

Washington Elementary School



2019-2020

Parent/Student Handbook

750 W. 5th N.
Green River, WY 82935
(307)872-2000

Washington Elementary

MISSION

Every Student, Every Day

VISION

**Building Respect, Responsibility,
and Safety**

For Success Life Long Learning

Sweetwater County School District #2

VISION

Learning for All

MISSION

Inspiring Excellence Every Day

GOALS

Improve Students Achievement

Improve Wellness and Safety

Improve Communication and

Collaboration

Attendance

Student Absences and Excuses File: JED

I. General Statement of Policy

Sweetwater County School District Number Two, State of Wyoming considers regular school attendance essential for success in school. Regular school attendance has a direct relationship to student achievement of performance standards, grades, social development, and advancement. Make-up work cannot completely substitute for the learning that occurs in a classroom environment. Therefore, enrolled students are required to be present for scheduled classes unless properly excused.

Attendance is compulsory for any school-age student residing in Wyoming who has not yet attained his or her sixteenth birthday or completed tenth grade. See policy file JEA. Every parent, guardian or person having control, or charge, of any student subject to Wyoming's Compulsory Attendance Act is required to send student to school during the entire time that the public schools are in session; and every student subject to the Act is required to attend school. See Wyo. Stat. 21-4-102

Each building principal is designated as an attendance officer. See Wyo. Stat 21-4-103. Each classroom teacher is required to maintain accurate attendance records and report all student absences and tardiness to the building principal or designee.

An absence occurs when the student fails to be in attendance, at the place designated for the class. Descriptors of what constitutes an absence can be found in each school's student handbook.

A tardy occurs when the student fails to be in attendance, at the place designated for the class, at the starting time designated for class, unless the tardy is excused by specific, written permission of an administrator or professional staff member of the District under procedures established by each school.

II. Excused Absences

Absences from class shall be excused only for necessary and important reasons. An excused absence is one that is approved by the principal or designee, verified by the parent and written documentation provided when requested (example: Doctor's note).

Schools will communicate with parents to help ensure regular attendance for student(s) prior to the 10th absence.

III. Unexcused Absences

An absence which is not approved by parents or legal guardians or not excused by the principal or designee shall be considered an unexcused absence. Unexcused absences are also deemed as trancies which are defined as the willful and unjustified failure to attend school by one who is required to attend.

IV. Failure to Attend/Truancy

Students who exceed allowable absences may be subject to a referral to the County Attorney's Pre-Court Truancy Program.

Readopted: Date of Manual Recodification

Revised: November 8, 2011

School officially begins for all students at 8:45 a.m. Teachers are on duty starting at 8:20 a.m. Students should arrive no earlier than 8:20 a.m. unless they are planning to eat breakfast, then they may arrive at 8:05 a.m. and should go directly to the lunch room. All students coming to school after 8:45 a.m. will be considered tardy. All tardy students must report to the office for a tardy slip before going to class. Teachers are expected to ask for the student's tardy pass.

If a child comes to school after 9:10 a.m., he/she is counted as being absent 1/2 day. Students coming to school before 9:10 A.M. are marked tardy. If a child leaves before 3:00 p.m., that child will also be marked absent for 1/2 day. After 3:00 p.m., an absence is considered an early dismissal and is not reported by the office. All students are dismissed at 3:25 P.M.

If a student is absent, please call the office before 9:15 a.m. on the day of the absence. A written note or a telephone call from home stating the nature of the absence is expected. If we do not receive the written note or telephone call stating the reason for the absence, the absence will be recorded as unexcused. If you do not excuse your student before 9:15 a.m. your child may be considered unexcused and our office will call to verify your child's absence.

Absence and Tardy Reminder: When a student has five (5) absences (excused or unexcused) or five (5) tardies in a semester, you will receive a phone call or a notification letter from the principal. When a student has accumulated five (5) additional absences or tardies, a letter will be sent to the parents/guardians. School

personnel will provide assistance to help ensure regular attendance for your student (s).

If a student accumulates ten (10) absences in a semester (excused or unexcused), verification of further excused absences may be required at the discretion of the principal. Students without verifications for further absences may be referred to the County Attorney's Pre-Court Truancy Program.

If a student accumulates ten consecutive days of absence, the student is marked as a 10 day drop on the current enrollment record. If (when) the student returns (day 11 or any day thereafter in the current fiscal year) the student is re-enrolled in the exact same schedule and the 10 day drop code is changed to a temporary 10 day drop.

An 'excused absence' is one which the student's absence is 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.

Behavior Expectations

Our goal is to take a proactive approach to discipline and to help students realize that they are responsible for their behavior.

Respect, Responsibility, Safety and Kindness will be emphasized. We believe all students can behave appropriately while at school. *No student will be allowed to stop the teacher from teaching or prevent other students from learning.* Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the halls, restrooms, gym, cafeteria and on the playground. The choice of behavior is the student's.

Student Suspension/Expulsion (File: JGD/JGE)

As set forth in Wyoming law, the following shall be grounds for suspension or expulsion of a student from Sweetwater County School District No. 2;

- 1. Continued willful disobedience or open and persistent defiance of school personnel.*
- 2. Willful destruction or defacing of school property during the school year or any recess or vacation.*
- 3. Any behavior which is the judgment of the local Board of Trustees is clearly detrimental to the welfare, safety, or morals of other students, including the use of foul, profane, or abusive language or habitually disruptive behavior. Habitually Disruptive Behavior is defined as over behavior willfully initiated by*

a student causing disruption in the classroom, on school grounds, on school vehicles or while participating in school activities or attending school activities, or while under school supervision, which requires the attention of a teacher or other school personnel.

- 4. Torturing, tormenting, or abusing a student or in any way maltreating a student or 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)(xi), within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through 12, while participating in school activities or attending school activities, or while under school provision.*

In addition to the grounds set forth in state statute, 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.

- 1. Verbal or physical assault of a staff member.*
- 2. Use or possession of tobacco products or e-cigarettes on school property, while participating in school activities or attending school activities, or while under school supervision.*
- 3. Fighting, rioting, or holding disruptive demonstrations on school property, while participating in school activities or attending school activities, or while under school supervision. Disruptive demonstration/activity is defined as any activity which materially or substantially interferes with the operations of the school or impinges on the rights of others.*
- 4. Consuming, having possession of, selling or distributing, or being under the influence of unlawful drugs, e-cigarettes or intoxicating beverages on school property, while participating in school activities or attending school activities, or while under school supervision.*
- 5. Making bomb or similar threats against the school or any school property.*
- 6. Harassment, sexual harassment, intimidation, or bullying of another student or staff member as set forth in Policy JFCK.*
- 7. False or malicious accusation of harassment, sexual harassment, intimidation, or bullying of another student or staff member.*
- 8. Retaliation against an individual who reports alleged harassment, sexual harassment, intimidation, or bullying, or an individual who testifies, assists, or participates in an investigation or proceeding as set forth in Policy JFCK. Retaliation includes but is not limited to, any form of intimidation, harassment,*

threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to Policy JFCK.

- 9. Extreme dress or personal appearance of such nature as to disrupt the normal operation of the school or school activities. Each school shall establish regulations concerning dress and appearance.*

The list of grounds of suspension and expulsion set out in this policy is not exhaustive. Suspension or expulsion may be imposed for other acts of gross or persistent misconduct, or any other reason allowed by law.

Authority to Suspend, Expel

The Board delegates authority to the superintendent and his designees (school principals) to suspend a student for no more than 10 days, in accordance with required notifications and opportunities to be heard.

Under law, only the Board may suspend a student for more than 10 days or expel a student. In neither case may the suspension or expulsion be for longer than one school year, and in both cases opportunity must be given for a hearing before the Board.

In addition, the Board shall, subject to a case-by-case modification as provided under law, require the superintendent to expel from school for a period of one (1) year any student determined to possess, use, transfer, carry or sell 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), within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through 12, at any school sponsored event, or while under school supervision.

Procedures for Suspension of 10 days or less

- 1. The principal will give the student oral or written notice of the charge and an explanation of the evidence. The principal will also give the student the opportunity to be heard and to present his/her version of the charge. No student will be removed from school without such notice and opportunity to be heard, except if the student's presence endangers persons or property, or threatens disruption of the academic process, the student's immediate removal from school may be justified. In that instance, the opportunity to be heard will follow not later than 72 hours after removal, not counting Saturdays and Sundays.*

2. *The principal will give immediate oral notice to parent/guardian, if possible; and in any event, written notice will be given either personally or mailed by the next business day. The notice will include the reason for suspension and will offer opportunity for a parent/guardian-principal conference.*
3. *The principal will give the parent/guardian and student opportunity for a conference after the misconduct.*

Procedures for Suspensions of More than 10 Days/Expulsion

1. *No student may be suspended for more than 10 days or expelled unless the student is informed of the charge. Oral notice will be given immediately if possible. Written notice will be given either personally or mailed by the next business day to the student's parent/guardian.*
2. *No student may be expelled without an opportunity for a formal hearing before the Board of Trustees.*
3. ***Condition of Hearing:*** *Any student who is expelled or suspended for more than 10 days may request and will be provided a hearing before the Board in accordance with the Board's formal procedures for conducting hearings (see statement BDE).*
4. ***Suspensions and Expulsion as Additional Punishment:*** *Suspension or expulsion shall not be imposed as an additional punishment for offenses punishable under the laws of the State except where the offense was committed at the school function or is of such a nature that continuation of the child in school would clearly be detrimental to the welfare or safety of other students.*
5. ***Time Limitation:*** *No suspension or expulsion shall be longer than for one (1) calendar year.*
6. ***Review by the Court:*** *Any decisions by the Board shall be considered a final decision. It may be appealed to the District Court of Sweetwater County pursuant to provisions of the Wyoming Administrative Procedures Act. The Court may, on application or on its own motion, stay the decision of the Board pending appeal in the best interest of the child.*

Students with Disabilities

A student with a disability according to the Individuals with Disabilities Education Act (DEA), and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (Section 504/ADA) has certain protections when he or she is found in violation of District policy.

The Section 504 team or Individualized Education Program (IEP) team shall conduct a manifestation determination meeting when:

- 1. The removal or expulsion will be for a period which exceeds ten (10) consecutive school days; or*
- 2. The student has been subjected to a series of removals which exceeds ten (10) school days in a school year.*

If either of the above situations apply, the District shall conduct a manifestation determination meeting with the student's Section 504 team or IEP team before any significant change in the student's placement may occur. In this meeting, the team will determine whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability or whether the conduct in question was the direct result of the District's failure to implement the student's IEP or Section 504 plans.

If the 504 or IEP team concludes that the student's conduct is a manifestation of the student's disability, the student must remain (or be turned to) his or her current educational placement, unless the parent and the District agree to change the student's placement. If the student's conduct is determined to be a manifestation of his/her disability, the 504 or IEP team must conduct a functional behavior assessment, and develop, implement or revise a behavioral intervention plan.

For a student with IDEA, if the IEP team concludes that the student's conduct is not a manifestation of the student's disability, the District may apply the disciplinary procedures to that student with a disability in the same manner and for the same duration as it would to children without disabilities, provided that the District continues to offer a free and appropriate public education.

For a student under Section 504/ADA, if the 504 team concludes that the student's conduct is not a manifestation of the student's disability, the District may apply the relevant disciplinary procedures applicable to all students. The District is not required to provide a student whose conduct was not a manifestation of the student's disability with educational services during a disciplinary change in placement unless services are provided to similarly situated non-disabled students.

Adopted: December 11, 1973

Revised: July 20, 1994

Revised: May 14, 2002

Revised: October 13, 2015

Revised: December 8, 2015

Revised: March 12, 2019

LEGAL REFS.: W.S. 21-4-305; 12-4-306; 9-4-101 et seq.

Wyoming Education Policies Manual, Code JGD/JGE

CROSS REF.: BDE, Procedure for Conducting Hearings, JFCK, Harassment

HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION AND BULLYING (File: JFCK)

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

The District prohibits discrimination and/or harassment of students and by students, employees and others at school on the basis of race, color, religion, sex, national origin, disability, or any other applicable status protected by law. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000de, et seq., and the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq.

The District prohibits any form of harassment, sexual harassment, intimidation, or bullying of students 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 student.

Harassment, sexual harassment, intimidation, or bullying may occur adult to student, student to adult, student to student, or adult to adult and may occur against members of the same sex as well as against members of the opposite sex. Students who engage in harassment, sexual harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension or expulsion.

The District shall investigate all reports or complaints of harassment, sexual harassment, intimidation, bullying, and violence, either formal or informal, verbal or written, in a prompt, thorough, and impartial manner. The District shall take disciplinary action against any student or school personnel found to have violated this policy. District Policy is implemented as outlined in the District's Administrative Regulations JFCK-R.

The District's Title IX Coordinator oversees compliance with all aspects of the Harassment, Sexual Harassment, Intimidation, and Bullying policy. The Title IX Coordinator reports to the Superintendent, and may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-8813.

The Special Services Director oversees compliance with this Policy in cases of discrimination or harassment based on disability. The Special Services Director may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-5505.

In cases where a complaint is made against the Title IX Coordinator or Special Services Director, the Superintendent shall oversee compliance with this Policy. The Superintendent may be reached at the District Administration Building, 351 Monroe Avenue, Green River, WY 82935, (307) 872-5501.

CONFIDENTIALITY

If a complainant and/or alleged target does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant and/or alleged target may make such a request to the building principal, who shall evaluate that request in light of the duty to provide a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in District activities. Note that the District's ability to remedy and respond to a reported incident may be limited if the complainant and/or alleged target does not want the District to proceed with an investigation and/or the resolution.

RETALIATION

The District prohibits retaliation and shall discipline any individual who retaliates against an individual who reports alleged harassment, sexual harassment, intimidation, bullying, or violence, or an individual who testifies, assists, or participates in an investigation or proceeding relating to a complaint or report under this policy.

Retaliation includes, but is not limited to, any form of intimidation, harassment, threats and menacing behavior, coercion, or discriminatory acts taken against any person who reports, files a complaint, or participates in an investigation conducted pursuant to this policy.

False Accusation

A false accusation of harassment, sexual harassment, intimidation, or bullying under this policy can have a serious detrimental effect on innocent parties. 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. A finding that a claim under this policy is not substantiated after investigation does not equate to a false accusation, if the claim is made in good faith.

Dissemination of Policy AND TRAINING

At the start of each school year, every teacher shall be required to review this policy with the students in his/her class and discuss that policy with them. The District shall provide students with age-appropriate information on the recognition and prevention of all forms of harassment, sexual harassment, intimidation, or bullying, and their rights and responsibilities under this and other District policies and rules.

This policy shall be included in the student manual or handbook and shall also be available to the public on the District's website in a manner to be determined by the Superintendent or his/her designee. The District shall provide copies of the policy to parents in a manner and method to be determined by each building principal, which may include distribution of the student handbook to parents.

The District shall incorporate yearly training and education on this policy in its professional development programs and the policy shall be provided to volunteers and other non-certified employees of the District who have significant contact with students.

DISCLAIMER

- A. This policy shall not be interpreted to prevent an alleged target from seeking redress pursuant to any other applicable civil or criminal law. This policy does not create or alter any civil cause of action for monetary damages against any person nor shall it constitute grounds for any claim or motion raised by either the state or defendant in any proceedings, and the defense of immunity shall be retained by the District and may be asserted in any action arising under the Wyoming Safe School Climate Act.[1]
- B. In the event of any ambiguity, this policy and associated administrative regulations should be interpreted in conformity with the Wyoming Safe School Climate Act, W.S. §§ 21-4-311 through 21-4-315.

Adopted: November 13, 2018

Revised: March 12, 2019

LEGAL REFS.: W.S. §§ 21-4-311 et seq.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; 34 C.F.R. Part 100

Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq.; 34 C.F.R. Part 106

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701; 34 C.F.R. Part 104

Americans with Disabilities Act, 42 U.S.C. § 12101

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300

TITLE IX / 504

District #2 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the Human Resource Director and/or his/her designee as the Coordinator for Title IX and the Special Services Director for Section 504. Questions or Complaints should be directed to the Human Resources at (307) 872-8813 for Title IX. Questions and Complaints should be directed to the Special Service Director Office for Section 504 at (307) 872-5503.

Bike/Scooter Safety

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

Each child must observe the following safety rules:

- Wheels on "Heely" 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.

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 (307) 872-5590. Students who ride the bus to and from school must have a note or notify the office of different arrangements. 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.

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 extinguisher, electric 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 damaged to the 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. No gum in the classrooms unless permission given by the classroom teacher as an incentive or reward.

Change of Address

It is mandatory for student care that every parent maintain 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. There will be additional paperwork for a change of address. We also ask that you child's secondary contacts current.

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.

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 program.

EMERGENCY PHONE LINE

There is an emergency phone installed in each school's main office that will be used for the following purposes: 1) Answering emergency calls from building and/or district personnel; 2) Placing emergency calls; 3) Receiving and placing calls when the school's main phone number is not working; and 4) The only calls that will be accepted on this line from a parent is when the power is down and parent needs to contact the school. The emergency phone number **will be listed in the phone book; but again SHOULD NOT BE USED unless the school's main phone number is inoperable. Washington's Emergency Phone Number is: (307)875-3079.**

Personal Items at School

Cell Phones—Students may bring a cell phone to school, but they *must be turned off* during school hours and left in their backpacks. 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. Do not leave money or other valuables in desks or backpacks. Personal belongings should be clearly marked with the student's name. Students and parents should check in the lost/found box or in the office 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 (real or toys); Cigarette lighters, matches or other combustible materials; Alcohol, drugs or tobacco products; Radios, tape or CD recorders, MP3 Players, Game Boys, Trading Cards or toys (ex. Baseball, Pokémon, Bakugan, etc.) If any of these items are brought to school, student is subject to disciplinary action. Items will be confiscated.

Nutrition Service

Student Meal Charge Policy File: (EFB-R)

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. A free or reduced application may be completed at any time throughout the school year. Students will not be informed of their negative balance unless they ask. This is between food service and the student's guardian. All balances will follow the student throughout their time here in Sweetwater County School District #2. Should a student graduate, or leave the district, with a positive or negative balance on their account, this balance will be transferred to a sibling.

If a student falls into the negative the Nutrition Service Department will follow the current procedures to attempt to collect the bad debt.

Date of Adoption: August 12, 2008

Revision: November 12, 2013

Revision: December 12, 2017

Revision: February 12, 2019

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 a.m. and running till 8:40 a.m. To determine your students lunch time please contact the office.

Payment: Online payment is available through MY SCHOOL BUCKS. If you go to the district web site at www.swcsd2.org and click on the Nutrition Service icon you will see a spot to click for online payment. We encourage all families to sign up even if you do not intend to pay online. This allows you to set up an email 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.

Health:

Should your child become ill or hurt at school, we have a nurse who will attend to his/her immediate needs. If your child is sick, however, he/she belongs at home. Please do not send your child to school if he/she has vomited or had diarrhea more than once in the last 24 hours and or a fever. Your child may return to school after a minimum of 24 hours of being fever free, no diarrhea and no vomiting and without any Tylenol/Ibuprofen to mask symptoms. 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 to the office as soon as possible. Generally, if an accident does occur, the office staff will administer basic first aid such as the application of an ice pack, simple bandage, or washing the cut. For more serious injuries the school nurse will be called. If further treatment is needed, the parent

will be notified. 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 updated 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.

Immunizations

It is the parents responsibility to provide documentation of a child's immunizations to the school within 30 calendar days of enrollment. If child is without the required documentation after 30 days of being enrolled, they will not be permitted to attend school and will be sent home. The minimum immunization requirements are as follows: Dtap, Hep B, MMR, Polio and Varicella.

Exemption forms may only be obtained from the Wyoming Department of Health and must be approved by the county or state health officer to be valid. The school district does not have these forms and does not have the authority to approve or deny requests.

For more information on Wyoming Statute 21-4-309, immunization laws, exemptions, or administrative laws, please contact Wyoming Department of Health at (307) 777-7952 or fax 307-777-3615. You can also find information at <https://health.wyo.gov/publichealth/immunization/>.

Medication Policy/Procedures

School personnel may not administer any medicine, including aspirin, without a physician's prescription. A *Request for Administration of Medication* form signed by a doctor must accompany medicine sent from home to be administered to the student. These forms are available in the school office and in most doctors' offices. The school cannot administer medication without this. 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 manufacturer's instructions.

Students are not to carry medicine or keep it at their desks, this includes over the counter aspirin and cough remedies ie: cough drops or cough syrup. The medication, in the original container, and physician's note must be left in the Nursing Office.

Leaving School Grounds

Children are not to leave the school grounds without permission. Parents, please stop in the office when you take your child from school during regular hours. For the safety of the child, we ask that you sign out your child. A child will not be sent home unless a parent/guardian is present. The school day ends at 3:25 p.m. All students are expected to leave the school grounds promptly when they are dismissed from class if they have no other activity to attend at school. Any student required to remain after school by a teacher will call home.

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, Human Resources Administrator, 351 Monroe Avenue, Green River, WY 82935 (307-872-8813).

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.

PARENT OR GUARDIAN INITIATED TRANSFER /DISTRICT REQUESTED 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-5. 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.

Parent Teacher Conferences

This year Fall conferences will be the evenings of Tuesday, October 22nd and Wednesday, October 23rd and Spring conferences will be Tuesday, March 10th and Wednesday, March 11th. Appointments will be available for parents who are unable to attend an evening conference. Friday, October 25th and Friday, March 13th, schools will be closed to accommodate for the evening hours teachers have facilitated to meet with parents.

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.

Recess

Going Out for Recess: Students will be going outside most days as the weather permits using the Wind-Chill Factor Index. If the temperature and/or wind chill factor is 0° F or below, all children will stay in for recess.

Staying In for Recess: When an illness has occurred, students should return to school only when they are well enough to participate in all daily school activities. *If a child must stay in for recess for more than two consecutive days, a written justification is required from a doctor.*

Playground Rules

The following behavior is expected on the playground:

- Follow the directions of the faculty or staff the first time they are given
- Play in assigned area
- Use equipment appropriately
- Be kind, respectful, responsible and safe
- Remote controlled cars, skateboards, roller blades, etc. are to be kept at home
- Flag or touch football only. There will be no tackling!

- Throw only authorized playground equipment designed to be thrown

School Visitors

Parents are always welcome to visit the school for purposes of observation. Any observations need to be pre-arranged with the teacher and building principal. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office where they may be asked to present a driver's license or other state form of identification before going to any other part of the school. You will be given a visitor pass to be worn while at school.

Student Information System

Our district web address is 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 login name and a password. Please contact Mrs. Gomez or Mrs. Wells in the office, they will assign you a login and password. They will also help with any problems that occur or questions that you have.

Student Information System (cont.)

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 login and password. Report cards are distributed to all students every nine weeks. You can contact your principal, Jared Hardman, for more information on this system.

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. Student use of the phone is only allowed in emergencies and will not be permitted to take care of communications that should have taken place prior to the beginning of the school day.

Title IX / 504

District #2 pledges to comply fully with the provisions of Title IX and Section 504. The District designated the Human Resource Director and/or his /her designee as the Coordinator for Title IX and the Special Services Director for Section 504. Title IX questions or complaints should be directed to the Office of Human Resources at (307) 872-8813. Section 504 questions and complaints should be directed to the Director of Special Services Office at (307) 872-5503.

Withdrawing from School

Parents must report pupil withdrawals to the school secretary. In addition, a school withdrawal form must be completed. All school materials 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.

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, star, etc.
 - b. Articles designed for other purposes but 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 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 intended, the student will be subjected to extended suspension or expulsion proceedings, or other appropriate disciplinary action.

ELEMENTARY SCHOOLS SEVERE BEHAVIOR CONSEQUENCE RUBRIC

	PERSISTENT, PERVASIVE OR ANTISOCIAL BEHAVIORS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
PHYSICAL	<ul style="list-style-type: none"> · Hazardous behavior/safety issues · Choking · Intentionally injuring self · Physical aggression/ fighting with intent to cause bodily harm · Bullying/physically threatening behavior · Throwing furniture or dangerous materials · Spitting on or at someone 	<ul style="list-style-type: none"> · Conference with Principal, parents, and other school staff as appropriate, including case manager (if applicable) · Student Behavior Analysis Report · Possible loss of privileges · Possible suspension/expulsion · Contact SRO or police if appropriate 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Contact SRO or police if appropriate · Do FUBA (Functional Behavior Assessment with team (must include parent, teacher, principal, counselor, school psychologist) · Create Behavior Plan · Possible loss of privileges · Possible suspension/expulsion 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Contact SRO or police if appropriate · Refer to Behavior Plan (adjust/modify) · Refer student to BIT · Possible loss of privileges · Possible suspension/expulsion
VERBAL/ NON VERBAL	<ul style="list-style-type: none"> · Bullying/verbally threatening behavior · Threats · Inappropriate language (e.g. racial, obscene, sexual) · Threatening hand gestures · Intimidation · Systematic Exclusion · Written harassment 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Student Behavior Analysis Report · Possible loss of privileges · Possible suspension/expulsion 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Do FUBA (Functional Behavior Assessment with team (must include parent, teacher, principal, counselor, school psychologist) · Create Behavior Plan 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Contact SRO or police if appropriate · Refer to Behavior Plan (adjust/modify) · Refer student to BIT · Possible loss of privileges · Possible suspension/expulsion
SEXUAL	<ul style="list-style-type: none"> · Verbal · Physical · Visual 	<p>1st and Subsequent Offenses</p> <ul style="list-style-type: none"> · Conference with Principal, parents, et al · Student Behavior Analysis Report · Possible loss of privileges · Possible suspension/expulsion <p>*See District Policy JFCK</p>		

ELEMENTARY SCHOOLS SEVERE BEHAVIOR CONSEQUENCE RUBRIC, (cont.)

	PERSISTENT, PERVASIVE OR ANTISOCIAL BEHAVIORS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
DEFIANCE	<p>Not following directions/defying authority</p> <p>Fleeing/Hiding</p> <p>Continual classroom disruptions (student not responding to classroom interventions)</p>	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Student Behavior Analysis Report · Possible loss of privileges · Possible suspension/expulsion · Contact SRO or police if appropriate 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Contact SRO or police if appropriate · Do FUBA (Functional Behavior Assessment with team (must include parent, teacher, principal, counselor, school psychologist) · Create Behavior Plan · Possible loss of privileges · Possible suspension/expulsion 	<ul style="list-style-type: none"> · Conference with Principal, parents, et al · Contact SRO or police if appropriate · Refer to Behavior Plan (adjust/modify) · Refer student to BIT · Possible loss of privileges · Possible suspension/expulsion
ILLEGAL	<p>Stealing</p> <p>Vandalism</p> <p>False Reporting</p> <p>Possession or use of unlawful/intoxicating beverages</p> <p>Possession or use of drugs</p> <p>Possession or use of tobacco products</p> <p>Weapons</p>	<p>1st and Subsequent Offenses</p> <p>Contact SRO or police</p> <p>Conference with Principal, parents, and other school staff as appropriate, including case manager (if applicable)</p> <p>Suspension/possible expulsion</p> <p>Follow School District Policy</p>		

***IN ALL CASES, FOLLOW SCHOOL DISTRICT, STATE AND FEDERAL POLICIES AND/OR SPECIAL EDUCATION RULES AND REGULATIONS.**

Sweetwater County School District #2 Rules Against Bullying



1. We will not bully others.

2. We will help students who are bullied.

3. We will include students who are left
out.



4. If we know someone is being bullied,
we tell.



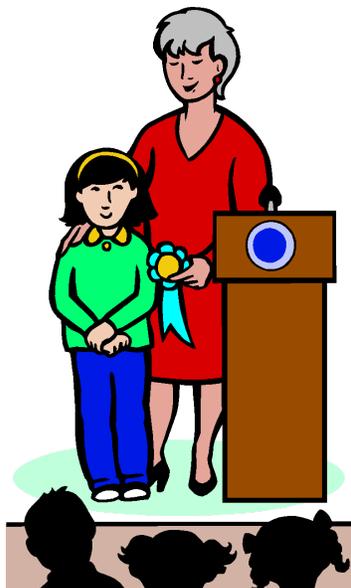
*Being responsible, respectful,
and safe at **assemblies** means:*

Watch for signals

Sit on pockets, criss-cross applesauce

Clap appropriately

Follow exit directions



***Responsible, respectful, and safe at
recess means:***

☺ Play in assigned areas

☺ Bring in what you take out

☺ Line up when the bell rings or the whistle
blows

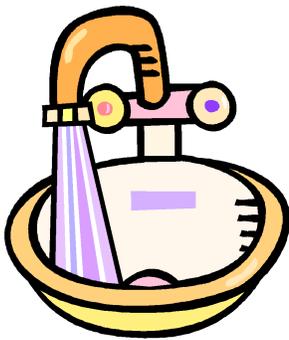


☺ Play fairly

☺ Be aware of what is around you

***Being respectful, responsible and safe
in the **bathroom** means:***

- ☺ Wash hands with 1 squirt of soap
- ☺ Use one paper towel to dry hands
- ☺ Throw paper towel in waste basket
- ☺ Return to class quickly
- ☺ Check floor and throw away trash



- ☺ Give others privacy
- ☺ Use bathroom pass

***Being responsible, respectful, and safe
in the **hallways** and **stairways** means:***

- ☺ Hang up coats and backpacks

- ☺ Be quiet

- ☺ Climb stairs quietly and safely

- ☺ Stay on right side of hall or stairway



Being responsible, respectful, and safe

*in the **classroom** means:*



- ☺ Do your best work
- ☺ Be ready
- ☺ Finish your work
- ☺ Ask questions when needed
- ☺ Work together to solve problems
- ☺ Raise hand to speak
- ☺ Let others learn
- ☺ Be aware of what is around you

Being responsible, respectful, and safe

*in the **lunchroom** means:*

- ☺ Use good manners
- ☺ Eat your own food
- ☺ Check floor and throw away trash
- ☺ Raise hand to empty/scrape
- ☺ Wait to be dismissed
- ☺ Talk only at your table
- ☺ Let anyone sit next to you
- ☺ Stay in line
- ☺ Make room for others at table
- ☺ Keep pockets on bench and face table

