21-Open House - 5:00-7:00 pm  
22-Professional Development  
23-First Day of School  
28-Elementary PD-No Elem School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-No School  
2-All Staff PD-No School  
15-Elementary PD-No Elem School  
26-No School

4-Labor Day-No School  
18-All Staff PD-No School

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5-All Staff PD-No School  
16-No School  
26-Elementary PD-No Elem School

Notes

16-All Staff PD-No School  
20-End of 1st Quarter  
24-Secondary PTC - 5:00-7:00 PM  
26-Early Release - 1:33 PM  
26-Elementary PTC-No Elem School  
27-No School  
30-Elementary PTC-No Elem School

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15-End of 3rd Quarter  
18-All Staff PD-No School-Elem PTC  
25-29-No School

21-Early Release - 1:33 PM  
22-24-No School  
27-All Staff PD-No School

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-No School  
19-All Staff PD-No School

15-All Staff PD-No School  
20-End of 1st Semester  
20-Early Release-1:33 PM  
21-31-No School

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10-All Staff PD-No School  
19-GRADUATION - 2:00 PM  
21-Last Day of School  
21-Early Release - 1:33 PM  
22-All Staff PD

**KEY**

All Staff PD-No School

No School

First/Last Day/End Grading Period

Early Release - 1:33 PM

Elementary PD-No Elem School

Graduation

Open House/PT

Approved by FCSD#24 -  
February 20, 2023

Approved by State Board  
of Education -

**\*\*School Starts @ 8:00 AM\*\***  
**Dismiss Mon-Thurs @ 3:33 PM**  
**Dismiss Friday @ 1:33 PM**

Shoshoni Elementary 876-2563  
Shoshoni Secondary 876-2576  
Bus Garage 876-9431

# BUILDING HOURS

The building will be open to students at 7:30 a.m. and will remain open for those students involved in supervised activities. Students who are involved in supervised activities must leave the building as soon as their respective activity has ended.

## Elementary Hours

Monday – Thursday	8:00-3:30
Fridays	8:00-1:30

## Breakfast / Lunch Program

Shoshoni School operates a breakfast and lunch program daily. Costs for school meals are available by contacting the office(s). Applications for free or reduced meals are available in the office. Those who qualify will receive free or reduced breakfast and lunch.

Shoshoni School offers a breakfast program for students in grades PreK-12. Students may arrive at Shoshoni School as early as 7:30 a.m. for breakfast. Students may arrive no later than 8:00 to receive breakfast. Online payments are accepted by accessing your Parent Portal link in Infinite Campus. To make an online payment you will need a credit card and your PARENT Login & Password. The money for breakfast comes out of a student's food service account.

- Milk (all students) and ala carte (6th Grade only) items may be purchased and deducted from your lunch account. Students on free lunch will be expected to keep money in their account if they choose to purchase extra items or ala carte. **Students with a negative lunch balance will not be allowed to purchase ala carte items.**
- THE DISTRICT DOES NOT ALLOW CHARGING TO LUNCH ACCOUNTS.
- The online payment feature on Infinite Campus allows use of a credit/debit card to add money to an account. For more information, contact the building secretary.
- **Application forms for free and reduced price meals are available in the school office. Each family will receive a letter concerning this information at the beginning of the school year.**
- If at any time during the school year, your financial status changes and you need assistance, you are encouraged to fill out a free/reduced application form. **ALL INFORMATION WILL REMAIN CONFIDENTIAL.**
- The district's automated calling system will call when your balance reaches \$7.00 so the household has adequate time to add money to the account.
- The Board of Trustees of Fremont County School District #24 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.

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## Bicycles, etc.

- Students may ride a bicycle to and from school.
- A bicycle rack is provided.
- The student accepts full liability for any loss, accident, or injury.
- Bicycles, scooters, skateboards, rollerblades, heelies, etc. shall not be ridden on school grounds.

## Buses

Shoshoni School students are expected to follow the district guidelines for proper student behavior when riding all school buses. Students riding buses should always conduct themselves in a manner that will ensure the safety of all passengers. Riding a bus is a privilege, which can be removed for misbehavior. The bus driver has complete authority on the bus for the safety of the students.

Your child's school bus rules are as follows and are posted on each bus: (To be observed at all times).

- Be at your pickup point five (5) minutes before pickup time.
- Students must remain seated and facing forward when the bus is moving. The aisle must remain clear of obstacles.
- Follow all school rules, just as in the classroom, and directions of the bus driver.
- Food, gum, and drinks are NOT ALLOWED ON ANY ROUTE BUS (Sometimes food and drink are allowed on a trip bus. Check with the driver first).
- No unacceptable language, loud talking, pushing, shoving or fighting. Keep your hands to yourself.
- Students must bring a note from home if they plan to ride any bus other than their usual route (this includes being dropped at any stop other than their own). This will be allowed only as seating permits on the bus.
- Respect the bus as school property; respect it, keep the bus clean and do not be destructive.
- No glass containers (including vases), oversized objects, helium balloons, insects or other assorted critters will be transported on the bus.
- Scooters and skateboards will not be allowed on the buses.
- Drugs, tobacco, and alcohol are illegal for school-age students and are prohibited on the bus.

**If students elect to break the rules, the following consequences will be applied:**

- |                                 |  |
|---------------------------------|--|
| <b>1<sup>st</sup> incident:</b> | <b>Student behavior is logged and parent contacted by the bus driver.</b>  |
| <b>2<sup>nd</sup> incident:</b> | Written student misconduct reports filed by the bus driver with the principal and parent contacted by the principal.   |
| <b>3<sup>rd</sup> incident:</b> | Second student conduct report is filed with the principal, bus driver, transportation director, parents contacted, and student may be suspended from riding the bus depending on circumstances and/or the severity of the infraction. This may also result in a meeting between all parties and a behavioral contract may be implemented. If suspended from the bus, parent/guardian are responsible for transportation. |
| <b>4<sup>th</sup> incident:</b> | Principal informed, parents contacted, may be suspended from bus privileges depending on circumstances and/or the severity of the infraction for a longer period of time. If suspended from the bus, parent/guardian are responsible for transportation. This could result in student being revoked transportation privileges for the rest of the school year.   |

**SEVERE MISBEHAVIOR:** behavior which exceeds reasonable bounds or endangers the driver, student in question, or other students riding the bus. **CONSEQUENCES: possible suspension of all bus riding privileges for the current school year.**

### **Activity route buses**

Activity route buses will run Monday through Thursday at 5:45.

- If your child is **not in school sponsored or SRD activities**, including Red Zone, extended school day, serving after school detention, Youth Learning Club, or other school approved activities, **they WILL NOT be allowed to ride the after school activity bus.**

## **ATTENDANCE**

The school board recognizes that regular attendance at school is vitally important to each student and that it can directly affect his/her academic progress. To be successful in school, student attendance must be regular and punctual. Frequent absences from the regular classroom learning experience disrupt the learning process. When regular classroom instruction is lost via absenteeism, the benefits cannot be entirely regained through make-up work. The primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful in his/her present and future endeavors. State school law requires all children to be in school each day during the school year if they are between the ages of seven and sixteen, inclusive, unless they have completed the tenth grade.

### **Our school has implemented the following guidelines for student absences:**

- A telephone call from the parent/guardian explaining the reason for the absence will be made to the school the morning of the absence.
- If the school is not notified that a missing student is going to be absent, then a phone call will be made to the phone number(s) on record.
- Parents of students planning to be absent from school are advised to notify the teacher and the office in advance. If this is not possible, a note should accompany the child upon returning to school.
- Absences without a parent contact will be considered unexcused.

### **Attendance procedures are as follows:**

- After the fifth absence, the classroom teacher will (phone call or letter) notify parents of the number of absences per semester.
- After the eighth absence per semester, a letter from the principal will be sent to inform parents of the student's absences. Student progress will be addressed as well as home and school communication. A parent conference will be held if the student is not making satisfactory progress. The principal, classroom teacher, parents, (nurse and counselor when appropriate) will participate in the conference to plan for additional student support (extra assistance, tutoring, summer school, consideration for retention, etc.) Parents are urged to work with their child's teacher to discuss makeup work and see that assignments missed are turned in. Parents and students need to be aware that makeup work does not replace classroom instruction.

### **WITHDRAWAL FROM SCHOOL**

Parents should notify the school as soon as they know a student will be withdrawing. Prior to checking out we ask that parent/guardian report to the elementary office to update records to forward on to the next school district. Withdrawal from school attendance requires that a student check in all books, laptop, and other district property. Transcripts, report cards or any other records may be held until all fees, books, laptop, library fines, lunch accounts, and any other financial obligations,

have been paid. The Board of Trustees of Fremont County School District #24 reserves the authority to deem no credit, grade, or diploma to be awarded until such time a student has met the district's requirements for such credit, grade, or diploma and the student has made payment for all indebtedness due the district.

### **LEAVING SCHOOL EARLY**

Please try to avoid taking your child out of school before the end of their school day to give them the best opportunity for success. If it becomes necessary for a student to leave early, they must be checked out through the office. **Please make all changes of plans by 2:30 pm Monday – Thursday and 1:00 pm on Fridays. Due to the amount of activity in the office after these times we cannot guarantee delivery to your student.**

## **Change of Address**

All pupils or parents are asked to please report change of address or telephone numbers, which occur during this school year to the office.

Parents may use their Infinite Campus Portal to request a change. The changes will then be evaluated and approved/denied.

## **OUT OF DISTRICT STUDENTS CURRENTLY ENROLLED**

- Students will be reviewed throughout the school year on behavior, attendance and academic performance (grades), and positive parent relations.
- Application in subsequent years will be as follows:
  - Students who meet criteria of good attendance, behavior, academic performance, and positive parent relations will not be required to re-apply the following year.
  - Underperforming students will be notified by the end of the 3rd quarter that they are not meeting out-of-district requirements and are in jeopardy of needing to re-apply for the following school year.
  - Notification of the need to re-apply will be given prior to June 1st.
  - Re-application process requires the parent/guardian and student to write a plan of action to be submitted prior to June 15th.
  - In the event of a major disciplinary infraction, the student will be “uninvited” and may not re-apply.

**FCSD #24 RESERVES THE RIGHT TO REFUSE OR ACCEPT ANY OUT OF DISTRICT APPLICANT.**

## **Movies**

- **The building principal must approve any movies shown in the classroom or at school sponsored activities.**

## **Drills and Evacuation Procedures**

We at FCSD #24 are committed to creating a school climate that focuses on the safety of our staff and students. To ensure this, all staff, including substitutes have undergone extensive training and have been assessed on emergency preparedness.

- Your student's safety is our first concern at FCSD #24. In the case of a school evacuation or emergency you will

receive a phone message and/or text from the school with important information and instructions for you to follow. **Do not call the pick up location.** This ties up the phone lines for emergency personnel.

- o When you are given a location to pick up your student please remember to bring a photo ID with you. While most of us may know who you are, in the case of an emergency we may have other personnel helping who will not recognize you. No student will be released to anyone that is not on his or her emergency contact list. Please understand that this will be a slow process and your patience will be required and appreciated.
- o Students who ride the bus, drive, or walk to school will not be released until a parent/guardian or emergency contact has been notified.
- o It is very important that you keep the school up to date on your contact information.
- o Monthly safety drills will be conducted to include: Fire, Lockdown, Tornado, Evacuation, other - as appropriate

## Fundraisers

- Fundraisers at school-sponsored activities shall be regulated by the principal under the authority of the superintendent.
- Sponsors will fill out the online request for ALL money making projects which impact the school and it's organizations. All fundraising rights for the district shall be under the direction of the principal, and all proceeds or profits shall be deposited in the proper school account.
- Fundraising rights are reserved for the school or student organizations. **Outside organizations will not be granted fundraising rights for activities scheduled on school property** except in extreme circumstances and by special permission of the Board or its designee, the superintendent.

## Off-Campus Activities

- Students on school-sponsored trips are under the jurisdiction of the school at all times. They cannot ride in student cars, or any other car, without permission from the building principal.
  - o Pre-approval by the principal is mandatory for students to leave an activity with anyone other than their parent or guardian, requiring 24 hour notice through a district Waiver of Liability and Hold Harmless Transportation Agreement with an administrator's signature.
  - o Parents picking up their child from a school-sponsored trip are required to sign a district Waiver of Liability and Hold Harmless Transportation Agreement.
- When involved in school sponsored off campus activities such as field trips, students are expected to behave in the same manner as if they were at school. Failure to do so will result in exclusion from such further activities; additional disciplinary consequences may also result from the school, law enforcement, the court system, or other legal action.
- 

## APPROPRIATE CLOTHING

Student clothing should meet standards of cleanliness, safety, and should not disrupt the educational process. Students will not be permitted to wear:

- Clothing with inappropriate slogans or drug/alcohol advertising,
- No bare feet,
- No revealing clothing, including bare midriffs, bathing suits, halter-tops, spaghetti straps, and tank tops with large armholes, see-through, or short shorts
- No hats worn inside the building.



Please label all clothing with first and last names. All lost and found items will be kept near the office entrance during the school year. Items not claimed by the end of the school year will be donated to a local charity.

## Dressing for Cold Weather

Help us by dressing your child for the weather. During the winter months, your child should have a warm coat, boots or overshoes when necessary, mittens, and a warm hat. All clothing should be marked with your child's name. All children need recess, and we want them outside during that time. If the temperature is above zero (includes wind chill) the students will go outside. There may be other circumstances where the principal will cancel outside recess. However, they need the warm clothing you send so as not to get cold or wet. Send them out the door fully prepared for cold weather!

## Student Grievances/Chain of Command

Students have both the right and the responsibility to express school related problems and concerns to the administration.

The procedure for students/parents to register complaints and/or discuss issues shall follow the chain of command in the following order: Teacher, Principal, Superintendent, and finally the School Board.

**FAILURE TO FOLLOW THE CHAIN OF COMMAND WILL RESULT IN BEING SENT BACK TO THE APPROPRIATE LEVEL.**

## Use of The School Telephone

Student use of school phones is limited to urgent calls and cases of emergency.

To avoid classroom interruptions, students will not be called to the telephone during school hours. We will, however, take messages for students and teachers, **which will be delivered by email to staff.**

- o PARENTS, please attempt to contact the office as early in the day as possible with messages for students. The end of the school day can get hectic.

## Cell Phones

Cell phones may **NOT** be used by Elementary students on school grounds; use is prohibited in classrooms, restrooms, playground, and hallways unless otherwise approved on a case by case basis by the principal, a teacher or staff member. During the instructional day, cell phones must remain out of sight, in backpacks, and in silent mode. Failure to comply with this expectation will result in student discipline per code of conduct (see page 18.)

## Visitors

All visitors and parents must sign in at the secondary or elementary office when they come into Shoshoni Schools for any reason. Visitors will be given a visitor's pass that will entitle them to be in the building. We appreciate your cooperation to keep our students safe at all times.

All doors to the building will be locked except the office entrances.

## Electronic Devices - School Computers

Behavior Not Allowed	First Violation Range	Repeated Violation Range
<p>Level 1: Accidental (Min) - any purely accidental mishap resulting in damage to a student device as a result of misfortune or happenstance. An unfortunate, but one-off event.</p>	<p><b>Minimum:</b> Discussion</p> <p><b>Maximum:</b> Parent Conference</p>	<p><b>Minimum:</b> Parent Conference</p> <p><b>Maximum:</b></p> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul>
<p>Level 2: Negligence (Gray) - student device damage as a result of the device not properly being cared for. A repeat Level 1 offense will likely end up here.</p>	<p><b>Minimum:</b> Lunch detention</p> <p><b>Maximum:</b></p> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul>	<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul> <p><b>Maximum:</b></p> <ul style="list-style-type: none"> <li>● Loss of computer</li> </ul>
<p>Level 3: Purposeful (Severe) - intentional damage, i.e. dropping on purpose etc. A repeat Level 2 offense ends up here.</p>	<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul> <p><b>Maximum:</b></p> <ul style="list-style-type: none"> <li>● Loss of computer</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul>	<p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>● Loss of computer</li> <li>● Pay for damages</li> <li>● Work off payment</li> </ul> <p><b>Maximum:</b></p> <ul style="list-style-type: none"> <li>● ISS/OSS</li> </ul>

### Student Acceptable Technology Use Procedures

Use of the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents/guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private.

3. The network is for educational purposes, not for personal use.
4. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures
  - b. Using or accessing email, chat lines, or other communication channels \*(exception for specific class assignments under the direct supervision of the instructor)
  - c. Using obscene language
  - d. Harassing, insulting, or attacking others
  - e. Accessing (without authorization), damaging, or making unauthorized changes to computers, systems, or computer networks (including downloading software or sniffing network traffic)
  - f. Violating copyright laws
  - g. Using another's password
  - h. Trespassing in another's folders, work, or files
  - i. Intentionally wasting limited resources
  - j. Employing the network for commercial purposes
  - k. Revealing the personal address or phone number of yourself or any other person
5. Users must be advised of ethics and security and must use proper login procedures for the local network and the Internet.
6. Fremont County School District #24 makes no warranties of any kind, whether express or implied, for the service it is providing. FCSD #24 will not be responsible for any damages a user suffers. This includes a loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by FCSD #24's negligence or by the user's errors or omissions.
7. Use of any information obtained via the Internet is at the user's own risk. The district specifically will not be responsible for the accuracy, quality, and appropriateness of information obtained through its services. All users must consider the source of any information they obtain, and consider how valid that information might be.

**Access to the network and the Internet is a privilege, not a right. Inappropriate use of access privileges, including any violation of these rules may result in a loss of access as well as other disciplinary or legal action.** I have read the rules for acceptable technology use, understand them, and agree to comply with the above stated rules. Should I violate the rules, I understand I may lose Internet and/or network privileges at school.

## STUDENT DISCIPLINE

### STUDENT EXPECTATIONS/CODE of CONDUCT/DISCIPLINE

Every student at Shoshoni Elementary School is an important part of our community and expected to respect each other and our facility. Disciplinary procedures are designed to promote positive behavior with emphasis on clear expectations. The classroom teacher will generally handle interventions at step 1 and 2. The building principal will be involved at level 3 and assigns ISS at all levels. However, both teachers and principal may become involved at any level as appropriate. Student behavior will determine which step student enters based on student need.

Student Behavior	Intervention
<b>Step 1 TEACHERS</b>	
Student Misconduct: Student refuses to follow school and/or classroom rules (initial use of profanity, disruptive behavior, etc). Interview student to gather their side of the issue.	Explain to Student: <ul style="list-style-type: none"> <li>● What a better choice would be</li> <li>● Support them in having a restorative conversation ● Consequences of repeated behavior</li> <li>● Possible meeting with Social Worker</li> </ul>

<b>Step 2 TEACHERS</b>	
Student Misconduct: Student repeatedly refuses to follow school and/or classroom expectations. Repeatedly is defined as more than once. There may be an exception and is up to the principal's discretion.	Parents will be notified Other possibilities: <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Written/verbal restorative conversation and/or reflection</li> <li>● Meeting with Social Worker, Principal, Detention, ISS, as needed</li> </ul>
<b>Step 3 PRINCIPAL</b>	
Student will move to step 3 in cases of: <ul style="list-style-type: none"> <li>● Fighting- Physical aggression</li> <li>● Insubordination</li> <li>● Threats or intimidating acts (bullying)</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Possession of weapons</li> <li>● Cheating</li> <li>● Sexual Harassment</li> <li>● Irresponsible use of technology</li> <li>● Willfully leaving adult supervision or school grounds</li> </ul>	Parents will be notified Written/verbal restorative conversation and/or reflection Loss of privilege relative to offense Possible: <ul style="list-style-type: none"> <li>● Meeting with Social Worker or School Resource Officer as appropriate</li> <li>● Detention, OSS, ISS</li> <li>● OSS if unable to keep student or others safe</li> <li>● Expulsion</li> </ul>
<b>Step 4 PRINCIPAL</b>	
Students will move to step 4 in cases of: Possession or use of alcohol, controlled substances, weapons, or pornography, theft, irresponsible use of technology.	<ul style="list-style-type: none"> <li>● Conference with parents</li> <li>● Notify authorities at principal discretion</li> <li>● Step 3 interventions as appropriate.</li> <li>● Expulsion</li> </ul>
<b>Step 5 PRINCIPAL</b>	
If a student engages in extreme behavior that is detrimental to the wellbeing of staff and/or students, or causes willful destruction of property, the student will be sent home. Students with excessive discipline referrals may be put on a behavior plan.	

Major and minor infractions will be counted as separate offenses for the purpose of consequence assignment. Repeated or flagrant discipline violations will result in suspension and may lead to recommendation for expulsion.

Counseling will be used as directed by the administration.

**Principal/administrator in charge has discretion over these procedures and other incidents that may not be covered. The handbook is only a *guideline* for discipline.**

The Board of Trustees is not necessarily limited by the procedures outlined above. The Board reserves the right to entertain any discipline it deems necessary within the limits of the Wyoming Education Code at any time and without specific limitations due to the nature and number of offenses.

**The principal will determine the severity of any violation after consultation with the teacher or staff member involved.**

**STUDENTS MAY NOT PARTICIPATE IN EXTRA-CURRICULAR PRACTICES/ACTIVITIES ON DAYS THEY ARE SUSPENDED (IN OR OUT OF SCHOOL).**

## Grade Reporting

Grade reports are issued every nine weeks. In addition to course grades, the report also includes attendance information, i.e. the number of absences and tardies.

Grade reports are also available through the Infinite Campus parent portal.

## School Insurance

- The district does not carry student insurance. **Students must have proof of insurance BEFORE participating in extracurricular activities, including practices.** However, there is student accident insurance available (at your own cost). [www.sgtudentinsurance-kk.com](http://www.sgtudentinsurance-kk.com)

## Athletic Participation Requirements

5th & 6th grade athletes are allowed to practice with the junior high teams. Fifth graders will compete as members of the youth league. Sixth grade students may participate in the youth league or the junior high league but will not be allowed to start over a 7th or 8th grade athlete.

Football, basketball, volleyball, wrestling and track & field are sports that 5th - 6th grades can participate in.

Students must be in attendance all day to practice, play or participate in an activity that day, or be in attendance all day of the previous school day if the activity is on a non-school day unless prior arrangements have been made and cleared through the office. The only excusable absences are Medical/Dental appointments and family emergencies (death/illness in the family). Medical/dental appointments will be excused ONLY by a note from the medical practitioner.

All activities are an extension of the school day; therefore, all school rules and behavior expectations apply when on the bus, while traveling, staying overnight or otherwise away from our school. Don't do anything to embarrass yourself, your family or your school.

All athletes who participate in a sport are encouraged to stay in that sport for the entire season. Students will be allowed to change sports within the first two weeks of that sport season. Any subsequent change cannot be made without the express approval of the coaches, Athletic Director, and/or principal.

**Please refer to the Athletic Handbook for further information.**

## BOARD POLICIES

Links are attached to each policy for further clarification.

### JECD - [Children and Youths in Transition](#)

Fremont County School District #24 has policy JECD and regulation JECD-R for Homeless Children and their rights to education as well as a referral form and dispute resolution.

## JFCH - Alcohol Use And Drug Abuse By Student

The Board recognizes the need for an environment that protects the health, welfare and safety of the students who attend the district's schools. The Board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol, narcotic drugs, depressants, and other controlled substances acquired illegally or inappropriately constitutes a hazard to the positive development of students .

## GBAB - Sexual Harassment

Sexual harassment of students is prohibited. An employee or a student engages in sexual harassment whenever he/she

- makes unwelcome sexual advances,
- requests sexual favors, or
- engages in other or physical conduct of a sexual or sex-based nature imposed on the basis of sex, which denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of substantially:
  - interfering with a student's educational environment;
  - creating an intimidating, hostile, or offensive educational environment;
  - depriving a student of educational aid, benefits, services, or treatment; or
  - making submission to or rejection of such unwelcome conduct the basis of academic decisions affecting a student.

## JGE - Weapons Policy

Fremont County School District #24

### Section 1. Definitions.

- a. Items in the following categories are defined as weapons:
  - a. Type 1: Deadly weapon as defined in W.S. 6-1-104 (a) (iv).
  - b. 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 chains, clubs, stars, ammunition, 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 any student in any grade from Kindergarten through Twelfth Grade.

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

- a. "Possession" of a Type 1 or 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 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. The Superintendent must notify, in writing, all parties of any modification of expulsion.

- 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.
- A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and the Board of Trustees for further disciplinary action up to and including expulsion from school.

#### Section 4.

- a. Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W.S. 21-4-305 (d).

#### Section 5.

1. 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 notify the district attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3 (a) of this policy.
2. The school district will refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in Section 921 of Title xviii of the U.S. Code to school.

## **JHCD - [Administering Medicine to Students](#)**

### MEDICATION GUIDELINES

It is not the school district's responsibility to dispense prescribed medications or those over-the-counter remedies that a parent/guardian or physician may prescribe for a student. However, to assure school attendance for students who must use medications in the treatment of chronic or acute illness, the school will dispense medication when necessary. IF AT ALL POSSIBLE, IT IS BEST WHEN MEDICATION CAN BE GIVEN AT HOME.

### **HEALTH**

All students must be up to date with the state immunization documentation requirements to participate in school. These may be completed with your student's physician and/or with the Public Health Department. Please provide copies of this documentation to the school or complete the Wylr permission slip on the back of the student health history form to allow school staff to access the records from the online database.

Completing the student health history form sent home annually and given with new student registration paperwork as completely as possible assists all school staff in being aware of how best to support your student while at school. If health conditions, including medication, change occur during the school year after completing the health history form, please reach out to the school nurse with these changes.

If your child has any allergies requiring potential medical attention and/or alternate options from food service while at school, please complete an Allergy Action Form with your child's physician so we can better assist your child while they are with us! Allergy Action Plan forms can be found in the hand book, on the school website, or from the school nurse. These forms need to be updated annually.

Please evaluate your student daily for illness symptoms prior to sending them to school. Please do not send your student to school if they are ill; please keep them home. Also, always call the elementary or secondary office to notify the secretaries of your student's absence.

If your student exhibits illness symptoms while at school, they will be sent home. Please make sure parent/guardian contact information is updated regularly with any changes so we can reach you.

Your student may return to school 24 hours after illness symptoms (fever, vomiting, diarrhea, etc) have resolved without the use of medication to control the symptoms.

All medication, including over the counter medication, used during the school day or during school activities requires the medication administration form found in the handbook, online, or at the school to be completed annually or you may come to the school to administer the medication to your student. Do not have your student self carry any medication unless medical authorization is received by the school for medications such as epi-pens or inhalers. These forms need to be completed annually.

If your child is being treated for an illness requiring prescription medications, such as antibiotics, to be given for an extended time and during the school day, you may come to the school to administer the medication to your student, or you may complete the medication administration form found in the handbook, online, or from the school for the school nurse to administer the medication to your student.

Code: JLCD-E(1), Pg. 1

### \*MEDICATION PROTOCOL\*

Dear Parent:

According to Fremont County School District #24 Medication Protocol, when your child needs *medication of any type* (including over-the-counter medicine) given during school hours, you have the following choices:

1. You may discuss with your Health Care Provider *an alternative schedule of medication*, so that it can be given outside of school hours.
2. You may **come to the school and give it to your child** at the appropriate time.
3. You may obtain a **Request for Administration of Medication Form** from the school to be completed by you and your child's healthcare provider (HCP). The *HCP needs to indicate the diagnosis, drug, dose, and time medication to be given on the form. Be sure both you and the HCP sign the form.* The medication must be in a pharmacy-labeled or manufacturer's container. Expired medication will not be accepted. All medication will be stored in a designated area that is to remain locked when not in use. Students must take all medication in the presence of designated school personnel.

**EXCEPTION:** Inhaler and Epi-pens may be carried by the student if the 'EXCEPTION' on the Request for Administration of Medication Form has been signed by both the parent/legal guardian and the Healthcare Provider and is on file in the school nurse's office.

**Remember, that in order for any medication to be given at school, it must be in the original container and the school Medication Form must be filled out and signed by both you and the Health Care Provider.**

All remaining medication must be picked up from the school by the parent/guardian. At the end of the school



year, all medication **NOT** picked up will be discarded.

The Request for Administration of Medication form must be renewed each year.

Thank you for your cooperation.

New: 11/1/2018  
01/17/19-DP

## JICFA - [Harassment, Intimidation and Bullying](#)

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

"Harassment, bullying, or intimidation" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

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## JLJ - [Seclusion and Restraint in Schools](#)

It is the policy of Fremont County School District No. 24 to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. '21-3-110(a)(xxxi), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint.

(regulations/forms are available online at <http://www.shoshonischools.org> under About Us > Governing BOARD, Governing Board Policies.)

## KIB - [Sex Offenders on School Property](#)

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on Fremont County School District #24 property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

For further information regarding procedures, please review the policy in the policy manual.

# FERPA Information

## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School or School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School or School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the [School or School District] to the contrary in accordance with [School or School District] procedures. The primary purpose of directory information is to allow the [School or School District] to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want [School or School District] to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the [School or School District] in writing by [insert date]. [School District] has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

More information is available in board policies JRA, JRA-1, AND JRA-2 available online.

## GBR - [Copyright Policy](#)

Fremont County School District #24 recognizes that United State Code makes it illegal for anyone to duplicate copyrighted materials without permission of the copyright holder, except for certain exempt purposes.

## JECF - [Legal Guardianship](#)

Students are required to attend school in the district where their parents or legal guardian(s) reside. When a student does not reside with his/her parent(s), the person(s) responsible for that student must have legal guardianship of the student.

**A person who enrolls a student who has a note or a notarized note from the parent is not a legal guardian unless he/she is named the legal guardian in a court document. A copy of the certified court document identifying the person as the legal guardian must be filed in the student's cumulative file.**

The legal guardian or legal custodian shall present proper documentation from a state or federal agency placing the child with the person with whom they reside. If such court order or documentation has not been issued at the time of enrollment, the person with whom the student resides shall present a notarized statement to the enrolling officer of intent to seek such court order and shall provide such documentation within thirty (30) days of the student's enrollment. Failure to present satisfactory proof, as outlined above shall require the automatic withdrawal of the student.

In all cases the superintendent reserves the right to make an independent investigation and to make the final determination as to the guardianship of a student.

## DISCRIMINATION PROHIBITED

Fremont County School District #24 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, or the Americans with Disabilities Act, may be referred to the District Superintendent, Coordinator for the Office for Civil Rights, Fremont County School District #24, 404 Wrangler Way, Shoshoni, WY 82649, or phone (307) 876-2583, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25th St, Ste E200 Cheyenne, WY 82002, or (307)777-6218, or Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or (303)844-5695 or TDD (303)844-3417

## VOLUNTEER POLICY AND PROCEDURE

It is the policy of the Fremont County School District #24 to accommodate the services of volunteers in its programs or activities when those services benefit and enhance the resources and the students of the School or District.

### **Volunteer Policy Statement:**

- To strengthen school-community relations by providing interested parents and community members a chance to effectively participate in programs of the School or District.
- To provide parents and community members with an opportunity to learn more about the operation, objectives and programs of the District.
- To broaden and enrich the students' experiences through interaction with volunteers.

In an effort to assure that we have documentation on all of our parent/community volunteers, please indicate below your intentions to volunteer at the school district.

### **Volunteer Guidelines:**

- If you plan to only volunteer on a **sporadic basis less than 36 hours per school year**, you will need to complete the *Volunteer Packet* and get approval by the building principal BEFORE you can begin volunteering. This includes, field trips, classroom time, extracurricular activities, athletic events or practices.
- If you plan to volunteer for **36 or more hours during the school year, regularly in the classroom setting, an overnight field trip, or for a full sports season**, in addition to the *Volunteer Packet*, you will need to undergo a Division of Criminal Investigations Fingerprint Background Check with completed results to the district BEFORE you can begin volunteering. Please note that the fingerprint process takes up to 10 days to complete once the fingerprint cards have been submitted.

**REQUEST FOR ADMINISTRATION OF MEDICATION**

Childs Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
School District #24 Fax# 307-876-2542

School: \_\_\_\_\_  
Grade: \_\_\_\_\_

**To be completed by parents/guardians and the healthcare provider (HCP) prescribing medication and faxed or brought back to the school.**

I request that the School Nurse or his/her designee administer the medication as directed above. I understand it is my child's responsibility to report to the School Nurse office to receive the medication prescribed. **I UNDERSTAND STUDENT MEDICATION MUST BE IN THE ORIGINAL PRESCRIPTION OR MANUFACTURER'S CONTAINER.**

I authorize the release of information between the school and Healthcare Provider, and the HCP and school regarding my child's diagnosis and medication per HIPAA and FERPA.

\_\_\_\_\_  
Parent/Guardian Signature                      Phone Number                      Date

\_\_\_\_\_  
Emergency Contact Name                      Emergency Phone Number

**INHALER/EPI-PEN EXCEPTION**

This child meets Wyoming state statute §21-4-310 conditions for self-administration of life-saving drugs, and is responsible and **capable** of self-administration. *Note: Student must be able to tell time to use an inhaler correctly.*

\_\_\_\_\_  
Physician Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

**This page must be COMPLETED BEFORE INTERNET ACCESS WILL BE ALLOWED.**

**Parents:** Read **AND INITIAL** each of the following releases, then **sign, date and return** to the school.

<p><b>Publication of personal information on the Internet and/or media events</b> I have read and understand the Laptop Acceptable Use Technology Policy.</p>	<i><u>INITIAL</u></i>
<p>I release the district from any liability resulting from or connected with the publication of my child's work, first and last name, or photograph. (School Facebook account, news articles ,Dojo and school publications) <b>If you do NOT wish to have these published, please notify the school principal in writing.</b> I understand the Wyoming Department of Education or Shoshoni Schools may use my student's photo and/or audio and video recordings to promote a healthy image of our students, schools, and practices.</p>	<i><u>INITIAL</u></i>
<p><b>Parent/Guardian Insurance Waiver</b> I understand that the district does not provide any type of health or accident insurance for injuries incurred by my child at school or at a school activity. <b><i>I have health/accident insurance to provide for care of my child in the event of an accident. Proof of insurance will be required before students may participate in extracurricular activities.</i></b> For voluntary student insurance at your cost, you can enroll here: <a href="http://www.studentinsurance-kk.com">www.studentinsurance-kk.com</a></p>	<i><u>INITIAL</u></i>
<p><b>Sensory Integration</b> I give permission for my child to use sensory integration techniques on an as needed basis including but not limited to weighted lap pads, fidgets, noise canceling headphones, wiggle seats, and bouncy bands during class to meet student needs and improve participation, attention, and in-seat classroom performance.</p>	<i><u>INITIAL</u></i>
<p><b>Permission to Seek Emergency Medical Treatment</b> I hereby authorize Fremont County School District #24 and its faculty members in charge of my child (named below) to obtain all necessary medical care in the event that I cannot be reached to authorize it myself. I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.</p>	<i><u>INITIAL</u></i>
<p><b>Dispensing Medications at School</b> Medication Authorization Form must be completed prior to students receiving medication while at school. For a copy of the form, please see the school nurse.</p>	<i><u>INITIAL</u></i>
<p><b>Handbook Requirements</b> I have read and discussed the attached student handbook with my child. S/he and I agree to abide by the policies and procedures in this book. Handbooks can also be found on our webpage.</p>	<i><u>INITIAL</u></i>

Parents **must initial each box above and sign below** and students **sign** to acknowledge that you have read and understand each of the releases and/or warnings.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ GRADE \_\_\_\_\_

To Parents and Guardians,

At Fremont County School District #24 (FCSD #24), we use G Suite for Education and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Shoshoni Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks (K-6), and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions. Please understand that FCSD #24 is diligent in providing a safe online environment for our students and G Suite is a critical tool we use district-wide to support learning, especially in a virtual environment. Please reach out to the Principal if you have concerns regarding your child's participation .

Thank you,

Andrea Gilbertson

Shoshoni Elementary Principal

# G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

## What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies that are used to collect and store information about a browser or device, such as preferred language and other settings.



## How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

[As applicable for school/district] We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

**With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

**With Fremont County School District #24.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

**For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

**For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting: Jesse Smith, FCSD #24 Technology Director. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

## What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).