

HARRISON ELEMENTARY

1825 Alabama Street
Green River, WY 82935
(307)872-1700



2018-2019 STUDENT HANDBOOK

~DISTRICT VISION~

LEARNING FOR ALL

~DISTRICT MISSION~

INSPIRING EXCELLENCE EVERY DAY

~DISTRICT GOALS~

- IMPROVE STUDENT ACHIEVEMENT***
- IMPROVE WELLNESS AND SAFETY***
- IMPROVE COMMUNICATION AND
COLLABORATION***

~HARRISON'S SCHOOL MISSION~
LEARNING & GROWING & CARING EQUALS
SUCCESS!

~HARRISON'S SCHOOL VISION~
HELPING EVERYONE SUCCEED

DEAR HARRISON PARENTS & GUARDIANS,

THIS HANDBOOK HAS IMPORTANT INFORMATION FOR YOU ALL YEAR LONG. THE FIRST FEW PAGES ARE THE STUDENT HANDBOOK AND THE LAST SECTION HAS SCHOOL RULES AND EXPECTATIONS. PLEASE KEEP IT AND REFER TO IT THROUGHOUT THE YEAR. TEACHERS WILL GO OVER THE STUDENT HANDBOOK PORTION WITH ALL STUDENTS BEFORE SENDING IT HOME, BUT FEEL FREE TO REVIEW IT WITH YOUR CHILDREN ONCE YOU RECEIVE IT.

WE ARE VERY EXCITED TO START A NEW YEAR AND HOPE TO SEE YOU AT OUR SCHOOL FREQUENTLY! LET'S ALL HAVE A GREAT YEAR BY DOING OUR VERY BEST EVERY DAY!

MR. STEVEN LAKE, PRINCIPAL

Harrison Elementary School Staff

Principal: Steven Lake
Secretary: Trishia Shaw
Office Clerk: Stefanie Fox
Instructional Facilitator: Julee Cobb
Kindergarten: Laura Schneider & Sara Way
First Grade: Phyllis Timmons and Brittney Montgomery
Second Grade: Andrea Hell and LeAnn Heiser
Third Grade: Madeline Trujillo-Hamel and Melanee Hightower
Fourth Grade: Amy Gilmore, Fay Quiroz, Jolene Schnackenberg and Aja Witt
Fifth Grade: Kevin Anderson and Denise Clingenpeel
Special Education: Tammy Noble, Jessi Bartlett, Kaycee Raza, Lezlie Krysl and Michelle Shelton
Title I: Bridget Hower
Music:
Physical Education: Briana Fuller
Art: Jeff Bernal
Literacy/Media/STEM: Annie Leinen
Counselor: Mindy Tollefson
Speech/Language: Tracy Adams and Jennifer Brown
Adaptive Physical Education: Carter Haefner
Occupational Therapist: Dayna Givens
Technology: Annie Leinen
Nurse: Courtney Kuball
Paraprofessionals: Lisa Carroll, Shana Henderson, Gigi Percifield, Misti Burke, Ronna Lake, Mercedes Ball, Annie Leinen, Michelle Saccomano, Leslie Kroupa, Julie Mortensen, Josie Eastman, Alicia Bernard, Shayla Upton and Lesley Stoddard
Custodial Staff: Mandy Smith - Head Custodian
Rodger Lundgren & Angela Munoz - After School Custodians
Food Service: Trish Jensen-Manager & Kim Barger-Assistant

School District Telephone Numbers

School District #2 Central Office.....872-5500
Donna Little-Kaumo, Superintendent.....872-5501
Jamie Christensen, Assistant Superintendent.... 872-5502
Jamie Christensen, Curriculum Director.....872-5515
Chris Dean, Business Manager.....872-5504
Linda Martin, Food Service Manager.....872-5511
Alan Demaret, Special Services Director.....872-5503
Jason Fuss, Human Resources Director.....872-8813
Instructional Technology Secretary.....872-5516
Doug Hamel, Maintenance Supervisor.....872-5597
Oscar Barton, Transportation Supervisor.....872-5594
Green River High School.....872-8300
Expedition Academy.....872-4800
Monroe Intermediate School.....872-4000
Lincoln Middle School.....872-4400
Granger School.....875-4840
Harrison Elementary.....872-1700
McKinnon School.....874-6199
Thoman School872-3426
Truman Elementary.....872-1900
Washington Elementary.....872-2000

Elementary Student Handbook Guidelines, Rules and Expectations

Attendance

File: JED, Student Absences and Excuses

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 school 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.

School officially begins for all students at 8:45 a.m. Teachers are on duty starting at 8:25 a.m. Students should arrive no earlier than 8:25 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.

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.

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.

Severe Misbehaviors: Suspension or Expulsion

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

- Continued willful disobedience or open defiance of the authority of school personnel.
- Willful destruction or defacing of School property.
- 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.
- Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.
- 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). 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:
 - Verbal or physical assault of a staff member.
 - Possession of a weapon on school property, while participating in school activities or attending school activities, or while under school supervision.
 - Use or possession of tobacco products on school property, while participating in school activities or attending school activities, or while under school supervision.
 - Fighting, rioting, or holding disruptive demonstrations on school property, while participating in school activities or attending school activities, or while under school supervision.

- 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.
- Making bomb or similar threats against the school or any school property.

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:

- Harassment of a student or staff member to include sexual, racial, verbal or physical harassment.
- 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.
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Bike/Scooter Safety

Riding a bicycle or scooter to school and wearing "Heelys" shoes are privileges. All students must follow the rules for bicycle/scooter/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 "Heelys" 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 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 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.

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. We also ask that you keep your 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

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

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 that 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, spaghetti straps, mesh shirts, half shirts, oversized or excessively large clothing, restrictive clothing, short shorts and skirts. Clothing with printed slogans may not include sexually explicit language, pictures, or symbols; advertisements for illegal substances, alcohol, and/or tobacco; and/or language, pictures/symbols that suggest violence or anti-social behavior. hats may be worn in the hallways while children are entering and exiting the building. Wearing hats is not appropriate in the classrooms, lunchroom, or during day or evening assembly programs. We will contact parents for an appropriate change of clothes, or clothes from the school will be provided for student to wear for the remainder of the day.

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. harrison's emergency phone number is: (307)875-0149.

Food Service/Nutrition Service

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 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.

Negative Accounts:

File: 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 email, text message and put a message on their parent portal. These calls and emails 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

You are welcome to come join your son/daughter for a meal at any time. We love having families come in and enjoy a meal with their students.

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:

- Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 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 website in a manner to be determined by the superintendent or his/her designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

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

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 Jude Alden, MPA, CPM at Wyoming Department of Health at (307) 777- 6001 or (307) 777-7952 or fax 307-777-2913. You can also find information at www.immunizewyoming.com .

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.

Medication Policy/Procedures

School personnel may not administer any medicine, including Tylenol and Ibuprofen, 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-5, 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.

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.

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 Wednesday, October 24th and Thursday, October 25th and Spring conferences will be Wednesday, March 13th and Thursday, March 14th. Appointments will be available for parents who are unable to attend an evening conference. Friday, October 26th and Friday, March 15th, schools will be closed to accommodate for the evening hours teachers have facilitated to meet with parents.

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 the 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.

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, CD recorders, MP3 Players, Game Boys, Trading Cards or toys (ex. Baseball, Pokémon, Video Games, etc.). If any of these items are brought to school, student is subject to disciplinary action. Items will be confiscated.

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. www.WeatherBug.com will be used to determine the temperature and wind chill.

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.*

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 and 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.

No students will be permitted to leave the building with a visitor unless cleared through the school office. Students from other schools are not permitted to visit class with your child unless there are justifiable and compelling circumstances. This must be approved by the principal or designee.

Student Information System

Our district web address is <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. Please contact Mrs. Shaw in the office, they will assign you a log-in and password. They will also help with any problems that occur or questions that you have.

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 are distributed to all students every nine weeks. You can contact your principal, Steven Lake, 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 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.

Withdrawing from School

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

Weapons are identified in two categories:

1. 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.
2. 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.
 - a. A pupil acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon.
 - b. 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.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon under 1 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 2 above and any other article deemed a weapon will be confiscated and disciplinary action will be taken.

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

	PERSISTENT, PERVASIVE OR ANTISOCIAL BEHAVIORS	1st OFFENSE	2nd OFFENSE	3rd 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 style="text-align: center;">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>		

	PERSISTENT, PERVASIVE OR ANTISOCIAL BEHAVIORS	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
DEFIANCE	<ul style="list-style-type: none"> - Not following directions/defying authority - Fleeing/Hiding - Continual classroom disruptions (Student not responding to classroom interventions) 	<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	<ul style="list-style-type: none"> - Stealing - Vandalism - False Reporting - Possession/use of unlawful/intoxicating beverages - Possession or use of drugs - Possession or use of tobacco products - Weapons 	<p>1st and Subsequent Offenses</p> <ul style="list-style-type: none"> - Contact SRO or police - Conference with Principal, parents, and other school staff as appropriate, including case manager (if applicable) - Suspension/possible expulsion - Follow School District Policy 		

***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 will tell an adult at school and an adult at home.**

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