

# Rural School Handbook



## PARENT-STUDENT HANDBOOK 2018-2019

**Phone Numbers:**  
**(307) 875-4840 (Granger)**  
**(307) 874-6199 (McKinnon)**  
**(307) 877-3426 (Thoman)**

**Web Address: [www.swcsd2.org](http://www.swcsd2.org)**

**Jamie Christensen, Principal of Thoman Ranch 307-872-5502**  
**Trey Bailey, Principal of McKinnon Elementary 307-872-4417**  
**Anne Marie Covey, Principal of Granger Elementary 307-872-2001**

# RURAL SCHOOLS STUDENT HANDBOOK 2018-2019

## **Welcome**

Welcome to Granger, McKinnon and Thoman Schools. Having students learn and grow is so exciting and rewarding, and we are always eager to have new students join our family.

In this handbook, we have recorded some of the policies and practices that comprise the basic framework of our school. Please become familiar with it by reading it and sharing the information with your children. Although we have tried to cover as much as possible in the handbook it is not possible to anticipate every question. When you have questions, please be assured that we are available to help and that our doors are always open. It is important for us to work cooperatively to form a true school-community team to provide the best education possible for our children.

## **School Mission**

Educating and inspiring learners for life to achieve their highest individual potential

## **School Vision**

We envision our Rural Schools as a learning centers where every person is valued and opportunities for success, personal growth, and academic achievement are consistently provided.

## **School District Telephone Numbers**

School District #2, Main Number	872-5500	Monroe Intermediate School	872-4000
Superintendent	872-5501	Lincoln Middle School	872-4400
Assistant Superintendent	872-5502	Granger School	875-4840
Special Services Director	872-5503	Thoman Ranch School	877-3426
Instructional Technology	872-5516	Truman Elementary	872-1900
Maintenance Supervisor	872-5599	Washington Elementary	872-2000
Curriculum Director	872-5515	Harrison Elementary	872-1700
Transportation Supervisor	872-5590	Expedition Academy	872-4800
Green River High School	872-4747		

## **Student Information System**

Our district web address is [www.swcsd2.org](http://www.swcsd2.org). From this site you can access information about the school district, our school, and your student(s). You can gather information regarding your child with our district's student information system by choosing the "Infinite Campus Parent Portal" link. To gain access you will need a log-in name and a password; and you'll need to make contact with our rural school secretary, Eva Walsh at 872-2000. The Infinite Campus System allows for you to check your child's grades, attendance, behaviors and other school information via the Internet. It is a secure site that can only be accessed with your assigned log-in and password.

### **Report Cards**

Parents with access to a computer are encouraged to periodically check their children's grades and assignments by using the Infinite Campus System on the Internet (see Student Information System above). Report cards are distributed every nine (9) weeks. If there are questions about a child's report card, contact his/her teacher immediately. Parents should let the school secretary know at the beginning of each school year if a copy of the report card and/or other school work should be sent to a parent who lives at another address.

### **Parent Teacher Conferences**

This year fall conferences will be the evenings of Wednesday, October 24<sup>th</sup> and Thursday, October 25<sup>th</sup> and spring conferences will be Wednesday, March 13<sup>th</sup> and Thursday, March 14<sup>th</sup> for Granger and Thoman Schools. Appointments will be available for parents who are unable to attend an evening conference. Friday, October 26<sup>th</sup> and Friday, March 15<sup>th</sup>, schools will be closed to accommodate evening conferences teachers have scheduled to meet with parents. At McKinnon School the parent teacher conferences will remain on the early out days of October 26<sup>th</sup> and March 15<sup>th</sup>.

### **Food Service**

Lunch tickets may be purchased daily. However, we encourage parents to purchase their child's lunch tickets by the week or month. Each student should bring his/her lunch money in an envelope to his/her classroom teacher who will send the money for tickets to the lunchroom.

### **2018-2019 Breakfast and Lunch Ticket Prices (subject to change):**

<u>Breakfast/Daily</u>		<u>Breakfast Weekly</u>	
Grades K-6	\$1.85	Grades K-6	\$ 9.25
Adults	\$2.85	Adults	\$14.25
 <u>Lunch/Daily</u>		 <u>Lunch/Weekly</u>	
Grades K-6	\$2.75	Grades K-6	\$13.75
Adults	\$4.00	Adults	\$20.00

Milk for cold lunches is 50 cents, purchased daily.

### **Meal Prices and Menus:**

Please refer to the school website under Nutrition Services for current meal prices and monthly menus. Nutrition information can also be found on the website.

### **Free/Reduced Meals:**

We encourage all families to complete a free/reduced meal application. This can be done on our website or on a paper copy. Each year you are required to reapply for this program.

**Food Allergies:**

If your student has a food allergy that you would like us to accommodate please call our office to receive the necessary form to have your doctor complete.

**Parents and Visitors for Lunch:**

Reservations are requested at least one day prior to eating. Payment may be taken from your child's account if there is money available. Otherwise please plan to bring cash to pay as you come through the line. Parents, friends, and relatives are welcome and encouraged to eat lunch with their students.

**Breakfast and Lunch:**

Breakfast is available for all students beginning at 8:05 and running till 8:40. To determine your students lunch time please contact the office.

**Payment:**

On line payment is available through MY SCHOOL BUCKS. If you go to the district web site at [www.swcsd2.org](http://www.swcsd2.org) and click on the Nutrition Service icon you will see a spot to click for on line payment. We encourage all families to sign up even if you do not intend to pay on line. This allows you to set up an e-mail alert that will notify you when your student is getting low on funds. If you send in money for meals, please use a check when possible. Cash cannot be tracked and is easily misplaced. We ask that you include your students name in the memo section and put it in an envelope clearly marked as money for nutrition service. Please keep your student account current to avoid letters and phone calls. Thank you.

**Snacks:**

If you would like your student to purchase snacks or drinks with money on his/her account you must complete an ala carte permission form. You may limit the dollar amount they may spend in a given day if you wish. If you have filled one out in the past it is still active.

**Refunds:**

If you are leaving the district and have money left on your students account, you may request a refund. Please speak with a secretary or call Nutrition Services at 307-872-5511 or 307-872-5517 for more details. If you would prefer, you can request a transfer of the money to a donation account to be used for families in need.

EFB-R

**Student Meal Charge Policy**

The primary purpose of the School Nutrition Program is to feed children. Our intent is to assist parents in receiving this benefit at the lowest possible cost to them. Students will be allowed to charge meal without a tray being pulled away from them, regardless of their balance. Students will not be told of their negative balance or receive alternate food as a result of a negative balance. This information will only be shared if a student asks for their balance. Balances will be reviewed

once a week. All balances will follow the student throughout their time here in Sweetwater County School District #2.

If a student falls into the negative the following will occur.

- The family will receive a phone call through the districts automated system twice a week until it is paid.
- The last two weeks of school, calls will go out daily.

These calls will also send an e-mail, text message and put a message on their parent portal. These calls and e-mails will give parents the information they need to complete a free/reduced application as well as the needed information to make an online payment. Everyone the parent has identified to receive general notification on their parent portal will receive this call.

If a student's balance reaches \$50.00 in the negative the following will occur.

- Sibling's accounts will be reviewed to see if money can be moved from a sibling or siblings to cover the debt.
- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- Should a family move with a family balance of \$50.00 or above, the account will be sent to collections.
- Should a student graduate with a balance of \$50.00 or above, the account will be sent to collections in the parent's name.

If a *family's* balance falls above \$75.00 in the negative the following will occur.

- The above mentioned phone calls will continue.
- A personal phone call will be made by the Director or Assistant Director of Nutrition Services.
- The principal will be notified and will contact the parents.
- A repayment plan must be agreed upon and signed by the parent.
- Refusal to sign a repayment plan will result in the account being turned over to collections.
- If a payment from the agreed upon plan becomes 45 days delinquent it will be turned over to collections.

If a family is determined to qualify for free/reduced meals after accruing a negative balance, a repayment plan will be put in place to assist in the repayment of the previous debt.

Date of Adoption: August 12, 2008

Revision: November 12, 2013

Revision: December 12, 2017

### **Parents/Adults for Lunch**

Reservations are requested at least one day prior to eating. Tickets may be purchased before 9:00 a.m. Parents, friends, and relatives are welcome and encouraged to eat lunch with their students.

### **School Visitors**

Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Conferences and visits must be planned with a one-day notice. Your cooperation with this is greatly appreciated.

For the protection of the students and security in the school, it is required any person entering the building during the school day present a driver's license or other state form of identification.

Students will **not** be permitted to leave the building with a visitor unless cleared through the school. Students from other schools are not permitted to visit class with your child unless there are justifiable and compelling circumstances.

### **Leaving School Grounds**

Children are not to leave the school grounds once they have arrived at school for the regular school day. If the child is to leave school, for the safety of the child, we ask that the child be "signed out" by a guardian. A child will not be sent home without verified contact with a parent/guardian. All students are expected to leave the school grounds promptly at the end of the school day unless participating in a school sponsored activity. Any student planning to remain after school with a teacher is expected to get permission from a guardian.

### **Buses**

Riding the bus is a privilege. Students must follow the driver's rules and directions. The privilege of riding the school bus may be revoked for excessive violations of bus rules. Specific bus information may be obtained by calling transportation at 872-5590.

Students who ride the bus to and from school must have a note or notify the office if different arrangements are to be made. Otherwise, the student must ride the bus. Once a student is on the bus, they will not be let off, without a parent or teacher request, until they are at their own stop.

### **Behavior Expectations**

Our goal is to take a proactive approach to discipline and to help students take responsibility for their own behavior. **Respect, Responsibility, and Kindness** will be emphasized. We believe all students can behave appropriately while at school. Students

will be encouraged to behave in a manner that supports a safe and positive learning environment. Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior, in the halls, restroom, cafeteria, and on the playground. Expectations for behavior include the following:

- Follow all reasonable adult requests
- Keep hands, feet, books, and other objects to yourself
- Assist in the school's neatness, cleanliness, and organization
- Remain in the designated campus areas
- Walk rather than run unless instructed to do so or if outside the building
- Speak quietly when inside the building
- Speak and act respectfully (No vulgar language, threats, rude gestures, cruel teasing or putdowns)
- Bring pencils, paper, books, completed assignments, and any other teacher requested materials to school
- Refrain from chewing gum and consuming energy or soda pop drinks

### **Recess**

Students are expected to go outside for recess as the weather permits considering precipitation, wind speed, and temperature. With regards specifically to temperature, children will stay outside for recess unless the temperature including the wind chill factor is 0° F or below. When an illness has occurred, students should return to school only when they are well enough to participate in all daily school activities. A written justification from a doctor is required when a request is made for a child to stay indoors for recess for more than 2 consecutive days.

### **Playground Rules**

Students are expected to stay in designated areas and to use equipment consistent with the way that the equipment is intended to be used. Tackle football is prohibited. Remote controlled cars, skateboards, roller blades, and personal toys, are to be kept at home.

### **Bike/Scooter Safety**

Riding a bicycle or scooter to school and wearing "Heelie" shoes are privileges. All students must follow the rules for bicycle/scooter/skates safety. The privilege of riding a bicycle or scooter or wearing "heelies" may be revoked for excessive violations of the safety rules. The wheels of heelies will be confiscated and released to the parents if they are worn on school grounds.

**Each child must observe the following safety rules:**

- ♦ Wheels on "Heelie" shoes must be taken off once the student reaches school grounds.
- ♦ Walk/push bike/scooter on school grounds.
- ♦ Only one child to a bike/scooter.

- ♦ Ride single file and dismount when crossing the street to enter the school grounds.
- ♦ Park and lock bike.
- ♦ Ride on the sidewalk if there is one. If not, ride on the right hand of the street with traffic.
- ♦ Wear appropriate safety gear, including a helmet, at all times for protection.

## **Attendance**

The school district's attendance policy follows:

File: **JED**

### ATTENDANCE - POLICIES AND PROCEDURES

#### Wyoming Compulsory School Attendance Statute

Any child who is a resident of this state and whose seventh birthday falls on or before September 15<sup>th</sup> of any year and who has not yet attained his sixteenth birthday or completed the tenth grade shall be required to attend public or private school each year during the entire time that the public schools shall be in session. The board of trustees of each school district may exempt any child from the operation of this article when:

- a. The board believes that compulsory attendance in school would be detrimental to the mental or physical health of such child or the other children in the school; provided, the board may designate at the expense of the district a medical doctor of its choice to guide it and support it in its decision;
- b. The child has been legally excluded from the regular schools pursuant to the provisions of W.W.21-4-306.

### **School Attendance Procedures**

School officially begins at 7:50 a.m. for Granger, 8:00 at McKinnon, and 8:30 a.m. at Thoman. Students arriving after this time but before 9:00 a.m. are considered tardy. A ½ day absence will be recorded for students initially arriving to or leaving school between 10:30 a.m. and 12:30 p.m. School officially ends at 2:50 p.m. for Granger, 3:00 at McKinnon, and 3:30 p.m. at Thoman. (A minimum of ½ day absence will be recorded for a student who is absent for a total of 2 ½ or more hours in one day.)

**Parent(s)/Guardian(s) are asked to contact the school secretary at 872-5509 to acknowledge and give a reason for their child's absence** (written notes with a verified parent/guardian signature will be accepted). Absences due to medical appointments may be verified and recorded as such when a written verification of the appointment from the medical office is submitted to the school's attendance secretary. An absence will be marked as **unexcused** if the absence has not been properly excused within **48** hours after the start of the student's absence.

It is requested that absences be pre-arranged whenever possible understanding that this also helps students make arrangements for missed assignments.



Students are expected to meet parents/guardians in the office when checking in or out of the building. Students may only leave school with their parent(s)/guardian(s) or other adult(s) listed on the emergency check out list.

Teachers will notify the parent/guardian when a student is asked to stay after school.

### ***Excused and Unexcused Absences***

School District #2 Policy File: JED - Student Absences and Excuses

Under the law, students must attend school every day that classes are in session unless excused for permissible reasons.

An “excused absence” is one determined by the principal to be permissible and occurring as a result of personal illness, a death in the family, or other such reasons approved by the principal.

An “unexcused absence” is one determined by the principal to not be permissible even though the parent/ guardian may have tendered an “excuse.”

Students who are absent will not be permitted to participate in school activities for that day or evening without administrative approval.

### ***Truancy***

A student will be considered truant if he/she skips a class or leaves school grounds anytime without properly checking out of the office. A student who is absent without the knowledge and/or permission of parent(s)/guardian(s) will be considered truant.

Disciplinary action will be taken in cases of truancy. If a student misses a class for any reason, the office must be notified.

As defined by law, a habitual truant is any student with five or more “unexcused absences” in any one school year. It is the duty of the Board and those persons who serve as its attendance officers to investigate instances of “unexcused absences” and initiate legal proceedings against parents and guardians whose children are “habitual truants” under the legal definition.

Revised: 11/108/2011

### ***Attendance Concerns***

It is the role and the responsibility of school administrators to address attendance concerns.

### ***Excessive Absences***

School Board policy has determined that “**excessive absences**” amount to **10** or more excused or unexcused absences per semester. A notification letter will be sent to the parent(s)/guardian(s) of any student with excessive absences for that semester. Excessive absences may lead to a referral to the Sweetwater County Truancy Office.

### ***Tardies***

Arriving late disrupts the learning of the entire classroom. School administrators acknowledge that parents and students together play a role in the student's timely arrival to school; and anticipate that a student will be occasionally late due to any of a variety of unexpected events.

#### Per Quarter

1<sup>st</sup> and 2<sup>nd</sup> tardy

Warning

3<sup>rd</sup> and 4<sup>th</sup> tardy

Parent contact by office staff

*Exceptions to the above may be made at the discretion of the school administrators.*

### **Dress Code**

The appearance of a student is the responsibility of the student and his/her parents. We expect students to maintain an appearance, which is not distracting to teachers or other students or in any way disrupting to the instructional program at school. Clothing **not** appropriate to wear to school includes halter tops, tube tops, tank tops, mesh shirts, half shirts, oversized or excessively large clothing, and short skirts, dresses, or shorts. Clothing with printed slogans may not include sexually explicit language, pictures, or symbols; advertisements for illegal substances, alcohol, and tobacco; and/or language, pictures/symbols that suggest violence or anti-social behavior. Wearing hats is not appropriate in the classrooms, lunchroom, or during day or evening assembly programs.

### **Severe Misbehaviors: Suspension or Expulsion**

According to Wyoming State Statutes the reasons for suspension or expulsion are as follows:

1. Continued willful disobedience or open defiance of the authority of school personnel.
2. Willful destruction or defacing of School property.
3. Any behavior which, in the judgment of the local board of trustees, is clearly detrimental to the education, welfare, safety or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.
5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a) (iv) within any school bus as defined by W.S. 31-7-102(a) (xl) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).
6. In addition to abiding by the guidelines provided by the State Statutes of the State of Wyoming, the Board of Trustees of Sweetwater County School District No. 2 has determined that the following acts and behaviors are clearly detrimental to the welfare or safety of other students, and therefore suspension or expulsion WILL

be imposed as punishment:

7. Verbal or physical assault of a staff member.
8. Possession of a weapon on school property, while participating in school activities or attending school activities, or while under school supervision.
9. Use or possession of tobacco products on school property, while participating in school activities or attending school activities, or while under school supervision.
10. Fighting, rioting, or holding disruptive demonstrations on school property, while participating in school activities or attending school activities, or while under school supervision.
11. Consuming, having possession of, selling or distributing, or being under the influence of unlawful drugs or intoxicating beverages on school property, while participating in school activities or attending school activities, or while under school supervision.
12. Making bomb or similar threats against the school or any school property.
13. The Board has determined that the following acts and behaviors are clearly detrimental to the welfare or safety of other students, and therefore suspension or expulsion may be imposed as punishment:
14. Harassment of a student or staff member to include sexual, racial, verbal or physical harassment.
15. Extreme dress or personal appearance of such nature as to disrupt the normal operation of the school or school activities. Suspension or expulsion may be imposed for other acts of gross or persistent misconduct. The stated lists are not inclusive.

### **Authority to Suspend, Expel**

The Board delegates to the superintendent and designees (school principals) authority to suspend a student for not more than 10 days, in accordance with required notifications and opportunities offered for parent/guardian conferences.

Under law, only the Board may suspend a student for more than 10 days or expel a student. In both cases, opportunity must be given for a hearing before the Board.

### **Bullying Policy**

#### **HARASSMENT, INTIMIDATION AND BULLYING**

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 occurring or received at school or at a school function, as defined below, 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 and 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 inform the student a report will be made. 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 individually 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, or his/her designee, shall inform the student, student's parent(s), the student's teacher(s), and other appropriate staff members as determined by the principal, of 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 web site 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 noncertified employees of the district who have significant contact with students.

Adopted: 7-19-2006  
Revised: 12-8-2009

### **Weapon's Policy**

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the District. Therefore, possession or use of a weapon on District Property is prohibited. A pupil found to be in possession of a weapon on school premises before, during, or after school, in any school vehicle, at any school sponsored activity, or with a weapon carried in a student's vehicle is subject to administrative and/or legal action.

1. Weapons are identified in two categories:

- a. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, air or spring guns, explosive devices, artificial knuckles of any kind, slingshots, knives of any and all kinds, chains, clubs, stars, etc.
  - b. Articles designed for other purposes, which could easily be used to inflict bodily harm and/or intimidate other persons. Examples include but are not limited to belts, combs, pencils, files, compasses, scissors, etc.
2. A pupil acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon.
3. A pupil using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subjected to extended suspension or expulsion proceedings, or other appropriate disciplinary action.
4. Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under 1 (a) above. Storage, return, or destruction of such items shall be at the discretion of the principal, subject only to legal impoundment. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified in 1 (b) above and any other article deemed a weapon will be confiscated and disciplinary action will be taken.
5. A pupil who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action. If the student actions are found to have been intentional, the student will be subjected to extended suspension or expulsion proceedings, or other appropriate disciplinary action.

Adopted: 9/8/92 Policy JFCJ

### **Personal Items at School**

Cell Phones—Students may bring a cell phone to school, but during school hours they must be powered off or set to silent; and they must be out of sight. The school will not be responsible for lost or stolen cell phones.

The only time students should bring toys, games, etc. to school is when their teacher gives them permission to do so (i.e. show and tell or special reward). *The school is not responsible for any loss or damage of personal property.* Students are not to bring large sums of money or other valuable possessions to school; and are instructed to not leave any money inside their student desk. Personal belongings should be clearly marked with the student's name. Students and parents should check in the lost/found box for lost items. Every year bags of lost clothing and other items are donated to charity because they are not identified and claimed.

## **Items Prohibited at School:**

***Knives or guns of any description or other dangerous objects; Cigarette lighters, matches or other combustible materials; Alcohol, drugs or tobacco products; Radios, tape or CD recorders, MP3 Players, i-Pods, Game Boys, Trading Cards (ex. Baseball, Pokemon, etc.)***

## **Care of School Property**

We try to instill in students pride in the appearance of our school. Students must not mark school furniture, walls, ceilings, floors, or equipment with a pen, pencil, marker, or any other instrument. Students must not tamper with fire alarms, fire extinguishers, electrical systems, plants, or trees.

The school furnishes textbooks and workbooks. The current cost, as determined by the book publisher, will be charged to replace a lost textbook or for damage to a textbook through negligence and/or vandalism. If a book is paid for at the current replacement cost and later found, the money will be refunded.

## **Telephone**

Students and teachers will only be interrupted for urgent phone messages. In all other situations, a written message will be taken so that the call can be returned at a more convenient time. Use of the phone is expected to be for those unforeseen situations that could not have taken place prior to the beginning of the school day.

## **Medication Policy/Procedures**

### **Medication Administration Policy**

***School personnel may administer medication to students under the following conditions:***

1. The school nurses may administer medication to students. Other school personnel designated by the principal may administer medication to students pursuant to the Medication Administration Authorization.
2. The student is responsible for reporting to the office for medication administration.
3. The parent or responsible student shall deliver the medication and completed Medication Administration Authorization form to the school health office.
4. All medications must be in a properly labeled, original container.
5. All medication will be kept in a secure place. Any special instructions for storage or security measures must be written by the health care provider and given to

school personnel. The student may carry and self-administer certain medications, for example inhalers and Epi-pens, as authorized by the parent and physician.

6. School personnel shall document medication administration.
7. Students requiring medications or access to medications on a regular basis at school will be required to have a Medication Administration Authorization form signed by a physician and the parent/guardian. A written prescription form is acceptable until the Authorization is completed as long as it contains the following information: student's name, medication, dosage, schedule for administration, reason for medication, length of time medication is to be given, parent's and physician's signatures.
  - a. The Authorization form is valid for the current school year only and will need to be updated each year.
  - b. The parent/guardian is responsible for notifying school personnel immediately of any change in medication or dosage and providing an updated form from the physician.
8. Over-the-counter medications should be administered to school children by parents whenever possible. However, when necessary, over-the-counter medications may be administered at school under the following criteria:
  - a. The **School Nurse** may give over-the-counter medication to students, grades 5-12, with written parental consent. The School Nurse may give an antihistamine for allergic reaction or cough drops to students, grades K-4, with written parental consent. Written consent shall include the student's name, any medication allergies/sensitivities, any other medications the child is currently taken, current medical/health problems, name of the medication, and the parent/guardian's signature. The nurse will administer over-the-counter medications according to manufacturers' instructions.
  - b. The parents' written consent for over-the-counter medication administration is valid for the current school year only and will need to be updated each year.
  - c. In the absence of written parental consent, the school nurse may obtain verbal parental consent for over-the-counter medication administration. The parent must complete and return a written parental consent form as soon as possible. Over-the-counter discretionary medications will not be given more than once without written parental consent.
  - d. The Medication Administration Authorization form must be completed and signed by the parent/guardian and physician, if over-the-counter medications need to be administered for more than five consecutive days.



- e. The School nurses will utilize their discretion when determining whether to administer over-the-counter medications.
- f. Over-the-counter medications must be in the original container.

Revised: May 12<sup>th</sup>, 2015

### **Health**

There is not a nurse available to respond to medical emergencies on this school site. However, if you would like to discuss a medical concern with the school nurse, contact the school secretary at 872-5509. If your child is sick he/she belongs at home. Please do not send your child to school if the student vomited or had diarrhea in the previous 24 hours, has a fever; has a rash, or has other symptoms indicative of an illness. Do not send your student to school if your student has eyes that itch, burn, are bloodshot, or are draining (These can be symptoms of conjunctivitis or pink eye which is usually very contagious and needs treatment by your doctor); and your child may return to school after a minimum of 24 hours of antibiotic eye ointment treatment. If a child, for medical reasons, must be excused from participating in *any* school activity including PE for more than two consecutive days, a written explanation is required from a physician.

Emergencies, illnesses, or any accident occurring on the way to, from, or at school should be reported as soon as possible. Generally, if an accident does occur at school, the staff will administer basic first aid such as cleansing a wound, offering an ice pack, or applying a simple bandage. The parent will be notified in the event of more serious injuries or illness. In the event of a serious accident and the parent or guardian cannot be reached, the principal or designee will follow the most appropriate course of action. *It is for this* reason that it is **mandatory** for a child's emergency information to be kept current as personal circumstances change during the course of the year.

If a student becomes too ill to remain in class, parents or the emergency contact person will be called and asked to come to school and pick up the ill child. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for children.

### **Change of Address**

It is **mandatory** for student care that every parent maintains a current address and working telephone number at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

### **Withdrawing from School**

Parents must report pupil withdrawals to the school secretary. In addition, a school withdrawal form must be completed. All schoolbooks must be returned to school and personal supplies picked up. After enrolling in the new school and signing a record release form, our school will transfer the records to the new school.

## **Non-Discrimination/Harassment Policy**

Sweetwater County School District 2 is committed to equality of educational opportunity. Because freedom from discrimination is a fundamental right under the Constitution, it is the policy of this District to provide a learning environment free of discrimination.

All persons have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school-related activities.

The District requests students, parents, and staff to assist the Superintendent and the Board of Trustees in identifying barriers to discrimination-free learning and working environment in our schools. Inquiries regarding discrimination or intimidation should be directed to the designated title IX Coordinator, Assistant Superintendent of Schools, 351 Monroe Avenue, Green River, WY 82935 (307-872-5502).

Discrimination/harassment based on sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status, or perceived sexual orientation is prohibited. The district is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination/harassment and its effects. The district will investigate all complaints of discrimination filed pursuant to its policies and procedures. The district is committed to taking affirmative steps to protect students and all others who participate in the investigation of complaints of discrimination.

### **Title IX / 504**

District #2 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the Assistant Superintendent and/or his/her designee as the Coordinator for Section 504 and Title IX. Questions or Complaints should be directed to the Office of the Assistant Superintendent at (307) 872-5502.

### **Professional Disclosure Statement**

Wyoming law requires that we provide students and their parents with the following:

- ♦ A list of the licensed and/or certified professional staff who provide counseling in that specific school, their educational and professional training backgrounds, and any licensures they have obtained; and
- ♦ Documentation of students' and parents' rights; and
- ♦ A description of services to be provided, with detailed reference to the Wyoming Mental Health Professional Licensing Act.

Parents may contact their child's school for additional information.

## **District Requested Transfer/Parent or Guardian Initiated Transfer**

Sweetwater School District #2 is committed to keeping children in their “neighborhood schools” whenever possible. A transfer policy to address this has been adopted. Parents/guardians initiating a transfer must complete a Student Transfer form at their neighborhood school, which includes the signatures from the principals of both the area school and the requested school. The decision to approve voluntary transfers will not be made until summer registration is completed. Approval will be granted based on the class size of the requested school for the grade level(s) requested. This will need to be done every year. Students receiving a transfer at the Parent’s request will not be provided transportation to and from their new school.

Every year one of the District goals is to equalize class size in each elementary school in Green River in grades K-4. This practice enables the District to maintain reasonable class sizes without over staffing. In order to achieve this goal, the District seeks the cooperation of the community. Some parents living in their neighborhood school attendance area may be asked to transfer their child to another school. The intent is not to force a transfer but to solicit parent cooperation. Students accepting a transfer at the District’s request will be provided transportation to and from their new school.

### **CRISIS MANAGEMENT POLICY**

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. A standard of reasonable care under the doctrine of in loco parentis compels our district to establish clearly defined policies and procedures for responding to crisis. The Trustees of the Sweetwater County School District No.2 Board believe it is necessary to have a comprehensive plan to deal with crisis.

A school crisis is defined as an event that threatens the safety and security of staff or students, is likely to escalate in intensity, interfere with normal functioning of the school, involve the media, interfere with learning, and/or jeopardize the school's image. It is the policy of the Sweetwater County School District No. 2 Schools to respond quickly and effectively to crisis in our schools by:

1. Developing, implementing, and periodically updating a district crisis management plan. This plan will establish a District Crisis Management Plan, provision for safe building environments and procedures communication with the media.
2. Development of building crisis management plans to include training for all personnel
3. Crisis management procedures will be reviewed annually by all personnel.

Each crisis plan will include the following:

**PREVENTION**      procedures and educational programs designed to avoid, when possible, crisis events at school

**INTERVENTION** procedures to prepare students and district personnel to manage and respond appropriately to crisis events

**POSTVENTION** Post-crisis procedures to help students and staff get through the pain and trauma of the crisis, learn from the crisis, and return to a normal, productive educational environment as quickly as possible.

# Standard Response Protocol

Depending on the given situation one of four different commands will be delivered:

- Lockout
- Lockdown
- Evacuate
- Shelter

Each protocol has specific staff and student actions that are unique to the action. In the event student or staff identifies the initial threat, calling 911 and administration is advised.

## Lockout: "Secure the Perimeter"

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers are trained to:

- Recover students and staff from outside of building
- Increase situational awareness
- Take roll and account for students
- Do business as usual

## Lockdown: "Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain Silence

Teachers are trained to:

- Lock Classroom Door
- Lights out
- Move away from sight
- Maintain Silence
- Do Not open door
- Take roll, account for students

## Evacuate: "To a Location"

Students are trained to:

- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:

- Grab a roll sheet if possible
- Lead students to evacuation Location
- Take roll, account for students

Shelter: "For a hazard using a safety strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to a shelter area
- Seal the room
- Drop cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and safety strategies

Teachers are trained in

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report Injuries or problems, at the evacuation assembly, to first responders using red card/Green Card Method.

The protocol carries an obligation. An implicit part of the SRP is that authorities and teachers tell students what is going on. While tempered at the elementary school, middle school students and above need accurate information for the greatest survivability, to minimize panic and to mitigate recovery.

