Sheridan County School District #2

Board Meeting



Date: April 6, 2015 Time: 6:00 p.m. Place: Central Office

Sheridan County School District #2 Board of Trustees Meeting Central Office – Board Room April 6, 2015 6:00 p.m.

Agenda

I. Call to Order

A. Pledge of Allegiance

II. Recognition

- A. Fort Mackenzie Play Terry Burgess
- B. Sheridan High School Musical Don Julian
- C. Robbi Ryan Gatorade Player of the Year Don Julian
- D. Winter Sports Update Don Julian
- E. Locker Room Campaign Don Julian with Tyson Emborg

III. Approval of Agenda

IV. Welcome – Audience Comments

V. Consent Agenda Items

- A. Approval of Minutes–March 2, 2015
- B. Approval of Minutes March 14, 2015
- C. Approval of Bills for Payment

VI. Old Business

- A. Capital Construction Update (Information) Craig Dougherty
- B. Approval of Resolution Providing for the Establishment of the Gollings Endowment Fund (*Action*) Craig Dougherty
- C. Approval of Policies (Action) Cody Sinclair
- D. Graduation Counts Update (Information) Mitch Craft
- E. Update Summary for Facility Plan to be submitted to the Wyoming School Facilities Commission (*Action*) Julie Carroll
- F. Approval of Alternative School Planning Study for Submittal to the Wyoming School Facilities Commission (*Action*) Julie Carroll

VII. New Business

- A. Special Education Supplemental Services (Information) Traci Turk
- B. Summary of PTO/Board of Trustees Focus Groups (*Information*) Terry Burgess and Scott Stults
- C. 2016-2017 School Calendar (Information) Scott Stults
- D. Approval of Elementary Parent-Student Handbooks (Action) Scott Stults
- E. Approval of Board Meeting Schedule for 2015-2016 School Year (*Action*) Craig Dougherty
- F. Board Luncheon Work Session Schedule for 2015-2015 School Year (*Information*) Molly Steel
- G. Approval of Board Goals for the 2015-2016 School Year (Action) Craig Dougherty

VIII. Reports and Communication

- A. Board of Trustees 1.Board Reports
 - 2.Committee Reports
 - 3.Other
- B. PTO/Parents/Students/Organizations
- C. Site Administration and Staff

IX. District Reports

- A. Superintendent
- X. Executive Session A. Personnel Matters
- XI. Adjournment

All Agenda items address Board Goals. The goals are as follows:

Student Learning Communication High Expectations Research-Based, Best Practices Excellent Staff and Resources Governance & Leadership

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting March 2, 2015

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. **Call to Order**

Molly Steel, Chairman

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, March 2, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Administrators:

Molly Steel, Chairman Ann Perkins, Vice-Chairman **Richard Bridger** Hollis Hackman Jim Perkins Sue Wilson

Craig Dougherty, Superintendent Terry Burgess, Assistant Superintendent Tom Sachse, Assistant Superintendent Scott Stults, Director of Elementary Education Roxie Taft, Business Manager Julie Carroll, Facilities Director

Absent:

Wayne Schatz, Treasurer Erica O'Dell. Clerk Marva Craft

Absent:

Coree Kelly, Technology Director

II. Recognition

A. SHS Academic Challenge Winners – Brent Leibach

Sheridan High School Principal Brent Leibach introduced Career Center Coordinator Tracy Hewitt-Adams.

Ms. Hewitt-Adams commended the Academic Challenge participants for their hard work. She explained that the program consists of six contests throughout the year, four of which the Sheridan team attended. Questions include history, language arts, science, and math in a "toss-up" format. Adam Verdeyen, Joe Klebba, Lachlan Brennan, Cody Perkins, and Maya Gilmore participated in the Academic Challenge. Three team members were within the top five state finishers: Lachlan Brennan, Cody Perkins, and Maya Gilmore.

B. STARR Charitable Foundation Scholarship – Brent Leibach

Sheridan High School Principal Brent Leibach congratulated Judy Chen and Marissa Hegy for their STARR Charitable Foundation Scholarship awards. The award totals \$175,000 for each student to cover the cost of a four-year undergraduate program, including tuition, room and board, books, computer, and incidental expenses at Michigan State University. Judy Chen accepted the scholarship, but Marissa Hegy has chosen to decline the scholarship and accept the University of Wyoming Trustee Scholarship.

C. Dining for a Cause – Don Julian

Sheridan High School Activities Director Don Julian reported that the "Dining for a Cause" fundraiser event at Frackelton's on February 23rd resulted in a gift of \$41,234.14 for the Sheridan High School locker room project. Frackelton's donated all proceeds for the day, including \$4,097.61 for lunch, \$13,038.92 for dinner, and tips. Sheridan Orthopaedics donated an additional \$20,000 and Hammer Chevrolet matched the lunch sales of \$4,097.61.

The Board thanked Frackelton's, Sheridan Orthopaedics, and Hammer Motors for their tremendous generosity.

Mr. Julian added that Sheridan Media had done a great job in advertising the event.

Trustee Hackman asked for more information about the locker sales. Mr. Julian responded that half of the expected locker sales have been made to date. He added that the locker nameplates may be purchased for \$250 and the quote selected for the plate may also be viewed on the donation wall.

III. Approval of Agenda

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

Community member and district parent Scott Lee said that his son recently traveled to the freshman state boys basketball championship. A "no unnecessary travel" warning was issued as the students were on the way to the championship game. Mr. Lee said that one of the junior high buses turned around, due to the weather conditions, but the freshman bus continued because the championship was not canceled. He asked if there was a policy for this situation.

Superintendent Dougherty responded that he and District transportation Director Steve Schlicting are in contact throughout any incidence of extreme weather and decide together if they should continue with the travel. He said that the students would not normally leave if there was a "no unnecessary travel" advisory and he received no notice of such. Superintendent Dougherty said that he will check and contact Mr. Lee.

V. Consent Agenda Items

A. Approval of Minutes for February 2, 2015

B. Approval of Minutes for February 23, 2015

C. Approval of Bills for Payment

General Clearing	\$2,011,402.83
Federal Fund	183,463.06
TOTAL:	\$2,194,865.89

TRUSTEE WILSON MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. Old Business

A. Capital Construction Update (Action) – Craig Dougherty

At the April board meeting Superintendent Craig Dougherty expects to have a date for the locker room project groundbreaking and donor recognition. The Board will also be presented with the Guaranteed Maximum Price (GMP) on the locker room project for approval at the April board meeting.

Superintendent Dougherty asked for approval of the Gollings paintings contract, adding that the information has been presented to the Capital Construction Committee.

Trustee Bridger added that, after approval of the sale, the Board would decide how to use the proceeds at a later date.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE WHITNEY BENEFITS' PURCHASE OF THE GOLLINGS PAINTINGS, AS NEGOTIATED. TRUSTEE ANN PERKINS SECONDED THE MOTION.

Trustee Jim Perkins said that he feels that the agreement is the best deal that they will achieve. He enjoys the fact that the paintings will remain in Sheridan County. Chairman Steel added that the paintings will reside in a better environment.

THE MOTION CARRIED WITH A UNANIMOUS VOTE.

Superintendent Dougherty said that the Capital Construction Committee will be reviewing the master facility plan, in preparation for full board approval.

Superintendent Dougherty said that he and Assistant Superintendent Terry Burgess have met with TSP to discuss alternative school planning. They will continue attending area superintendent meetings to further develop collaborative instructional models with support systems.

Mr. Dougherty said that Whitney Benefits is hosting an educational summit at Sheridan College this month. District students and staff have been invited to the event.

B. Approval of Policies (*Action*) – Cody Sinclair

FIRST READING

Mr. Sinclair said that two policies were up for first reading.

Mr. Sinclair said that the Wyoming Department of Education Nutrition Program staff has recommended minor changes to **Policy DJ** – **Purchasing**.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY DJ – PURCHASING ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that maternity leave within **Policy GCC/GDC** – **Staff Leaves and Absences** was changed from 45 calendar days to 45 work days. Also, wellness leave was recommended to be treated as personal leave for accrual and payout.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY GCC/GDC – STAFF LEAVES AND ABSENCES ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION

Trustee Ann Perkins asked when the changes would go into effect. Mr. Sinclair responded that changes normally begin upon board action.

Trustee Bridger said that these changes are positive and were the result of comments received from staff.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said that there was a minor change to Policy EFB- Wellness Policy after first reading to define who is on the wellness committee due to recommendations from the Wyoming Department of Education.

Mr. Sinclair also recommended tabling Policy IKF- Graduation Requirements and Policy IKF-P - Graduation Requirements until the April board meeting, because of bills is still active in the legislature.

TRUSTEE WILSON MADE A MOTION TO DELETE POLICY DA – FISCAL MANAGEMENT AND GOALS AND POLICY DBC - BUDGET PLANNING AND PREPARATION AND APPROVE POLICY DB - ANNUAL BUDGET, POLICY DBJ - BUDGET TRANSFERS, POLICY DEB/DEC - FUNDS FROM STATE AND FEDERAL SOURCES, AND POLICY EFB - WELLNESS POLICY ON SECOND READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

TRUSTEE ANN PERKINS MADE A MOTION TO TABLE POLICY IKF -GRADUATION REQUIREMENTS AND POLICY IKF-P - GRADUATION REQUIREMENTS UNTIL THE APRIL BOARD MEETING. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

C. Graduation Counts Update (Information) – Mitch Craft

Sheridan Junior High School Principal Mitch Craft explained that the attendance committee led by Highland Park Principal Scott Cleland has reviewed district attendance policies and collected and analyzed attendance data. They have begun constructing a 6th-12th grade student survey regarding attendance.

Mr. Craft said that Child Advocacy Services of the Big Horns has agreed to employ the parent liaisons focused on K-2 families, as it is essential that they are not employed by the school district. The District is seeking affiliate status with the Thrive program, and is currently working on the formal agreement, with the hope of having the program ready by fall.

Principal Craft said that the Community Engagement Committee has been working with Flood Marketing and is planning to involve students in the public relations campaign.

Mr. Craft also spoke about the Multiple Pathways to Graduation, led by Cindy Dahl. That committee has been discussing credit recovery and blended learning. They will continue to research concepts and report their findings.

Principal Craft spoke about the Casper Star Tribune February 17th editorial about Sheridan County School District #2's Graduation Coach. The article commended the District for its innovation with regard to improving the graduation rate.

Trustee Bridger asked about the affiliation with Thrive. Mr. Craft responded that the District hopes to replicate the Thrive program. The parent liaison element of the Thrive program will require the collaborative work of a non-profit organization.

Trustee Hackman asked how many elementary schools will be involved in the parent liaison program. Mr. Craft hopes to see all elementary schools in the District have a parent liaison.

VII. New Business

A. Title I Supplemental Services (*Information*) – Tom Sachse with Jenn McIntire and C.B. Goss

Assistant Superintendent Tom Sachse said that Title I Supplemental Services are also known as the Compensatory Education Program. It is part of the Elementary and Secondary Education Act (ESEA), which has been known as the No Child Left Behind (NCLB) Act for the past twelve years. The funding level for next year is unclear, though the District hopes to receive about \$1,000,000 in funding. Dr. Sachse introduced teachers C.B. Goss and Jenn McIntire to present information about the Title I program.

C.B. Goss teaches Title I Mathematics at Sagebrush Elementary School. The teachers there focus on the following questions: Where are they now? Where do they need to be? How are we going to get them there? How will we know they have gotten where they need to be?

Teachers look at the MAP and PAWS tests to determine which students would be best served by the Title I Mathematics program. The program is tied to state standards using Strength in Numbers and Developing Number Knowledge, and the year is divided into trimesters of service.

Jenn McIntire teaches Title I Reading at Woodland Park Elementary School. She shared that she discovers who needs additional reading instruction through MAP testing, PAWS testing, and at-risk referrals. The program works through various small group interventions, including Leveled Literacy Intervention, Guided Reading Plus, Comprehension Focus Groups, and Booster Groups. These groups are constantly changing based on student need.

Trustee Hackman asked the teachers how they participate in Professional Learning Communities (PLCs). Ms. McIntire participates in the 2nd grade PLC at Woodland Park and Ms. Goss participates in 3rd grade PLC at Sagebrush.

Chairman Steel thanked the teachers for their efforts.

B. Kindergarten Registration Update (Information) – Scott Stults

Director of Elementary Education Scott Stults explained that kindergarten registration is an ongoing process. This year, parents were able to register their students online with kiosks set up in the elementary buildings with the help of Student Information Systems Co-Coordinator Bill Gatley and Technology Integration Coordinator Ryan Schasteen. Online registration reduced the number of forms that parents needed to fill out. The registration could be done off-site, but Mr. Stults wanted parents to visit the schools and do the

registration on-site as our secretaries, principals, and teachers provide a great first impression.

Chairman Steel asked if older students could register from home, and Mr. Stults responded that they could.

Trustee Ann Perkins asked about the birth certificate and immunization records. Mr. Stults said that the secretaries scanned and attached the records to the registration information. Mr. Stults added that he would always like to see kindergarten registration done on-site.

Trustee Ann Perkins asked if the information would be in Infinite Campus for the following year, so that parents do not need to retype the information. Mr. Stults and Mr. Gatley responded that it would.

Chairman Steel asked if parent technical support was available. Mr. Stults said that on-site help and online tutorials were available.

C. Memorial Fund Scholarship Recommendations for 2015-16 (*Action*) – Roxie Taft Business Manager Roxie Taft reported on the recommendations for memorial fund scholarships. The Greisen, Chez, and Chamberlain scholarships will remain at the same level. These scholarships are run through the Scholarship Committee. The Skatula family and EMIT technologies decide the levels of their scholarships based on scholarship-specific criteria.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE MEMORIAL FUND SCHOLARSHIP RECOMMENDATIONS FOR 2015-16, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION AND IT PASSED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

Chairman Steel asked that a thank you note be sent to each of the six legislators, signed by all board members. She asked that the District also place an ad in the Sheridan Press. Superintendent Dougherty added that Governor Mead should receive a note from the Board.

Trustee Hackman applauded the board chair and trustees for going to Cheyenne to attend meetings and meet with legislators.

Trustee Wilson thanked the administrative team for working on legislative issues.

2. Committee Reports

There were no committee reports.

3. Other

There were no other board reports.

B. PTO/Parents/Students/Organizations

There were no PTO/Parents/Students/Organizations reports.

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

1. Board Goal Updates (Information) – Craig Dougherty

Superintendent Dougherty reported on the Communicating High Expectations board goal. He said that the Board had seen evidence on this goal with the STARR Scholarship winners. Also, the Highland Park Blue Ribbon and AP scholars are examples of the communication of high expectations for the District. He added that a SMART goal is to be ordinally first in the state, which the District has consistently done for several years. The top five elementary schools in the state are in Sheridan County School District #2, according to a recent Niche study.

Superintendent Dougherty said that the District continues to work with the University of Wyoming to improve the teacher education program. He added that Assistant Superintendent Tom Sachse has been working with the House Education Committee to improve education legislation.

Superintendent Dougherty said that the graduation rate is critical. The District will need community involvement and he applauds the work that the committees are doing.

Mr. Dougherty said that the Mary Poppins play starts next Wednesday and encouraged all to attend.

Superintendent Dougherty said that he recently attended the Reading Recovery Council of North America National Conference as the president-elect. He will be taking over the presidency in June. TRUSTEE WILSON MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:22 PM TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES PURSUANT TO W.S. 16-4-405. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:22 p.m. to address personnel matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:34 PM. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 7:34 p.m.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE JIM PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 7:35 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 7:35 pm.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 PERSONNEL ACTION REPORT March 2, 2015

CERTIFIED STAFF

Approvals:

Megan Russell Woodland Park School	Teacher-Kindergarten 1.0 FTE (187 days)	Effective 8/21/15
Jami Shatto Highland Park School	School Counselor 1.0 FTE (185 days)	Effective 8/25/15
Changes/Transfers:		
Amanda Adami Woodland Park School to Woodland Park School/ District	Teacher-Kindergarten (1.0 FTE) to Teacher- Strength in Numbers (0.75 FTE) 185 days	Effective 8/25/15
Craig Ellis Highland Park School	Teacher-4th Grade to Teacher-1st Grade 1.0 FTE (185 days)	Effective 8/25/15
Michaela Uhling Leave of Absence (LOA) to Highland Park School	Teacher-LOA to Teacher-4th Grade 1.0 FTE (185 days)	Effective 8/25/15
Sherry Thompson District to TBD	Math Coordinator to Teacher-Strength in Numbers 1.0 FTE (185 days)	Effective 8/25/15
Resignations:		
Teann Mefford Highland Park School	Teacher-2nd Grade 1.0 FTE (185 days)	Effective 6/1/15

CLASSIFIED STAFF

Approvals:

Bob Kassen Woodland Park School	Custodian (5.5 hours/day)/Cook's Helper (2.0 hours/day) 261 day	Effective 2/23/15
Carla Trier Fort Mackenzie High School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 2/24/15

Changes/Transfers:

Alice Baker Woodland Park School	Cook-Head/Breakfast/FFV 7.5 hours/day to 7.0 hours/day (177 days)	Effective 2/23/15
Cristina Crabb Woodland Park School	Cook-Second 7.0 hours/day to 6.5 hours/day (177 days)	Effective 2/23/15
Carol Reed Highland Park School	Paraprofessional (6.5 hours/day) to Secretary- Principal (8.0 hours/day) 175 days to 195 days	Effective 6/8/15
Karen Townsend Highland Park School	School Nurse/Head Nurse to School Nurse 6.5 hours/day to 6.0 hours/day	Effective 1/5/15

Resignations:

Michelle Bristol	Superintendent's Secretary	Effective
Administration Building	8.0 hours/day (261 days)	TBD

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	Position
Kathy Barker	CNA Coordinator - SHS
Jennifer Black	Love and Logic Parent Presentation - Title I Elementary
Terry Burgess	Wrestling - Assistant Coach - SHS
Tim Daniels	Weight Room - 3rd Quarter - SHS
Jordan Davis	Soccer - Boys Assistant Coach - SHS
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Aaron Gray Paul Phillips Cory Pickett Weight Room - 3rd Quarter - SHS Love and Logic Parent Presentation - Title I Elementary Soccer - Boys Assistant Coach - SHS

HENRY A. COFFEEN SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

Name
James (Clay) AndersenPosition
Teacher (Student Teacher)

SAGEBRUSH SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

NamePositionKaci MalmborgSubstitute Teacher (Student Teacher)

WOODLAND PARK SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u> Amanda Adami Position Teacher

Sheridan County School District No. 2

Board of Trustees Board Retreat March 14, 2015

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The annual Board Retreat of the Board of Trustees of Sheridan County School District #2 was called to order at 8:38 a.m., Saturday, March 14, 2015, at The Ranch at Ucross. A quorum was present, including the following:

Trustees:

Molly Steel, Chairman Ann Perkins, Vice-Chairman Wayne Schatz, Treasurer Richard Bridger Jim Perkins Sue Wilson

Absent:

Erica O'Dell, Clerk Marva Craft Hollis Hackman

Administrators:

Craig Dougherty, Superintendent Terry Burgess, Assistant Superintendent Tom Sachse, Assistant Superintendent Scott Stults, Director of Elementary Education Roxie Taft, Business Manager

Absent:

Coree Kelly, Technology Director Julie Carroll, Facilities Director

II. Regular Session

During regular session the following items were discussed: Board Governance; Alternative School Collaboration; Legislative Update; PLC District Leader Report; 2015-2016 North Central Association (NCA) Board Goals; and 2015-2016 Board Meeting Schedule.

TRUSTEE ANN PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 1:28 P.M. TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES AND TO CONSIDER ACCEPTING OR TENDERING OFFERS CONCERNING WAGES, SALARIES, BENEFITS, AND TERMS OF EMPLOYMENT DURING ALL NEGOTIATIONS, ALL PURSUANT TO W.S. 16-4-405. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session

The Board went into Executive Session at 1:28 p.m. to cover personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 2:07 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 2:07 p.m.

IV. Adjournment

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE EXTENDED SICK LEAVE REQUEST FOR THE CERTIFIED EMPLOYEE NAMED THEREIN, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 2:09 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 PERSONNEL ACTION REPORT March 14, 2015

CERTIFIED STAFF

Approvals:

Austin Travis Woodland Park School	Teacher-Grade TBD 1.0 FTE (187 days)	Effective 8/21/15
Changes/Transfers:		
Brenda Atkinson Henry A. Coffeen School	Teacher-1st Grade to Teacher-Title I Literacy Tutor/Reading Recovery 1.0 FTE (185 days)	Effective 8/25/15
Cristina Gorzalka Meadowlark School	Instructional Facilitator/Language Arts Specialist to Literacy Coordinator/Language Arts Specialist 1.0 FTE (185 days)	Effective 8/25/15
Kaelee Saner Meadowlark School	Teacher-4th Grade to Instructional Facilitator/ Reading Recovery Teacher 1.0 FTE (185 days)	Effective 8/25/15
Amanda Smith Henry A. Coffeen School	Teacher-Title I Literacy Tutor/Reading Recovery to Teacher-1st Grade 1.0 FTE (185 days)	Effective 8/25/15
Retirements:		

Lizabeth Ferries	Instructional Facilitator/Reading Recovery Teacher	Effective
Highland Park School	1.0 FTE (185 days)	6/1/15

CLASSIFIED STAFF

Approvals:

Lisa Rockwell	Superintendent's Secretary	Effective
Administration Building	8.0 hours/day (261 days)	3/12/15

Changes/Transfers:

Cody O'Dea Henry A. Coffeen School	After School Program (3.0 hours/day) to After School Program (3.0 hours/day)/Paraprofessional- Special Education (4.5 hours/day) 175 days	Effective 3/2/15
Retirements:		

Eunice A. Peterson	Paraprofessional-Study Hall	Effective
Sheridan High School	7.0 hours/day (175 days)	5/29/15

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	Position
Kaitlyn Taylor	Soccer - Girls Assistant Coach - SHS

HENRY A. COFFEEN SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u> Allyson Boyer **<u>Position</u>** Substitute Teacher (Student Teacher)



Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE: April 2, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: Capital Construction Update (Information)

Sheridan High School Projects and Future Planning

The locker room project design and construction details are developing nicely. This project will be a great addition to Sheridan High School and will touch the needs of every student at Sheridan High School. This project is fairly complex as we are removing and replacing the hot water plant that feeds the entire building along with a major mechanical room and systems. Many major building systems are being affected as we encountered when we constructed the security entrance. We always strive to have the due diligence worked out before we bid a project. As we continue to develop details of the design, we are still determining the final Guaranteed Maximum Price (GMP) and will have to hold a special board meeting in April to approve the final number. We still plan to begin construction this spring as anticipated. Temporary interior construction barriers and site perimeter fencing will begin to be installed after the ground breaking ceremony.

Information about the locker room nameplate fundraiser for the remodel of the locker rooms has been posted on the district website to promote interest in the project. Don Julian has been a great asset in this project and should be commended for all his efforts for the students of Sheridan. We have planned a ground breaking ceremony for April 9th at 5:30 PM at the SHS site. Additional details for this event will be provided at the Board meeting.

Sheridan High School renovation master planning is underway. As we determine areas that still need to be renovated, we have concluded that we have a minimum of 17 years to complete these renovations, if we continue to, just use our major maintenance allotment we receive annually. Before we continue on with the order of these renovations, we have determined that we need to submit specific Capital Component funding requests to the state in our facility master planning process. All the spaces needing to be renovated have been identified and will also be reported during our facility master planning process.

SJHS Hill Stabilization

Since we completed the upper phase of this project, we have been experiencing subsidence on the south end of the wall. The previous soldier pile project has been functioning as intended and is not compromised. We have been evaluating the best way to remediate the south side subsidence and will have further updates as they become available.



Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE:	April 2,	2015
DATE.	April 2,	2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: Approval of Resolution Providing for the Establishment of the Gollings Endowment Fund (Action)

Included in your packet is the resolution needed to establish the Gollings Endowment Fund. This resolution was drafted by our attorney so the Endowment Fund can be established and the money deposited. A portion of the proceeds from the sale of the Gollings paintings will be utilized to set up the corpus of this fund. I will ask that you take action to approve this resolution. At a later date, the board shall establish the guidelines and process for distributing the endowment funds.

RESOLUTION

A RESOLUTION PROVIDING FOR THE ESTABLISHMENT OF THE GOLLINGS ENDOWMENT FUND

WITNESSETH

WHEREAS, Sheridan County School District No. 2 owns certain artwork originally painted by the artist William Gollings (referred to herein as the "Gollings Artwork") and has entered into an agreement for the sale of the Gollings Artwork to a third party;

WHEREAS, the Board of Trustees desires to take a portion of the funds realized from the sale of the Gollings Artwork to create the "Gollings Endowment Fund"; and

WHEREAS, the Board of Trustees desires for the Gollings Endowment Fund to be managed and administered pursuant to the guidelines set forth herein.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 AS FOLLOWS:

1. The Board of Trustees directs that the sum of \$1,237,500.00 be separated from the proceeds realized from the sale of the Gollings Artwork and deposited in such account or accounts as deemed appropriate by the Superintendent or his/her designee and which are established for the purpose of holding the funds allocated to the Gollings Endowment Fund (referred to herein as the "Endowment Fund").

2. The principal allocated to the Endowment Fund shall remain intact and shall not be distributed unless required by law or pursuant to further resolution by the Board of Trustees of Sheridan County School District No. 2.

3. Ninety percent of the interest income or other income earned by the Endowment Fund shall be available for distribution for such purposes as determined by the board. Unless otherwise directed by the board, ten percent of the interest income or other income earned by the Endowment Fund shall be retained and added to the principal of the Endowment Fund on annual basis.

4. The Board shall establish the guidelines and process for distributing the endowment funds.

5. The Board shall have the power to receive, as a part of the Endowment Fund, directly from any individual, firm or corporation as a donor, gifts and contributions in money, securities, or any other form of property. The Board shall establish a means for acknowledging the receipt of each gift and contribution including, whenever feasible and appropriate, a designation of the value ascribed to each gift. The Board shall not be required or obligated to accept gifts made upon special terms and/or conditions.

6. All investments of the Endowment Fund assets shall be deposited and invested in accordance with applicable Wyoming statutes and any other rules or regulations governing Wyoming school districts.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 2015.

By: _____ Chairman, Trustees of Sheridan County School District No. 2

ATTEST:

By: _____ Clerk, Trustees of Sheridan County School District No. 2



DATE:	March	30,	2015
		,	

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

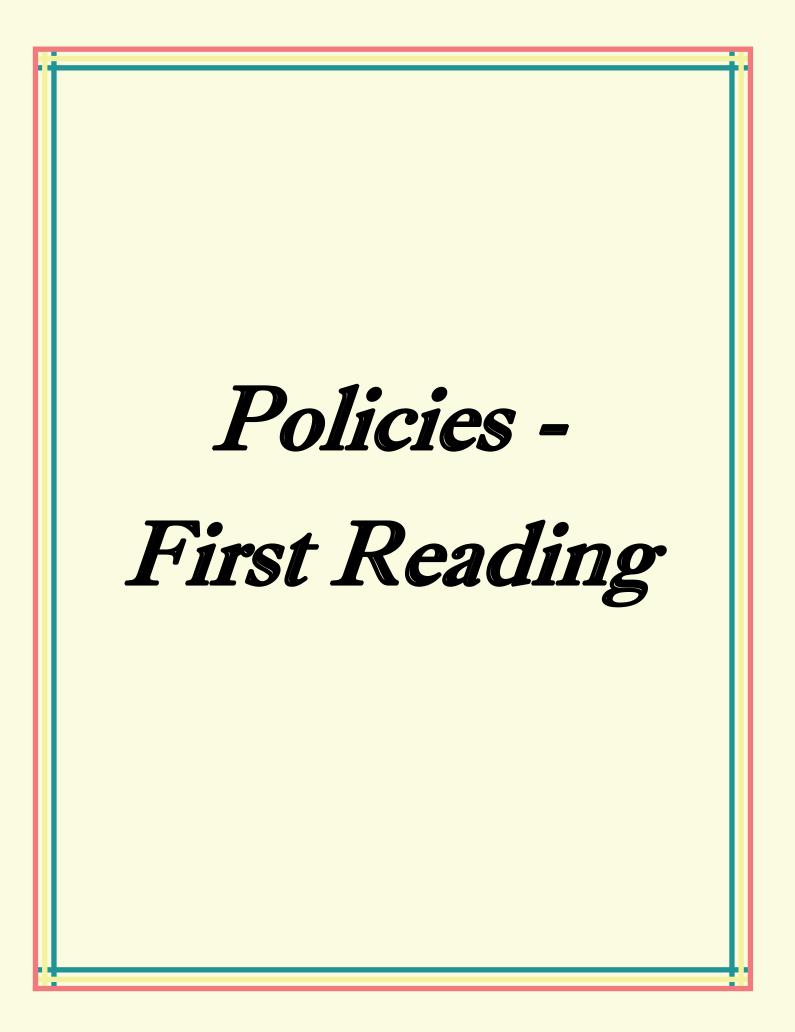
SUBJ: Approval of Policies (Action)

The following policies are being recommended for first reading:

DFA	Revenues from Investments/Use of Surplus Funds
DFA-E	Revenues from Investments/Use of Surplus Funds (Delete)
DG	Banking Services
DGA	Authorizing Signatures
DGC	First Mortgage Liens as Security for Deposit of District Funds
	(Delete)
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting
GCCA/GDCA	Family and Medical Leave Act

The following policies are being recommended for second reading:

DJ	Purchasing
GCC/GDC	Staff Leaves and Absences
IKF	Graduation Requirements
IKF-P	Graduation Requirements



All the investments of of the funds of the district funds shall be deposited and invested in accordance with Wyoming Statute 9-4-831 (1997) or any amendments, additions or recodification thereof.

Before any person effects any investment transaction on behalf of the school district or offers any investment advice to the school district, the person shall sign a statement in the form of DFA-E indicating he/she has read this policy and agrees to abide by applicable state law with respect to advice he/she gives and the transactions he/she undertakes on behalf of the school district. For purposes of this policy, "investment transaction" or "investment advice" does not include deposits in financial institutions as authorized by law. For purposes of this policy, "person" does not include any officer, employee or member of the Board of Trustees of Sheridan County School District No. 2.

The Board of Trustees expects:

- * that all excess funds shall be held in interest-bearing accounts or investments to earn the maximum return possible on the funds available for investment while complying with state statutes and district policy;
- * that safety of funds should be a first consideration. The district should not enter into investment transactions that will expose itself to an undue credit risk of an issuer or a broker/dealer;
- * no assignments of conventional real estate first mortgages shall be received by the Board of Trustees of School District No. 2 as security for the deposit of District funds;
- * the school district's investments will be managed with a commitment toward the benefit of the community. To this end, excess funds should be deposited in locally owned financial institutions or through local brokers. This strategy will be tempered with the Board's fiduciary responsibility and the objective of attaining a market rate of return; and

* staff responsible for investment transactions are encouraged to take advantage of education programs conducted by the state auditor or treasurer relating to investment of public funds.

Wherever there is an excess cash balance in any fund which is temporarily not needed, the superintendent or business manager may invest the money in approved investments as specified by state law. All investments will be approved by the board treasurer who will present them to the Board for ratification at the next Board meeting. If the money is to be left in a financial institution, the superintendent or business manager will make sure the financial institution has pledged appropriate securities before the investment is made as required by law.

See also policy: —_____DG — Banking Services

W.S. 9-4-831

First Reading: 2/9/09 Second Reading: 3/2/09

DFA-E

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

I understand that state law as well as policy DFA of the school district, requires me to read Policy DFA and applicable state law, which includes, but is not limited to, W.S. 9-4-801 et seq. and specifically the limitations on investments contained in W.S. 9 4 831 as amended from time to time. I specifically acknowledge having read Policy DFA and all applicable state statutes and agree to comply with the provisions set forth therein.

W.S. 9 4 801 to 9 4 832

Signed

Printed Name

 First Reading:
 10/21/97

 Second Reading:
 11/18/97

 Reviewed:
 2/2/09

BANKING SERVICES

Annually, tThe Board of Trustees shall approve when needed one or more banking institutions as depositories to be utilized by the district for the potential deposit of funds. In order to be named as a depository, each bank must demonstrate compliance with the requirements of Wyoming Statutes 9-4-818 through 9-4-834. Depository banks holding school district money shall pledge securities or purchase bank surety bonds for all deposits and balances not covered by FDIC.

In compliance with Wyoming Statute 6-5-118, an Affidavit of Financial Interest (in the form contained in DG-E) will be completed annually by those Trustees and District employees who invest funds on behalf of the District, or who have authority to decide how District funds are invested, and who have any personal business, or obtain a pecuniary benefit or financial interest in any entity with which the District invests its funds. Such disclosure will be made in a public meeting of the Board of Trustees and shall be made part of the record of the proceedings.

See also policy: DFA - Revenues from Investments/Use of Surplus Funds

W.S. 6-5-118 W.S. 9-4-801 to 9-4-834

AUTHORIZED SIGNATURES

<u>Signatures on Aa</u>ll warrants or other orders to pay money drawn on the school district treasury and all checks on a depository will comply with W.S. 21-3-113 must bear the signature of the Board treasurer, clerk, and Board chairman.

The Board authorizes use of facsimile signatures of these Board members.

W.S. 21-3-113 W.S. 16-2-101 through 16-2-102

First Reading: 1/11/10 Second Reading: 2/8/10

FIRST MORTGAGE LIENS AS SECURITY FOR DEPOSIT OF DISTRICT FUNDS

No assignments of conventional real estate first mortgages shall be received by the Board of Trustees of School District No. 2 as security for the deposit of District funds.

This policy requirement shall be in addition to the requirements of state law and the rules and regulations of the Auditor of the State of Wyoming.

Adopted:	4/21/87
Second Reading:	8/26/97
Reviewed:	2/24/09

BONDED EMPLOYEES AND OFFICERS

The Board of Trustees shall require a bond of the Board treasurer and the <u>Superintendent</u> as required by W.S. 21-3-<u>110(a)(ix)</u>. in such penalty and with such sureties as the Board may direct, conditioned upon the faithful application of all monies and property which may come into his/her hands by virtue of his/her office. The bond shall not exceed one and one fourth of the amount of all school monies handled by such officer in any one (1) year. Such bonds, after being approved by the Board and by an attorney selected by the Board as to form and execution, shall be filed with the county treasurer, and no disbursements shall be made until such bonds shall have been approved and filed as required by this section. In case of breach of conditions of such bonds, suit shall be brought thereon by the Board for the benefit of the District.

W.S. 21-3-110(a)(ix)

The Board of Trustees may also require any other officer or employee of the District to be bonded as allowed by W.S. 21-3-111(a)(xii). whose duty it is to handle funds or property of the District, including activity accounts, to be bonded under a suitable individual or blanket bond indemnifying the District against loss. The Board shall determine the amount and type of bond.

W.S. 21-3-110(a)(ix) W.S. 21-3-111(a)(xii)

First Reading: 1/14/97 Second Reading: 8/26/97 Reviewed: 2/21/09

FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for properly accounting for all funds of the district and for the preparation of reports and statements required by the Wyoming Department of Audit office and the Wyoming Department of Education.

The accounting system that is used shall conform with requirements of the Wyoming Department of Education, with state law, and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Superintendent will be responsible for and oversee the preparation of financial statements that will be presented to the Board quarterly. This report will be prepared in the form prescribed by the Board. It will show the amount budgeted in each budget category, the amount expended to date, and the remaining unexpended balance. The statement will also show the unencumbered bank balance. A list of bills for Board approval will also be presented monthly. At the request of the Board, a more detailed breakdown of any budget category may be requested and provided.

At the request of the Board or the Superintendent, other financial reports will be presented.

W.S. 21-3-110

First Reading: 3/02/09 Second Reading: 4/13/09

FAMILY AND MEDICAL LEAVE ACT

Sheridan County School District #2 will comply with the Family and Medical Leave Act implementing Regulations, as revised effective January 16, 2009. The district posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical leave Act. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If an employee has any questions, concerns, or disputes with this policy, the employee must contact the Human Resources Coordinator in writing.

GENERAL PROVISIONS - Under this policy, Sheridan County School District #2 will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. Paid leave may be granted under Policy GCC-GDC. The leave provided solely under this policy will be unpaid.

ELIGIBILITY - To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1. The employee must have worked for the district for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including а collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the

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FAMILY AND MEDICAL LEAVE ACT (contd.)

number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3. The employee must work in a worksite where 50 or more employees are employed by the district within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

TYPE OF LEAVE COVERED - To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1. The birth of a child and in order to care for that child.
- 2. The placement of a child for adoption or foster care and to care for the newly placed child.
- 3. To care for a spouse, child or parent with a serious health condition (described below).
- 4. The serious health condition (described below) of the employee.

For purposes of this policy, "child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that involves inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider, within seven days of the onset of the incapacity, and a

FAMILY AND MEDICAL LEAVE ACT (contd.)

second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the district's sick leave policy are encouraged to consult with the Human Resource Coordinator.

If an employee takes paid sick leave under Policy GCC/GDC for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the district may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) shortnotice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- a. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- b. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member

with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take leave to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term "covered service member" means:

- a. a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness":

a. in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on

active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

AMOUNT OF LEAVE - An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The district will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the district will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the district will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the district and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the district and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE - While an employee is on leave, the district will continue the employee's health benefits during the leave period at the same level and under the

same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the district will require the employee to reimburse the district the amount it paid for the employee's health insurance premium during the leave period.

While on unpaid leave, the employee must reimburse the district for health/dental insurance premiums, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

While the employee is on unpaid leave, the employee may request continuation of such benefits and reimburse the district for his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

EMPLOYEE STATUS AFTER LEAVE - An employee who takes leave under this policy for the employee's own serious health condition may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits, and working conditions. The district may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

USE OF PAID AND UNPAID LEAVE - An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal, or sick leave pursuant to Policy GCC/GDC prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

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Disability leave for the birth of the child and for an condition, employee's serious health including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal, or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave, or sick leave (as long as the reason for the absence is covered by the district's sick leave policy) prior to being eligible for unpaid leave.

INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE - The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The district may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the district and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition

or because of the serious health condition of a family member, the employee should try to reach agreement with the district before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

CERTIFICATION FOR THE EMPLOYEE'S SERIOUS HEALTH CONDITION - The district will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may leave. result in а denial of continuation of Medical certification will be provided using the Department of Labor (DOL) Certification of Health Care Provider for Employee's Serious Health Condition Form.

The district may directly contact the employee's health care provider for authentication or clarification purposes using a professional, an professional, health care HR leave administrator, or management official. The district will not use the employee's direct supervisor for this contact. Before the district makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. If an employee chooses not to provide the district with authorization allowing the employer to clarify the certification with the health care provider, and does not otherwise clarify the certification, the District may deny the taking of FMLA leave if the certification is unclear.

The district has the right to ask for a second opinion, if it has reason to doubt the certification. The district will pay for the employee to get a certification from a second doctor, which the district will select. The district may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the district will require the opinion of a third doctor. The district and the employee will mutually select the third doctor, and the district will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

CERTIFICATION FOR THE FAMILY MEMBER'S SERIOUS HEALTH CONDITION - The district will require certification for the family member's

serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may denial of continuation of result in а leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition Form.

The district may directly contact the employee's family member's health care provider for authentication or clarification purposes using a health care professional, an HR professional, leave administrator, or management official. The district will not use the employee's direct supervisor for this contact. Before the district makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. If an employee chooses not to provide the district with authorization allowing the employer to clarify the certification with the health care provider, and does not otherwise clarify the certification, the District may deny the taking of FMLA leave if the certification is unclear.

The district has the right to ask for a second opinion if it has reason to doubt the certification. The district will pay for the employee's family member to get a certification from a second doctor, which the district will select. The district may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the district will require the opinion of a third doctor. The district and the employee will mutually select the third doctor, and the district will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE -The district will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

FOR SERIOUS INJURY OR CERTIFICATION ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE - The district will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

RECERTIFICATION - The district may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the district may request recertification the serious health condition of the employee or for the employee's family member every six months in connection with an FMLA absence. The district may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

PROCEDURE FOR REQUESTING FMLA LEAVE - All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR coordinator. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the district's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

DESIGNATION OF FMLA LEAVE - Within five business days after the employee has submitted the appropriate certification form, the HR coordinator will complete and provide the employee with a written response to the employee's request for FMLA leave using

the DOL Designation Notice.

INTENT TO RETURN TO WORK FROM FMLA LEAVE - On a basis that does not discriminate against employees on FMLA leave, the district may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

First Reading: 3/1/10 Second Reading: 5/17/10



Second Reading

PURCHASING

The District's purchasing program shall serve the interests of the school district and the betterment of its education program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The Superintendent or his/her designee shall serve as purchasing agent for the district. He/she shall be responsible for developing and administering the purchasing program for the The purchasing procedures employed by district. the Superintendent shall comply with all applicable laws and regulations (including retention policies) of the state, the United States Department of Education (USDE), and the United States Department of Agriculture (USDA). The Superintendent or his/her designee shall ensure that all contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. as well as the following Board policies:

1. The district's annual operating budget, which the Board sees as the district's controlled spending plan, shall direct all purchases by the Superintendent.

2. The Superintendent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and when budget appropriations are adequate to cover the obligations.

-3. The Superintendent shall always secure approval of the Board of Trustees for purchases of items required to be bid by Wyoming Statute.

-4. Competitive bids or quotations shall be solicited in connection with all purchasing whenever practical.

5. Preference in purchasing shall be given to in district, county, or state vendors respectively, provided:

a. their prices are equal to or better than other vendors, and b. they meet the specifications of the district.

6. The quantity of items purchased shall depend on the

PURCHASING (contd.)

necessity of the items, storage space, availability and economy of volume purchased.

- -7. The Superintendent shall make every effort to receive full value for the dollar spent
- -8. All contracts that require public advertising and competitive bidding shall be awarded by the Board. Recommendations for the award of these contracts shall be submitted to the Board by the Superintendent.

The district will adhere to the standards set forth in —"Buy American" for the food service- program (7CFR 210.21(c)(3)(d)).

Debarment and Suspension: For all purchases and contracts to be paid with federal dollars which are expected to equal or exceed \$25,000, the district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion for the vendor.

Standards of conduct: Employees will not be engagedengage in or participate in any procurement when there is a conflict of interest, real or -perceived., iIn addition, employees cannot solicit or accept -any gratuities, favors, or anything of monetary value from -prospective vendors.

No employee shall participate in the selection, award or administration of a purchasing contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
- Any member of his/her immediate family
- People with whom there is a <u>n affectionate</u> personal relationship
- An organization which employees or is about to employ any of the above

The district would likeexpects all employees to behave with the utmost integrity, refrain from <u>and never be sself-serving</u> activity, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

PURCHASING (contd.)

Employees found to be in violation of this policy arewill be subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension without pay, or termination.

Protest procedures: The District shallintent is to provide vendors with a process to formally object to the award of a contract for services or a contract for purchase. Prior to making a formal protest, Before deciding on protesting, the vendor should first discuss any issues with the Superintendent or his/her designeebusiness manager or his/her designee and review the bids received and the process followed. If a vendor proceeds with a formal protest, the vendor they must provide a written protest to the Superintendent or his/her designee, within 10 days of the board action awarding the bid outlining:

1. The criteria that put the vendor claims put it them at an unjust advantage, or

2. Evidence that the proper bid procedure was not followed, or

3. Evidence that the district made a mathematical error, or

4. Evidence the district erred in the bid award.

5. Any other claims that the School District's bid award was improper under applicable law.

The Superintendent or his/her designee will review the protest and provide a writtenn answer within 45 business days. During the review process, the district has no obligation to delay or otherwise postpone an award.

Ref W.S. 21-3-110(a)(viii) (B)(iii)
Wy preference statute for school construction
7 CFR Parts 210, 215, 220, 3016 and 3019 (as applicable)
2 CFR Part 200.318

First Reading: <u>4/13/09</u> <u>3/2/15</u> Second Reading: <u>5/18/09</u>

STAFF LEAVES AND ABSENCES

The Board provides a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, grow professionally, discharge important and and necessary obligations.

Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the superintendent and school building administrators. All requests for long-term leaves of absence will be submitted by the superintendent, along with his/her recommendation for Board action.

SICK LEAVE - Certified/professional staff 185-190 on day contracts and technicians, nurses, head cooks, and second cooks on a nine-month work agreement will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Elementary principals, assistant principals, and secretaries on 195-210 day contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on 195-210 day and 260-261 day (twelve-month) contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who have been employed with the district for fewer than six years and are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who are starting their sixth year of continuous employment with the district (an employee must work at least one full semester to be counted as a year) and are on nine-month work agreements will accrue sick leave at the rate of ten (10) days per year accumulative to 60 days. When the years of employment are not consecutive, the superintendent has discretion, with respect to the applicability of this policy. Employees that have accrued sick leave days beyond the maximum carryover stipulated above will be given one additional paid personal leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day and will also be pro-rated by school quarter if the date of employment falls on or after the start of a school quarter (three-quarters if after the end of the first quarter, one-half

if after the end of the second quarter, and one-fourth if after the end of the third quarter).

Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members will beare defined as children, spouse, parents, stepparents, stepchildren, or stepsiblings. siblings, Under certain circumstances sick leave may also be used for the care grandparents and/or grandchildren upon of approval of the superintendent. Upon termination of employment accrued sick leave will be paid out at the current substitute rate to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

Certification - The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification (letter/document). This certification must be issued by the health care provider of the eligible employee or of the immediate family member(s) of the employee as appropriate. The employee shall provide in a timely manner a copy of such certification to the employer.

- 1. Certification provided under this section shall be sufficient if it states:
 - a. The date on which the serious health condition commenced;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
 - d. If applicable, a statement that the eligible employee is needed to care for the immediate family member(s) and an estimate of the amount of time that such employee is needed to care for the immediate family member(s); and
 - e. In the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee;
 - f. In the case of certification for intermittent leave or

leave on a reduced leave schedule or for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule.

Second Opinion - In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the selection and expense of the District, that the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original certification provided under this section, the District may require, at the selection and expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. The opinion of the third health care provider shall be considered to be final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Penalty For Failure To Return - The District may recover the premium that the District paid for maintaining coverage for the employee under the District's group health insurance plan during any period of leave under this policy if:

- 1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- 2. The employee fails to return to work for a reason other than:
 - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition; or
 - b. Other circumstances beyond the control of the

employee.

EXTENDED SICK LEAVE - Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include certified/professional staff on a 185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff members on 195-210 day- and 260-261 day (twelve-month) contracts and work agreements. Eligible classified and administrative staff may request extended sick leave days from the school board. Employees that have access to the Certified or Classified Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

Extended sick leave may be requested from the school board through the superintendent's office. The following conditions will be required when applying for and using extended leave:

- 1. Extended sick leave is intended for people with an illness that can be treated and will allow a person to return to work after a reasonable period of recuperation.
- 2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
- 3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
- 4. Employees eligible for the district's long-term disability program may be asked to complete the necessary long-term disability application materials. Once long-term disability is approved for an employee, the position will be opened and employment and benefits will end at the end of the month in which the long-term disability is approved. Should the employee be able to return to work after long-

term disability, they must apply for open positions.

- 5. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
- 6. An employee must have been employed continuously for six(6) months to become eligible for extended sick leave.
- 7. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

CERTIFIED/CLASSIFIED SICK LEAVE BANK - (See Policy GCBF/GDBF)

WELLNESS DAY - A half day of wellness leave may be earned each vear employee participates in the Wellness Program. an Certified staff may not take a wellness day immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Staff members may accumulate up to three wellness days. Wellness days earned beyond the accumulated three days will be converted to sick leave days. Unused wellness day(s) will not be paid back to an employee at the current substitute ratereimbursed to an employee at the end of his or her employment.

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to certified/professional staff on а 185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff on 195-210 day and 260-261 day (twelve-month) contracts and work agreements. Personal leave will be pro-rated for staff members by school quarter if the date of employment falls on or after the start of a school quarter (three days if after the end of the first quarter, two days if after the end of the second quarter, and one day if after the end of the third quarter). Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions by the superintendent. may be granted For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days. For those classified staff listed above, one-half

of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. An employee must work at least two semesters (for nine-ten month staff) or six months (for twelve month staff in order to be eligible for payback of personal leave. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

Bus drivers, part-time custodians, paraprofessionals, and cook's helpers are granted one day of personal leave without loss of salary each year. If at the end of the school year the paid personal leave day has not been used, the personal leave day may be carried over to the next year. Staff may not accumulate more than six (6) days of personal leave. Unused personal leave beyond the six (6) days will be paid back at the current substitute rate.

Applications to the employee's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave (except in the case of emergencies), and the applicant for the leave shall not be required to state the reason for taking the leave.

PROFESSIONAL LEAVE - Certified staff members may apply for attendance at professional conferences that are designed to improve classroom instruction as well as to visit other schools. A teacher attending a conference or meeting will attend without loss of salary. If leave is approved, the cost of a substitute will be paid by the district. Expenses for travel, lodging, meals, and registration fees shall also be an appropriate district expense. Prior approval must be granted in writing by both the principal and the superintendent.

Professional staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. A substitute's pay will be deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

Professional leave may also be granted to allow participation in

professional association meetings and conferences. A substitute's pay may be deducted for these days. Prior approval must be granted in writing by both the principal and the superintendent.

LEGAL LEAVE AND JURY DUTY - If an employee is subpoenaed or otherwise ordered to appear as a witness or juror in legal proceedings, leave shall be granted without loss of a substitute's pay. However, a deduction from pay shall be made for the witness or the juror fee which the employee collects.

LEGAL LEAVE (PROFESSIONAL) - If an employee is required to appear in legal proceedings to which he/she is a party on behalf of the school district, leave shall be granted without loss of a substitute's pay.

LEGAL LEAVE (PERSONAL) - Leave may be granted for an employee to appear in legal proceedings not related to school district business. In these cases the employee will be docked at a full rate of pay unless other leave covered in this policy is taken.

BEREAVEMENT LEAVE - Up to 5 days per bereavement will be granted to staff members to be used for a death in their immediate family. Additional days may be granted at the discretion of the superintendent. It will be under the superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave immediate family may include parents, spouse, fathers-inlaw, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, or stepsiblings.

CERTIFIED STAFF LEAVE OF ABSENCE - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year or two school years for the purpose of professional study, approved travel, recuperation, child rearing, caregiving for an immediate family member, exchange teaching, or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary schedule. If the leave is for recuperation, child rearing, or caregiving for an immediate family member, the certified staff member shall be returned to the schedule without service credit and so rated on the salary Certified staff members on a leave of absence will be schedule.

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removed from the district's insurance plan(s) at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Certified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

Unless otherwise approved by the Superintendent, the certified staff member shall file an application for leave and an outline of plans by May 1st, for first semester leave, year-long leave, or two years of leave, and October 15th for second semester leave.

The certified staff member on leave is assured a position in the system, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice on or before March 1st of his or her desire to return; otherwise a position will not be held for him or her. Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be interruptions service considered as in for purposes of determining continuing contract status.

CLASSIFIED STAFF LEAVE OF ABSENCE - Classified staff members who are currently enrolled in a university program resulting in a teaching degree may apply to the Board through the superintendent for an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return to their same position at the same pay and experience levels as prior to student teaching. Classified staff members on a leave of absence will be removed from the district's insurance plan at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Classified staff members approved for a leave of absence should speak to the Human Resources (Consolidated Coordinator about COBRA Omnibus Budget Reconciliation Act) coverage.

MILITARY OR STATE TRAINING LEAVE - (see Policy GCCA-GDCA)

FAMILY AND MEDICAL LEAVE ACT - (see Policy GCCA-GDCA)

MATERNITY/PATERNITY LEAVE - (see Policy GCCA-GDCA) Employees may apply to use accrued sick leave during the 45 consecutive work days (full or partial) immediately following the birth or adoption of a child. For purposes of this policy, "child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. In the event both parents are employed by the district, then only 5 days may be used in combination.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

- 1. In the case of employees principally employed in an instructional capacity (teacher and paraprofessional), if the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period is more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is of at least three (3) weeks duration; and
 - b. The return to employment would occur during the three(3) week period before the end of the semester.
- 2. If the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is greater than two (2) weeks duration; and
 - b. The return to employment would occur during the two weeks period before the end of the semester.
- 3. If the employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the district may require the employee to continue to take leave until the end of the semester.

OFFICIATING LEAVE - Any employee invited to officiate a WHSAA sanctioned Regional or State Tournament may be given leave to do so. If officiating leave is approved, substitute's pay will be deducted for these days. These days will not be deducted from the employee's personal leave days. If an employee wishes to use personal leave instead of officiating leave, they may do so.

Applications to the employee's principal or other immediate supervisor for officiating leave shall be made at least two days before taking such leave.

SABBATICAL LEAVE - Certified staff may apply for sabbatical leaves from the district. Applications must be made by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and successfully complete a full load of graduate course work that will directly benefit the district in his/her position, and must return to his/her same or an equivalent position for two years. The district will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. Leaves will be granted on the recommendation of the superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

This policy on sabbatical leave will only be implemented if funding is available.

VACATION LEAVE - Classified 260-261 day (Twelve-Month) Employees

Employees with less than five years of experience on a 260-261 day (twelve-month) basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a 260-261 day (twelve-month) basis will be granted 15 days (accrued at the rate of 1¼ days/month) of vacation annually with full pay. Employees with more than ten years of experience on a 260-261 day (twelve-month) basis will be granted 18 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Classified 260-261 day employees may accumulate up to 42 days (twelve-month) of Any days beyond the maximum allowed to be carried vacation. over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more

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than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Applications to the classified employee's principal or other immediate supervisor for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

VACATION LEAVE - Professional 260-261 day (Twelve-Month) Employees

Professional 260-261 day (twelve-month) staff will be granted 21 days (accrued at the rate of 1 ¾ days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the fiscal year. following Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. Applications by 260-261 day (twelve-month) professionals for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

First Reading: <u>9/8/14</u> <u>3/2/15</u> Second Reading: <u>10/6/14</u>

GRADUATION REQUIREMENTS

Sheridan County School District No. 2 administration shall provide educational possibilities for all students in an effort to prepare them for the future by establishing graduation requirements that are consistent with Wyoming Statute and the State Board of Education. Sheridan County School District Number Two administration shall establish graduation requirements that are consistent with Wyoming Statute and the State Board of Education; will enhance educational possibilities for all students; and will prepare them for future lifelong learning in this international world of the twenty first century. It is the intent of the Board of Trustees that this policy be interpreted and implemented consistently with state statutes and regulations concerning students with disabilities.

Wyo. Stat. Ann. § 21-9-101 and 102

Wyo. Stat. Ann. §21-2-304

First Reading: <u>5/17/10</u> 2/2/15 Second Reading: <u>6/21/10</u>

GRADUATION REQUIREMENTS

POLICY FOR DETERMINING MASTERY OF STANDARDS:

It is the procedure of Sheridan County School District No. <u>2umber Two</u> that in order to receive a diploma, students must receive a score of "proficient" or "advanced" in five of the nine common core subjects. Proficient for assessment of each state standard is defined as 70% or more of objective items and rubric scores of three or four. For students to demonstrate mastery of the set of state standards for a given subject area, they must pass a majority of the state standards. Valid and reliable assessments address the state and local standards that are used to determine "mastery."

Students will be given multiple opportunities to pass assessments of the state standards. Students need to pass standard assessments that demonstrate proficiency. The mastery of these assessments constitutes the "body of evidence" for determining the awarding of a diploma from the district.

Students who are judged proficient or above on the Wyoming state-wide assessment in Reading and Writing tests will also be proficient in the English core content considered area. Students who are judged proficient or above on the Wyoming state-wide assessment in Mathematics will be considered proficient in the Mathematics content core area. Students who judged proficient or above on the Wyoming state-wide are assessment in Science will be considered proficient in the If a student fails to demonstrate Science content core area. proficiency in the majority of the standards in five of nine subjects on three repeated, validated measures of the standards, he/she will not be awarded a standard diploma.

Sheridan County School District No. 2 will recognize and accept a diploma or certificate of completion from an accredited institution earned by a district student placed in an accredited institution, if the diploma or certificate of completion reflects the minimum graduation requirements set by the State of Wyoming.

For special needs students, the IEP team serves as the Graduation Review Panel in establishing requirements for demonstration of proficiency on the State Content Standards. They also determine if the student has met those requirements and eligibility for a diploma Sheridan County School District No. 2 will award a certificate of completion to special needs

GRADUATION REQUIREMENTS (contd.)

students who have been enrolled throughout their Individual Education Plan (IEP) or through the age twenty-one as long as identified students are unable to meet academic rigor due to a documented disability and are unable to show proficiency in the requirements set by the State of Wyoming.

PROCEDURE FOR ACCUMULATION OF COURSE CREDITS:

By Wyoming Statute, (WS 21-9-101) in order to receive a diploma, students must earn course credits including four units of English; three units of Mathematics; three units of Social Studies, including American Government; and three units of Science. In addition to the above statutory IKF-P requirements, Sheridan County School District Number Two procedures also requires one-half credit of Health and Safety and one credit of Physical Education. Among these credits are required Indicator Courses.

This procedure applies to all transfer students regardless of the transfer date and. This procedure applies to all students including those identified as Special Education, Section 504*, and At-risk. While the requirements remain constant for all students, the IEP and Section 504 Teams have significant responsibilities for designing, implementing, ensuring and adaptations to instruction and accommodations to assessment, so that students with disabilities are given every opportunity to succeed in learn and meeting the requirements for graduation. It is the intent of the Board of Trustees that this procedure be interpreted and implemented consistently with state statutes and regulations concerning students with disabilities.

*Section 504 of the Rehabilitation Act of 1973 is Congress' directive to all entities, including both public and private schools that receive federal funding to eliminate discrimination on the basis of disability from all aspects of their operations.

First Reading: <u>5/17/10</u> <u>2/2/15</u> Second Reading: <u>6/21/10</u>



DATE:	April 2,	2015
DAIE.	April Z ,	2013

TO: Board of Trustees

FROM: Mitch Craft, Sheridan Junior High School Principal

SUBJ: Graduation Counts Update (Information)

This month, I am able to report ongoing progress with Graduation Counts:

- Early Childhood Committee site visit to Thermopolis, Department of Family Services grant for Early Childhood Education Coordinator
- Attendance Committee student survey progress, Parent Liaison progress and fundraising
- Community Engagement branding and logo update
- Multiple Pathways to Graduation Ellbogen Grant for Graduation Coach, committee progress

Also, I will provide you with information about our next Executive Committee meeting in April, as well as a possible retreat in June.



Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE:	April 2,	2015
	1 ipin 2,	2010

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ:Update Summary for Facility Plan to be Submitted to the Wyoming School
Facilities Commission (Action)

SCSD#2 is preparing to submit the annual District Facility Plan to the Wyoming School Facilities Commission. We discuss this plan annually during Board meetings before submitting our update. The final document is fairly lengthy and is mostly completed through the Wyoming School Facilities Department's data base.

The board Capital Construction Committee met and discussed some of the main summary points that will be included. The summary points are as follows:

- Continue to request funds for building a new 6-12 alternative school (Ft. Mackenzie and the Wright Place) and provide results from the planning study
- Continue to request funds for the Transportation Department as it moves through the transportation needs index
- Continue to request funds for Sagebrush ES as it moves through the educational needs index
- Continue to request component level funding for renovation of the Maintenance Department included site improvements and safety upgrades
- Place component level funding requests for SHS to renovate the science classrooms, general classrooms, and boiler plant replacement
- Present the planning needs for SHS to express major maintenance fund needs for many years of projects
- Complete state security assessment and request funds from the outcome of this report
- Continual data reporting for all of the district's school buildings and sites

I would like to recommend that we move forward with these recommendations included in our facility plan.



Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE: April 2, 2015

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ:Approval of Alternative School Planning Study for Submittal to the
Wyoming School Facilities Commission (Action)

TSP and the district have been working on the planning study report to be submitted to the Wyoming School Facilities Commission. Using the means and methods that are adopted and acceptable to the state, we have arrived at data that is to be included in the report. Three key aspects of the report are as follows:

- 1. Determine the enrollment projection number for the alternative school
- 2. Determine the capacities of other secondary facilities in the district
- 3. Determine site options for placement of the facility

Quite a bit of input and information has been gathered from the alternative high school steering committee. The committee has been gathering information for the districts regarding vision, mission, values, goals, instructional models, student support systems, and student outcomes. Again, this committee consists of representatives from the surrounding districts and Sheridan College.

Using the state Cohort Formula Method for determining enrollment, and based on input from the steering committees collaborative effort, it has been determined that the enrollment projection for the alternative high school for grades 6-8 would be 156 students. I would recommend that the board approve 156 students as the enrollment projection number with the current information we have to move forward with the report.

As part of state statute, it is required to determine the capacities of other secondary schools and determine if these sites have space to house the alternative school and if it is educationally feasible. The state has methods for the determination of these capacities. Following these methods, please see the attached two sheets examining the junior high school campus and the high school campus. Both of these sets of data determine that these buildings would exceed their capacities in a ten-year time frame and would not be adequate to co-locate the alternative schools on these sites. I would recommend that the board approve the attached capacity projections as presented in the attachments for the SJHS and SHS.

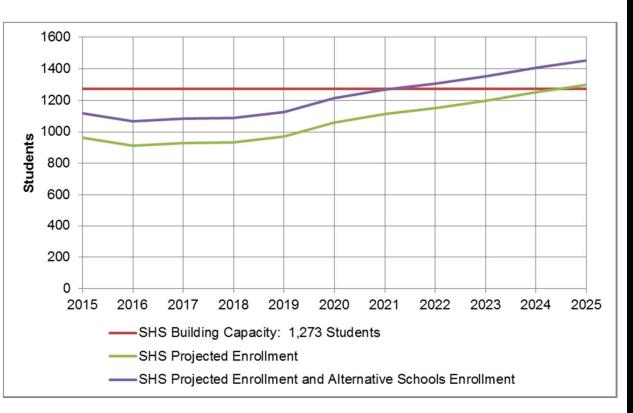
The final items that have been examined are location options for placing a new facility for the alternative school. The three sites that we have reviewed are the Old Highland Park site, the Old Woodland Park back acreage, and a co-located site with Sheridan College. Through a series of collaborative meetings with the four districts and Sheridan College, we have found a positive,

research-based, model established around the country that connects alternative school programs to colleges. Therefore, I would like to recommend that the board approve exploring the possibility of building a collaborative high school on or near the Sheridan College campus.

Determination of SHS Capacity to Accommodate Alternative School

SUMMARY

- SHS raw building capacity: 1,498 students (refer to SHS capacity spreadsheet in Appendix)
- 85% utilization factor applied: 1,273 students
- Current 2015 SHS enrollment:962 students
- Projected SHS Enrollment: 2016: 912 students
 2017: 929 students
 2018: 934 students
 2019: 972 students
 2020: 1,059 students
 2021: 1,113 students
 2022: 1,149 students
 2023: 1,196 students
 2024: 1,252 students
 2025: 1,296 students
- Projected enrollment for Fort MacKenzie/Wright Place Alternative School: 156 students
- Projected completion date of alternative school: 2018



Bottom line:

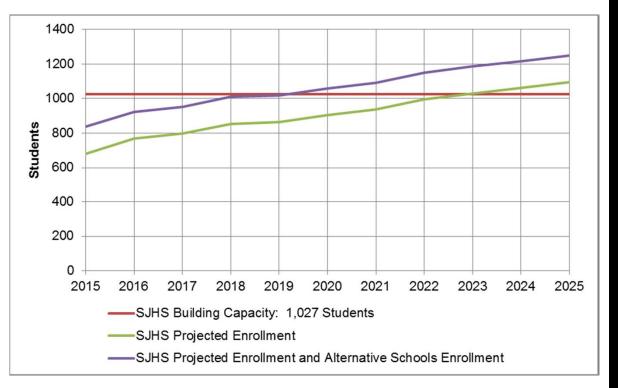
- " SHS projected enrollment will exceed building capacity in 2024,
 - SHS projected enrollment, plus alternative school enrollment, if located at SHS, will exceed building capacity in 2021. just 3 years after completion.



Determination of SJHS Capacity to Accommodate Alternative School

SUMMARY

- SJHS raw building capacity: 1,258 students (refer to SJHS capacity spreadsheet in Appendix)
- 85% utilization factor applied to 2/3 of capacity (7-8 grades): 713 students
- 75% utilization factor applied to 1/3 of capacity (6th grade): 314 students
- " Total capacity: 1,027 students
- Current SJHS enrollment: 681 students
- Projected SJHS Enrollment:
 2016: 767 students
 2017: 797 students
 2018: 854 students
 2019: 863 students
 2020: 904 students
 2021: 936 students
 2022: 996 students
 2023: 1,030 students
 2024: 1,062 students
 2025: 1,094 students
- Projected enrollment for Fort MacKenzie/Wright Place Alternative School: 156 students
- Projected completion date of alternative school: 2018



Bottom line:

- ["] SJHS projected enrollment will exceed building capacity in 2022.
- SJHS projected enrollment, plus alternative school enrollment, if located at SJHS, will exceed building capacity in 2019. just 1 year after completion.

SCSD2 Planning Study for Alternative Schools & ACE Program





DATE:	April 2,	2015
DATE.	Apm ∠,	2015

TO: Board of Trustees

FROM: Traci Turk, Special Education Director

SUBJ: Special Education Supplemental Services (Information)

We will continue sharing information about supplemental education services, we heard about Title I in March. This month, we will present information about special education services.

In this brief presentation, I will summarize the process for specialized instruction under the federal Individuals with Disabilities Education Act (IDEA). I will then provide a short description of the specialized services provided through an individualized education program in literacy, math, and other academic areas of need. Accommodations and supplementary aids will also be shared, as they are a component to providing supplemental services to address student individual needs.

If you have any questions or comments about this memo, please don't hesitate to call 674-7405, ext. 5401 or e-mail me at traci.turk@scsd2.com.



Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE: March 30, 2015

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent of Instruction and Human Resources Scott Stults, Director of Elementary Education

SUBJ: Summary of PTO/Board of Trustees Focus Groups (Information)

We will be reporting the summary of the meetings that board members and administration had with Sheridan County School District Schools' Parent/Teacher Organizations over the course of the 2014–2015 school year.



DATE: April 2, 2015

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: 2016-2017 School Calendar (Information)

The Calendar Committee met and is proposing two calendar options for the 2016-2017 school year, and I will explain the rationale for each option at the April board meeting. The details for these calendars are as follows:

Option A

- Students begin Tuesday, August 30th;
- Students last day is Friday, June 2nd;
- New teachers report Friday, August 19th;
- All teachers report Tuesday, August 23rd;
- Parent-Teacher Conferences November 3rd-4th and February 23rd-24th;
- Labor Day, Thanksgiving (3 days), Christmas (2 weeks December 26th January 6th), Spring Break (1 week March 27th-31st), and Memorial Day are vacation days;
- Good Friday (April 14th) is an early release day;
- Teacher in-service days: August 23rd-29th, October 10th, January 20th, and June 5th.

Option B

- Students begin Tuesday, August 30th;
- Students last day is Friday, June 2nd;
- New teachers report Friday, August 19th;
- All teachers report Tuesday, August 23rd;
- Parent-Teacher Conferences November 3rd-4th and February 23rd-24th;
- Labor Day, Thanksgiving (3 days), Christmas (2 weeks December 21st-January 3rd), Spring Break (1 week March 27th-31st), and Memorial Day are vacation days;
- Good Friday (April 14th) is an early release day;
- Teacher in-service days: August 23rd-29th, October 10th, January 20th, and June 5th.

Please review and provide me any feedback as it is our intent to place these two options on our web site for staff and parents to cast their votes.



A

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		February 2017
August 2016	\diamond New Teacher	-
SMTWTFS	Teacher In-Service Days (No School)	S M T W T F S 1 2 3 4
1 2 3 4 5 6	O Vacation	5 6 7 8 9 10 11
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	\wedge Snow Days	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Begin/End of School Year/End of	26 27 28
28 29 <u>30</u> <u>31</u>	Quarter	
	\bigcirc Early Dismissal Day	March 2017
September 2016	The first day of school will be a full day.	SMTWTFS
S M T W T F S	8/19 First Day New Teachers	
4 (5) 6 7 8 9 10	8/23 First Day Teachers	5 6 7 8 9 10 11 12 13 14 15 16 17 18
11 12 13 14 15 16 17	8/23-29 Teacher In-Service (NO SCHOOL)	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
18 19 20 21 22 23 24 25 26 27 28 29 30	8/30 School Begins (Full Day)	26 (27) (28 (29) (30) (31)
	9/5 Labor Day	
October 2016	10/10Teacher In-Service (NO SCHOOL)	April 2017
	11/3 K-12 Parent/Tchr Conf. (early	SMTWTFS
SMTWTFS 1	dismissal)	2 3 4 5 6 <u>7</u> 8
2 3 4 5 6 7 8	11/4K-12 Parent/Teacher Conferences	9 10 11 12 13 (14) 15
9 10 11 12 13 14 15 16 17 18 19 20 21 22	11/23-25 Thanksgiving Break	16 17 18 19 20 21 22 23 24 25 26 27 28 29
23 24 25 26 27 <u>28</u> 29	12/26-1/6 Christmas Break	30
30 31	1/20 Teacher In-Service (NO SCHOOL)	May 2017
	2/23 K-12 Parent/Tchr Conf. (early	
November 2016	dismissal)	SMTWTFS 123456
S M T W T F S	2/24 K-12 Parent/Teacher Conferences	7 8 9 10 11 12 13
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	3/27-31 Spring Break	14 15 16 17 18 19 20 21 22 23 24 25 26 27
13 14 15 16 17 18 19	4/14 Good Friday (early dismissal)	28 29 30 31
20 21 22 23 24 25 26 27 28 29 30	5/27 Fort Mackenzie Graduation5/28 SHS Graduation	
	5/29 Memorial Day	June 2017
December 2016	6/2 School Ends	SMTWTFS
	6/5 Teacher In-Service (NO SCHOOL)	$\square \land \land \stackrel{1}{\underline{2}} \stackrel{2}{\underline{3}}$
SMTWTFS 123	6/6 & 7 Snow Days	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
4 5 6 7 8 9 10	oro ar i bhow buys	18 19 20 21 22 23 24
11 12 13 14 15 16 17 18 19 20 21 22 23 24	185 Teacher Days	25 26 27 28 29 30
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	175 Student Days	
		July 2017
1 0017	1 st Quarter Ends 10/28 - 42 days	SMTWTFS
January 2017	2^{nd} Quarter Ends 1/19 - 45 days	$2 \ 3 \ 4 \ 5 \ 6 \ 7 \ 8$
S M T W T F S	3 rd Quarter Ends 3/24 - 44 days	9 10 11 12 13 14 15
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	4 th Quarter Ends 6/2 - 44 days	16 17 18 19 20 21 22 23 24 25 26 27 28 29
15 16 17 18 <u>19</u> 20 21		30 31
22 23 24 25 26 27 28 29 30 31		



В

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		February 2017
August 2016	\diamond New Teacher	SMTWTFS
SMTWTF S	Teacher In-Service Days (No School)	S M T W T F S 1 2 3 4
1 2 3 4 5 6	\bigcirc Vacation	5 6 7 8 9 10 11
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28 <u>29</u> <u>30</u> <u>31</u>	Quarter	
	\bigcirc Early Dismissal Day	March 2017
September 2016	The first day of school will be a full day.	SMTWTF S
S M T W T F S	8/19 First Day New Teachers	1 2 3 4
4 (5) 6 7 8 9 10	8/23 First Day Teachers	5 6 7 8 9 10 11 12 13 14 15 16 17 18
11 12 13 14 15 16 17	8/23-29 Teacher In-Service (NO SCHOOL)	19 20 21 22 23 <u>24</u> 25
18 19 20 21 22 23 24 25 26 27 28 29 30	8/30 School Begins (Full Day)	26 (27) (28) (29) (30) (31)
25 26 27 26 27 56	9/5 Labor Day	
October 2016	10/10 Teacher In-Service (NO SCHOOL)	April 2017
October 2010	11/3 K-12 Parent/Tchr Conf. (early	SMTWTF S
SMTWTFS 1	dismissal)	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
2 3 4 5 6 7 8	11/4 K-12 Parent/Teacher Conferences	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
9 10 11 12 13 14 15 16 17 18 19 20 21 22	11/23-25 Thanksgiving Break	16 17 18 19 20 21 22 23 24 25 26 27 28 29
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	12/21-1/3 Christmas Break	25 24 25 26 27 28 29 30
30 31	1/20 Teacher In-Service (NO SCHOOL)	Mar. 2017
	2/23 K-12 Parent/Tchr Conf. (early	May 2017
November 2016	dismissal)	S M T W T F S
<u> SMTWŢ</u> FS	2/24 K-12 Parent/Teacher Conferences	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
$1 2 \underbrace{3} 4 5$	3/27-31 Spring Break	14 15 16 17 18 19 20
6 7 8 9 10 11 12 13 14 15 16 17 18 19	4/14 Good Friday (early dismissal)	21 22 23 24 25 26 27 28 29 30 31
20 21 22 23 24 25 26	5/27 Fort Mackenzie Graduation	
27 28 29 30	5/28 SHS Graduation	June 2017
	5/29 Memorial Day	
December 2016	6/2 School Ends	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
S M T W T F S	6/5 Teacher In-Service (NO SCHOOL)	4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10	6/6 & 7 Snow Days	11 12 13 14 15 16 17 18 19 20 21 22 23 24
11 12 13 14 15 16 17		25 26 27 28 29 30
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	185 Teacher Days	
	175 Student Days	July 2017
	1 st Quarter Ends 10/28 - 42 days	SMTWTF S
January 2017	2^{nd} Quarter Ends 1/19 - 45 days	1
SMTWTFS	3^{rd} Quarter Ends $3/24 - 44$ days	2 3 4 5 6 7 8 9 10 11 12 13 14 15
1 (2) (3) 4 5 6 7	4^{th} Quarter Ends $6/2$ - 44 days	16 17 18 19 20 21 22
8 9 10 11 12 13 14 15 16 17 18 <u>19</u> 20 21	- Quarter Ends 6/2 - ++ days	23 24 25 26 27 28 29 30 31
22 23 24 25 26 27 28		
29 30 31		



DATE: April 2, 2015

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: Approval of Elementary Parent-Student Handbooks (Action)

The six elementary school handbooks were provided for your review last week with the intent of receiving approval at the April 6th Board meeting. I will represent the elementary principals to answer any of your questions. Please feel free to contact me prior to the Board meeting, if there are any questions I can answer. I will request that you take action to approve these handbooks at the board meeting on Monday.

"Students inspired to achieve extraordinary success"

Henry A. Coffeen Elementary Parent-Student Handbook

<mark>2015-2016</mark>



1053 S. Sheridan Ave. Sheridan, WY 82801 674-9333

Principal: Nicole Trahan



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Henry A. Coffeen Elementary

1053 S. Sheridan Ave Sheridan, WY 82801 Phone (307) 674-9333 Fax (307) 674-9570

August 2015

Dear Henry A. Coffeen Families,

The purpose of this Parent/Student Handbook is to familiarize you with some of the procedures, routines, and beliefs of Henry A. Coffeen Elementary School. Please keep this copy as a reference throughout the 2015-2016 school year.

First of all, welcome to the Henry A. Coffeen family. We take pride in providing your child with the best possible educational program. We feel strongly in the importance, worthiness, and unique qualities of every student. The staff at Henry A. Coffeen is here to serve you and your child. All of our teachers are highly qualified to teach, and will do their best to provide instruction based on the needs of your child.

You are invited to visit Henry A. Coffeen School at any time. Please use the front door of the school and sign in at the office before going to a classroom.

At Henry A. Coffeen School, we believe that cooperation between home and school will lead to a successful school experience for students. You are encouraged to maintain regular contact with your child's teacher, attend parent meetings, and attend regularly scheduled conferences. We have a wonderful Parent Teacher Organization that is always looking for additional members.

As your principal, I am always available to meet with you regarding your child. Please feel free to ask questions and share any concerns you may have. I will be happy to adjust my schedule to visit with you. I *know* you are going to like Henry A. Coffeen School.

Sincerely yours,

Nicole Trahan Principal



Students Inspired to Achieve Extraordinary Success through Leadership Opportunities

TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Nicole Trahan, at 674-9333, ext 6801 or email me at nikki.trahan@scsd2.com if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees

Molly Steel, Chairman

Ann Perkins, Vice-Chairman Erica O'Dell, Clerk Rich Bridger Marva Craft Wayne Schatz, Treasurer Hollis Hackman Jim Perkins Susan Wilson

Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL IMPROVEMENT GOAL

All schools will have a school improvement goal based upon student achievement. Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed

instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

7:35 A.M.		Breakfast served
7:55 A.M.		Children enter building
8:00 A.M.		Announcements, school day officially begins
<mark>9:30 A.M.</mark>	Kindergarten	Morning recess (15 minutes)
<mark>9:45 A.M.</mark>	Grades 1-2	Morning recess (15 minutes)
11:30 A.M.		Lunch periods begin

Grade	Recess	Lunch	
Kindergarten	11:00-11:20	11:20-11:40	
First Grade	11:05-11:25	11:25-11:45	1
Second Grade	11:25-11:45	11:45-12:05	20
Third Grade	11:30-11:50	11:50-12:10	- 2
Fourth Grade	11:45-12:05	12:05-12:25	X
Fifth Grade	11:40-12:00	12:00-12:20	
<mark>1:35 - 1:45 P.M.</mark>		Kindergarten dismissal (dep	<mark>ends on busing)</mark>
	Grades 3-5	Afternoon recess (15 minute	<mark>es)</mark>

2:55 P.M.

Afternoon recess (15 minutes) Grades 1-5 dismissed

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular\$1.00Reduced\$0.40Adult meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool. Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you don't get one before the first day of the month, call the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - Excessive tiredness
 - Productive coughing, sneezing

- Headache, body aches, earache
- Severe sore throat

A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (Policy JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	 Wait for your turn Talk quietly and respectfully Respect privacy 	Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	an contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4 th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

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Highland Park Elementary School Parent-Student Handbook





2 Mydland Road Sheridan, Wyoming 82801 672-2113 Principal: Scott Cleland



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Highland Park Elementary School 2 Mydland Road Sheridan, Wyoming 82801 Phone: (307) 672-2113 Fax: (307) 673-1227 Scott Cleland, Principal

Date: August 2015

To: The Highland Park Elementary School Parent Community

This handbook has been especially prepared for the parents of Highland Park Elementary School to serve as a means of communication between home and school. The handbook provides valuable information designed to maximize your child's educational experience at Highland Park School. Included is a directory of Highland Park staff members who are available to assist you this academic year. Please take time to read the handbook and become familiar with the contents. We encourage you to refer to this guide; it may provide the information you need. You are always welcome to come visit our school and we sincerely appreciate your involvement. At Highland Park, we believe informed parents are extremely valuable partners in any student's education.

To promote the success of all students, our staff is committed to actively engage the Highland Park parent community. We aim to accomplish this through on-going communication and school activities that build strong relationships between parents and educators.

The handbook is our initial effort to establish correspondence with the parents of our students. If you have any questions or concerns regarding this material, please contact us. We look forward to an exciting and fulfilling school year. Your child's education is our highest priority. Our staff is dedicated to providing opportunities for all students to learn and achieve their full potential. Together with your support, we will accomplish our mission.

Sincerely,

Scott Cleland Principal

TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
<mark>Vandalism</mark>	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Scott Cleland, at 672-2113, ext 6402 or email me at scott.cleland@scsd2.com if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees

Molly Steel, Chairman

Ann Perkins, Vice-Chairman Erica O'Dell, Clerk Rich Bridger Marva Craft Wayne Schatz, Treasurer Hollis Hackman Jim Perkins Susan Wilson

Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL IMPROVEMENT GOAL

All schools will have a school improvement goal based upon student achievement. Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed

instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

<mark>7:35</mark> A.M.	Breakfast served
8:00 A.M.	Children enter building
8:05 A.M.	Announcements, school day officially begins
9:45 A.M.	Morning recess (15 minutes)
11:30 A.M.	Lunch periods begin

Grade	Recess	Lunch
Kindergarten	11:10-11:25	11:25-11:50
First Grade	11:25-11:40	11:40-12:05
Second Grade	11:30-11:45	11:45-12:10
Third Grade	11:35-11:55	11:55-12:15
Fourth Grade	11:45-12:05	12:05-12:25
Fifth Grade	11:50-12:10	12:10-12:30



1:45 P.M.	Afternoon recess (15 minutes)
1:45 P.M.	Kindergarten dismissal
2:55 P.M.	Grades 1-5 dismissed

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular\$1.00Reduced\$0.40Adult meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool. Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you don't get one before the first day of the month, call the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - Excessive tiredness
 - Productive coughing, sneezing

- Headache, body aches, earache
- Severe sore throat

A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (POLICY JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	Wait for your turnTalk quietly and respectfullyRespect privacy	 Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	an contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4 th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

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Meadowlark Elementary School Parent-Student Handbook 2015-2016



1410 DeSmet Avenue Sheridan, WY 82801 672-3786 Principal: Casey O'Connor



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CELEBRATING LEARNING - RESPECTING DIVERSITY - BUILDING COMMUNITY

Casey O'Connor, Principal 307-672-3786 ext. 6601

Gena Hirschman, Secretary 307-672-3786 ext. 6600

August 2015

Dear Meadowlark Families,

Welcome to Meadowlark Elementary School, home of the Bobcats! I hope everyone had a wonderful and relaxing summer. The start of another school year with all our students, staff and parents that make up our Meadowlark Community, is extremely exciting.

The purpose of this Parent/Student Handbook is to acquaint you with some of the beliefs, procedures and policies of Meadowlark Elementary. Please keep this copy for reference during the school year. This information can also be viewed in its entirety by accessing our school website at <u>www.scsd2.com</u> and selecting Handbooks and Policies under the Parents Tab.

To promote student learning and a positive learning environment, close cooperation and communication between the home and school is essential. Parents, teachers and students working together and sharing common objectives, ensures the best in education. You are encouraged to maintain regular contact with the school. Shared information and ideas promotes understanding and enhances the total educational program at Meadowlark.

Please do not hesitate to contact me if you have any questions or concerns regarding Meadowlark School or your child's experience here. Welcome to our family!

Sincerely yours,

Casey O'Connor

Meadowlark Principal

TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Casey O'Connor, at 307-672-3786, ext 6601 or email me at <u>casey.oconnor@scsd2.com</u> if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees

Molly Steel, Chairman

Ann Perkins, Vice-Chairman Erica O'Dell, Clerk Rich Bridger Marva Craft Wayne Schatz, Treasurer Hollis Hackman Jim Perkins Susan Wilson

Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL IMPROVEMENT GOAL

All schools will have a school improvement goal based upon student achievement. Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed

instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

7:45 A.M.		Breakfast served
8:00 A.M.		Children enter building
8:05 A.M.		Announcements, school day officially begins
9:45 A.M.	Grades K-2	Morning recess (15 minutes)
11:30 A.M.		Lunch periods begin

Grade	Recess	Lunch
Kindergarten	11:15-11:30	11:30-11:55
First Grade	<mark>11:25-11:45</mark>	<mark>11:45-12:05</mark>
Second Grade	<mark>11:30-11:50</mark>	<mark>11:50-12:10</mark>
Third Grade	11:40- <mark>12:00</mark>	12:00-12:20
Fourth Grade	11:50-12:10	12:10-12:30
Fifth Grade	<mark>11:55-12:15</mark>	12:15-12:35



<u>1:30</u>	P.M.
1:45	P.M.
2:55	P.M.

Afternoon recess (15 minutes) Kindergarten dismissal Grades 1-5 dismissed

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular\$1.00Reduced\$0.40Adult meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool. Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you need an additional copy, please contact the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc. If you are interested in volunteering or knowing more about Meadowlark's PTO, please contact our board members at meadowlarkptowy@gmail.com.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - Excessive tiredness

- Productive coughing, sneezing
- Headache, body aches, earache
- Severe sore throat

A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (POLICY JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	Wait for your turnTalk quietly and respectfullyRespect privacy	 Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	an contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

	10.55
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1685 Hillpond Drive Sheridan, WY 82801 672-9059 **Principal: Brett Dahl**

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Sagebrush Elementary 1685 Hillpond Drive Sheridan, Wyoming 82801 (307) 672-9059

"National Blue Ribbon School"

August 2015



Dear Parents and Students,

WELCOME to Sagebrush Elementary School, home of the Mustangs! The Sagebrush Staff is looking forward to teaching, learning, and growing together with you throughout the new school year.

Please read the contents of this handbook. It is meant to provide general information concerning school policies, procedures, rules, and regulations. Should you have any specific questions or comments, please give us a call at 672-9059. We would be happy to assist you.

We ask that parents visit school when possible and be supporters of the teaching/learning process. You are very important members of our educational family and we hope to see you often.

Best wishes for a successful year!

Sincerely, Sagebrush Administration and Staff



TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Brett Dahl, at 672-9059, ext 6202 or email me at <u>brett.dahl@scsd2.com</u> if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees

Molly Steel, Chairman

Ann Perkins, Vice-Chairman Erica O'Dell, Clerk Rich Bridger Marva Craft Wayne Schatz, Treasurer Hollis Hackman Jim Perkins Susan Wilson

Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL MISSION STATEMENT

We are 21st century learners who are respectful, responsible, safe, and kind.

SCHOOL IMPROVEMENT GOALS

- 1. All students will improve in reading comprehension.
- 2. All students will improve the organization of their writing across all curricula areas.
- 3. All students will improve in developing a wide range of skills and strategies for mathematic problem solving and be able to communicate the reasoning used in solving these problems.

Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning

number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

7:30 A.M.	Breakfast served
7:50 A.M.	First Bell
7:55 A.M.	Announcements
8:00 A.M.	School day officially begins
9:50 A.M.	Morning recess (15 minutes)
11:10 A.M.	Lunch periods begin

Grade	Recess	Lunch	
Kindergarten	11:30-11:50	11:10-11:30	
First Grade	11:40-12:00	11:20-11:40	-
Second Grade	11:15-11:35	11:35-11:55	
Third Grade	11:25-11:45	11:45-12:05	
Fourth Grade	11:35-11:55	11:55-12:15	
Fifth Grade	11:40-12:00	12:00-12:20	



Afternoon recess (15 minutes) Kindergarten dismissal Grades 1-5 dismissed

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular\$1.00Reduced\$0.40Adult meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool. Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you don't get one before the first day of the month, call the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - Excessive tiredness
 - Productive coughing, sneezing

- Headache, body aches, earache
- Severe sore throat

A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (POLICY JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	Wait for your turnTalk quietly and respectfullyRespect privacy	 Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	an contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4 th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

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Story Elementary School Student-Parent Handbook

2015-2016



103 Fish Hatchery Road P.O. Box 129 Story, WY 82842 683-2316

Principal: Nicole Trahan

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Story Elementary School

103 Fish Hatchery Road, P.O. Box 129 Story, WY 82842 683-2316

August 2015

Dear Story Families,

First of all, welcome to the Story family. We take pride in providing your child with the best possible educational program. We feel strongly in the importance, worthiness, and unique qualities of every student. The staff at Story is here to serve you and your child. All of our teachers are highly qualified to teach and will do their best to provide instruction based on the needs of your child.

The Story Elementary School Handbook is a means of communicating between your home and the school. There are many policies, regulations, and services discussed on these pages. Please read and keep this handbook readily available throughout the year.

You are invited to visit Story School at any time. Please use the front door of the school and sign in at the office before going to a classroom.

At Story, we believe that cooperation between home and school will lead to a successful school experience for students. You are encouraged to maintain regular contact with your child's teacher, attend parent meetings and attend regularly scheduled conferences.

As your principal, I am always available to meet with you regarding your child. Please feel free to ask questions and share any concerns. I will be happy to adjust my schedule to visit with you. I *know* you are going to like Story Elementary.

Sincerely yours,

Nicole Trahan Henry A. Coffeen and Story Elementary Principal

Inspiring Success Through Leadership: Whatever it Takes!

TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

<mark>Be Responsible</mark>

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Nicole Trahan, at 674-9333, ext 6801 or email me at nikki.trahan@scsd2.com if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees

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Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL IMPROVEMENT GOAL

All schools will have a school improvement goal based upon student achievement. Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed

instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

7:55 A.M.		First Bell	/
8:00 A.M.		School day begins	2
10:00 A.M.	Grades K-5	Morning recess (15 minutes)	1
11:30 A.M. – 12:15 P.M.		Lunch and Recess for all grades	
1:45 P.M.		Afternoon recess (15 minutes)	
1:45 P.M.		Kindergarten Dismissal	
2:55 P.M.		Grades 1-5 dismissed	

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular	\$1.00
Reduced	\$0.40
Adult meals are	not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between, or among, pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool.

Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you don't get one before the first day of the month, call the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - Excessive tiredness
 - o Productive coughing, sneezing
 - o Headache, body aches, earache
 - Severe sore throat A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (POLICY JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	Wait for your turnTalk quietly and respectfullyRespect privacy	 Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	an contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4 th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION or EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

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Woodland Park Elementary School Parent-Student Handbook 2015-2016



1010 E. Woodland Park Road Sheridan, WY 82801 674-7937 Principal: Paige Sanders



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Woodland Park Elementary School

1010 E. Woodland Park Road Sheridan, Wyoming 82801 674-7937 "Home of the Wranglers"



August 2015

Dear Woodland Park Families,

I hope everyone had a wonderful summer! Welcome to Woodland Park Elementary, home of the Wranglers. My name is Paige Sanders, Principal of Woodland Park Elementary. I am extremely excited to start another year with the amazing students, staff and parents of Woodland Park Elementary. Last school year was great and this year is going to be even better! We have a fantastic staff, and a community who believes all students can achieve, with a long tradition of providing quality education to students. Please feel free to contact me any time you have questions or concerns. Answers to some of your questions; however, may be in the contents of this handbook, so please review carefully.

The Woodland Park Elementary School Handbook is a means of communicating between the school and your home. There are many beliefs, expectations, policies and services discussed on these pages. Please read and keep this handbook readily available throughout the year. Many of your questions have been anticipated and are discussed in some detail here. However, we are available to answer any questions that may come up throughout the school year.

Close cooperation between the home and school is essential to promote optimum student learning and enhance the total educational experience. Parents are strongly encouraged to share information and ideas, along with visit our school and attend scheduled meetings between parents and teachers. It is our hope that this handbook will be helpful and promote a wonderful partnership between family and school. Also, our school webpage is updated regularly and provides an efficient means of obtaining the monthly newsletter and other important announcements. The website can be assessed by going to <u>www.scsd2.com</u> and selecting Woodland Park.

Please do not hesitate to contact me if you have any questions or concerns. Your child's education is our highest priority and the staff at Woodland Park is dedicated to providing a community where all students can achieve their full potential. We are partners in the education of your child and by working together – we can make this a successful year!

Sincerely, Paige Sanders Principal 674-7937 ext. 6101 paige.sanders@scsd2.com

TECHNOLOGY – STUDENT EXPECTATIONS

Sheridan County School District #2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at Sheridan County School District #2, not a toy, or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

<mark>Be Safe</mark>

- Stick to teacher-approved apps and web sites
- When in doubt about the safety of a site, ask an adult
- Keep all usernames, passwords, and addresses private at all times
- Report suspicious emails and other contacts to an adult

Be Respectful

- Treat yourself and others with kindness and dignity at all times, especially online
- Communicate online in positive and constructive ways
- Report disrespectful behavior to an adult

Be Responsible

- Take care of all devices
- Carry devices with two hands and with screen closed at all times
- Do not change settings on school devices
- Walk cautiously while carrying devices
- Return devices to designated docking areas and dock in designated spaces
- Carefully plug in devices to ensure proper charging
- Report any issues, damage, or misuse immediately to an adult

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges.

Behavior	Example
Off Task Usage	Gaming, messaging, or web surfing during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
<mark>Vandalism</mark>	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



VISITATIONS

Parents, grandparents, and legal guardians are all encouraged to visit our school. Please use the front door of the school only, and sign in at the office before going to a classroom. When you sign in, you will be given a visitor's sticker, which we ask that you wear. When you drop your child or children off in the morning or pick them up at the end of the day, you do not need to sign in. However, we ask that you remain in the lobby area at the front office.

With regard to classroom visits, we welcome and encourage your participation in our school. However, please remember that no one works well with someone watching his or her every move, so your consideration with regard to the frequency and length of your visits will be appreciated. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD #2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Paige Sanders, at (307) 674-7937, ext 6101 or email me at paige.sanders@scsd2.com if you have a question or a concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you, and I'll do my best to help you.

District Mission Statement

Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. The Board of Trustees believes that as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

Board of Trustees Molly Steel, Chairman

Ann Perkins, Vice-Chairman Erica O'Dell, Clerk Rich Bridger Marva Craft Wayne Schatz, Treasurer Hollis Hackman Jim Perkins Susan Wilson

Superintendent Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2015-2016

September 1	School Begins (Full Day)
September 7	Labor Day (No School)
October 12	Teacher In-Service (No School)
October 30	End 1 st Quarter
November 5	Early Dismissal for Parent/Teacher Conf.
November 6	Parent/Teacher Conferences (No School)
November 25- 27	Thanksgiving Break (No School)
December 21-January 3	Christmas Break (No School)
January 21	End 2 nd Quarter/1 st Semester
January 22	Teacher In-Service (No School)
February 25	Early Dismissal for Parent/Teacher Conf.
February 26	Parent/Teacher Conferences (No School)
March 25	End of 3 rd Quarter
March 25	Good Friday (Early Dismissal)
March 28-April 1	Spring Break
May 28	Fort Mackenzie Graduation
May 29	SHS Graduation
May 30	Memorial Day (No School)
June 3	Last Day of Classes – End 4 th Quarter/2 nd Semester
June 6	Teacher In-Service (No School)
June 7 & 8	Snow Days

SCHOOL IMPROVEMENT GOAL

All schools will have a school improvement goal based upon student achievement. Professional Learning Communities (PLC) will be utilized to identify individual strengths and weakness; then an instructional plan will be developed for each student.

SPECIAL PROGRAMS:

SEMINAR: Students are provided educational alternatives throughout grades 3-5 that teach, challenge, and expand their knowledge while simultaneously stressing the development of an independent learner who can continuously question, apply, and generate information. Curriculum is developmentally appropriate with an emphasis on critical and creative thinking skills. This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Standardized measures are used to identify students whose intellectual capacity and academic achievement require services. The top 3-5% of the population is selected for this program.

INDEPENDENT STUDY: Independent Study provides enrichment activities and additional challenge to high-ability and/or highly-motivated students. Students complete an interest-based or teacher-selected enrichment activity. Classroom teachers recommend students for this program.

TITLE I: Title I provides remedial support for students in both reading and math. The District uses teacher as well as computer-assisted instruction for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Fountas and Pinnell. For math, the District uses Strength in Number. These programs encourage students to succeed using a variety of criteria. The District continues to use results from Proficiency Assessment for Wyoming Students (PAWS) and Measures of Academic Progress (MAP).

READING RECOVERY: Reading Recovery is a highly effective short-term intervention of oneto-one tutoring for low-achieving first graders. The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have difficulty learning to read and write. The Observation Survey of Early Literacy Achievement, a good predictor of success in learning to read and write, is given to all first grade students in Sheridan County School District #2. Reading Recovery serves the lowest-achieving first graders – the students who are not catching on to the complex set of concepts that make reading and writing possible.

STRENGTH IN NUMBER: The Strength in Number Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Strength in Number is to provide a robust intervention for elementary students to help in learning number skills. Strength in Number students undergo a teaching cycle of approximately 15 weeks. The Strength in Number Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Strength in Number assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students into the program.

SPECIAL EDUCATION: Special Education classes provide students with the information, instruction, and support they need in the basic skills curriculum (reading, writing, and mathematics). Skill development is the priority, with a variety of teaching and assessment practices being employed. The special education program in Sheridan County School District #2 is a supplementary program to the District's regular education program that is specially designed

instruction, at no cost to the parents, intended to meet the unique needs of a student with an identified disability. A comprehensive assessment and evaluation procedure that conforms to specific assessment and procedural requirements set out in Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or is believed to need special education and related services.

BEHAVIOR CENTER: The District is using an alternative program developed by Volunteers of America for out-of-school suspensions at the Behavior Center (BC). This program will provide a safe, supervised environment for students to carry out their suspensions. It will operate in the old Highland Park School located at 1301 Avon Street. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 8:15 a.m. Missing this ride requires students to go home until they fulfill their obligation at the Behavior Center. Administrators reserve the right to assign out-of-school suspension on a case-by-case basis.

HIGHLY QUALIFIED STAFF

All elementary staff members at Sheridan County School District #2 are highly qualified within the area they teach. If you have any questions in regards to any staff member's qualifications, please contact the principal.

REPORTING PERIODS AND CONFERENCES

Grading and reporting to parents have two main purposes:

- 1. Students should have the best information available in understandable form about their progress.
- 2. Parents should have sufficient and understandable information about their child's progress in school.

Report cards for grades K-5 are issued at the end of each nine-week period.

Parent-Teacher Conferences are held at the end of the 1st nine week reporting period, as well as in the middle of the 3rd nine week reporting period. Conferences are an opportunity for teachers and parents to discuss individual pupil progress.

In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student's needs.

SCHOOL HOURS

7:35 A.M.		Breakfast served
7:55 A.M.		Children enter classrooms
8:00 A.M.		Tardy Bell
8:05 A.M.		Announcements, school day officially begins
9:30 A.M.	Kindergarten	Morning recess (15 minutes)
10:05 A.M.	Grades 1-2	Morning recess (15 minutes)
11:20 A.M.		Lunch periods begin

Grade	Recess	Lunch
Kindergarten	11:05-11:20	11:20-11:45
First Grade	11:10-11:30	11:30-11:50
Second Grade	11:15-11:35	11:35-11:55
Third Grade	11:20-11:40	11:40-12:00
Fourth Grade	11:25-11:45	11:45-12:05
Fifth Grade	11:30-11:50	11:50-12:10



Please understand there is no supervision at school until 7:30 A.M.; therefore, students should not arrive before then. An adult will be in the cross-walk to help your child cross between 7:40 and 7:55 A.M. Students are allowed to go in the gym from 7:30-7:55 A.M. and go out for fresh air from 7:45-7:55 A.M., permitting the temperature (including wind-chill) is above 5 degrees. However, quietly sitting in the gym or eating breakfast is always allowed from 7:30-7:55 A.M.

Morning Computer Lab Time

Currently students are allowed to participate in IXL and Education City in the morning on the following days from 7:35-7:55 A.M.

K & 1st Grade—Mondays 2nd Grade — Tuesdays 3rd Grade — Wednesdays 4th Grade — Thursdays 5th Grade — Fridays

Teachers are available for conferences before, during, and after school; however, appointments are encouraged.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular\$1.00Reduced\$0.40Adult meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	\$2.50
Reduced	\$0.40
Adult	\$4.50
Extra Milk	\$0.30

Schools in District #2 provide "Offer vs. Serve" lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items.

Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

RECESS POLICY

As a general rule, if a child is well enough to come to school he/she is well enough to go outside for recess and during the noon hour; however, if you desire for your child to stay inside due to a recent illness, please send a note explaining this exception. Children will not be sent outside in extreme weather conditions, but parents are encouraged to send appropriate cold weather gear with their child.

STUDENT DRESS/APPEARANCE

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

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

CELL PHONES

Cell phone usage is not allowed during school hours. Cell phones should remain off and in the student's backpack during the school day. The school district strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.

PARTY INVITATIONS

Please do not send party invitations for distribution in class unless all children are invited. Students' feelings are hurt when they are not invited.

HOLIDAYS AND CHRISTMAS GIFT EXCHANGE

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Room parents assist with holiday parties and parents of the students in the classroom provide refreshments.

It has been our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

PARENT-TEACHER ORGANIZATION (PTO)

Our school is privileged to have many parents who volunteer time in classrooms and on schoolwide projects. The P.T.O. serves as the steering mechanism to coordinate many activities and is always seeking new and additional parent input. Please call one of the officers and add your name to our volunteer pool.

Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least twice yearly for our families. Fundraising is conducted to generate monies, which are used to develop P.T.O. projects and support classroom efforts. You may wish to work with the classroom volunteers who develop projects with teachers to use within their classrooms.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home. If you don't get one before the first day of the month, call the school and we will see that you get one.

The PTO (Parent Teacher Organization) will send out periodic notices of parent nights, social events, etc.

MEDICATION

Sheridan County School District #2 schools require a parent signature before administering medication to a student. All medication sent to school must be in the original, pharmacy-labeled bottle, containing the medication and instructions for dispensing (this includes inhalers and over-the-counter medications). All medications must be left at the Health Room during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

IMMUNIZATIONS

Under the Laws of the State of Wyoming (W.S. 21-4-309), each child is required to be properly immunized against vaccine preventable diseases as designated by the State Health Officer. A child may be conditionally enrolled for thirty (30) calendar days. Waivers may be obtained only from the State or County Health Officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

FIELD TRIPS

Educational field trips are a part of the total education of your child. Each teacher schedules a certain number of field trips and will be notifying you of these trips. The parent must grant permission before a child will be allowed to participate in these activities.

TRANSPORTATION

Bus transportation will be provided for all pupils who live one mile or more from the school. The bus schedule is printed in The Sheridan Press at the onset of the school year. The school office also has this information. Students should arrive at the bus stop about five (5) minutes before the bus is scheduled to be there, as it could arrive a few minutes early (or after) the scheduled time.

Bus riders will receive a written list of Rules and Regulations for safe riding. Please study the rules with your child and then return the signed bottom portion of the page to your child's teacher.

Pupils riding buses must have a signed permission slip from parents if they plan to get off the bus at a stop other than usual, if they are to ride a different bus or if they walk home, rather than ride the bus on any given day. The school office must approve all written requests.

Students may not use district buses for transportation to non-school activities.

PEDESTRIAN AND BICYCLE SAFETY

Bicyclists are asked to walk their bicycles across the street, on the playground, and on the sidewalks. Students are asked to use the bicycle parking area to secure their bikes.

Children should be reminded of safety rules when walking to and from school.

SCHOOL CLOSINGS

If any of the schools in District #2 are to be closed, dismissed, or their starting time delayed due to inclement weather or mechanical breakdown, that information will be broadcast on Channel 14, over the following radio stations: KWYO (1410), and KROE (930), and on the District's website at www.scsd2.com. Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

SICK DAY GUIDELINES

Keep your child home from school, if they have one or more of the following:

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 12 hours)
- Has been vomiting (keep home for 12 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 12 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
 - o Excessive tiredness
 - o Productive coughing, sneezing
 - Headache, body aches, earache
 - Severe sore throat

A minor sore throat is usually not a problem but a severe sore throat could be strep throat. Other symptoms of strep throat in children are headache and stomach upset. Contact your doctor for these symptoms

Does my child have the flu?

The flu is serious! Call your doctor at the first sign of flu symptoms. Keep your child home until symptoms have subsided. These symptoms usually come on suddenly and may include:

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat

How do I make my child feel better? Ask your doctor, school nurse or pharmacist for advice on over the counter medications and other comfort measures. We have found the following very helpful:

- Help your child get plenty of rest, stay in bed and limit TV
- Encourage fluids (water, soup, juice, ice)
- Try a cool mist humidifier for congestion/coughing
- Saline nasal spray or rinse may also relieve nasal congestion

How can I keep my child healthy?

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed at least 5 times a day.
- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free
- Minimize time spent with others who are ill
- Keep frequently touched household surfaces clean (phones, cell phones, counter tops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an anti-bacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

DISTRICT ATTENDANCE REGULATION (POLICY JH and JH-P)

It is an expectation that students will attend school on a consistent basis as regular attendance at school promotes the mental and emotional development of children. Even though students can obtain make-up work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

Excused Absences

An excused absence is an absence that the principal or school attendance officer, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include:

- Student illness;
- Serious illness or death in the family;
- Religious holidays;
- Court hearings where the student is required to attend;
- Natural disasters or weather that jeopardizes travel;
- Medical and/or dental treatment;
- Absences that have been arranged in advance through collaboration with the principal.

In all absences, it is the responsibility of the student's parent or legal guardian to contact the school within 48 hours of the student absence to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Excessive Absences

Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. (Policy JH)

Checking in After an Absence

A parent/guardian phone call and/or a written note must verify the absence.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day.

Examples of truancy include, but are not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled before or after school;
- Shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Tardiness

Getting to class on time is a life skill. Every five (5) unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District #2.

We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Code of Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Students' Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take away that right from our students.* Therefore, it must be understood that:

- 1. Courtesy and respect will be extended to all peers and teachers;
- 2. Students will act in a safe manner at all times;
- 3. Students will be open-minded towards education;
- 4. Language will be positive and name-calling is unacceptable; and,
- 5. Tolerance for individual differences, talents, and choices will be shown.

Here are some of the expectations for our students:

PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	 Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	 Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	 Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways &</u> <u>Stairs</u>	 Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side 	Use quiet voicesUse kind words and actionsBe aware and respectful of classes in session	 Use hall passes Move to class on time Use trash cans and recycling containers if available Consume food or drink in designated areas with permission
<u>Restrooms</u>	Wash your handsKeep water in the sink	Use quiet voicesGive privacyRespect property	 Use teacher pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/</u> <u>Dismissal</u>	 Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/scooters on school property Walk bicycles and park them in designated areas 	 Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	 Arrive on time and leave on time Report to designated areas promptly If entering school early obtain pass from front office Stay behind painted line at bus drop/pick up area
<u>Lunchtime</u>	 Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	 Enter and exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	 Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Playground</u>	 Follow directions immediately Keep hands and feet to self Ask permission to enter school building Stay within designated grade-level boundaries 	 Use appropriate language Include everyone Play fair Follow the rules of the game 	 Return to class promptly & orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	 Walk into assembly as a class Sit together as a class with teacher 	 Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	 Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classroom</u>	 Hands/feet to self Keep all legs of chair on floor Use materials appropriately 	 Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	 Be there, be ready, and be ready to learn every day Complete assignments thoroughly and on time Talk to your teacher immediately when you are having difficulty in the classroom for any reason
<u>Office</u>	Walk quietlyKeep hands and feet to self	Wait for your turnTalk quietly and respectfullyRespect privacy	 Use passes Go directly to the office Return directly to classroom
<u>Library &</u> <u>Computer Lab</u>	 Keep hands and feet to self Keep all legs of chair on floor Only use designated computer sites in the lab 	 Respect library/computer lab property Follow instructions. Only be on those sites designated by your teacher Use quiet voices 	Use passesUse time wiselyAsk for help when neededReturn materials on time
<u>Bus</u>	 Wait at least 10 feet away when waiting for the bus Stay seated in your seat, facing forward Wait for driver to motion you on, walk only Keep aisle clear 	 Keep your hands and feet to yourself (inside the bus) Choose to be nice to each other and other's property Students are expected to follow all bus rules and accept feedback from the driver Use an inside voice with appropriate language 	 Remind other to follow the rules (school materials only) Bus at bus stop 3-5 minutes before the schedule route time, know bus number Note signed by parent/guardian or teacher is required if going to different stop Enter and exit in order

DISCIPLINE POLICY

Sheridan County School District #2 believes a major objective is to aid students in developing selfdiscipline and to take pride in one's self conduct both in and out of the classroom. Attainment of this goal means that we respect each other's rights to an education: demonstrated by our actions toward self, fellow students, school personnel and visitors in our building.

Programs are far more effective when positive behavior is accentuated. As a result, Boys Town Social Skills Program will be emphasized and implemented into every classroom due to the positive impact this has had on our students' overall behavior.

Nevertheless, when students make a poor choice there must also be consequences. These consequences will be dependent on classroom rules; however, repeated or extreme behaviors may warrant referrals to the office.

Consequences may include but are not limited to: behavior contracts, lunch detentions, time-outs, after-school detentions or school service (with parent permission), in-school suspension, out-of-school suspension, or expulsion.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it is marijuana, alcohol, or any other controlled substance, on school property will be disciplined by mandatory administrative suspension for a minimum of three (3) days and counseled as deemed appropriate by the administration. This policy doesn't exist.

SEXUAL HARASSMENT

In order to help employees, students, parents, and patrons have a clear and concise understanding of the District's position on sexual harassment, without diminishing the intent and extent of the policy, the following position statement is expressed:

"Sexual harassment is not condoned in Sheridan County School District #2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you or make you feel uncomfortable at school or school activities, and affect your education (or work) in a bad way. If you feel you have been a victim of sexual harassment, report it immediately to your principal, immediate supervisor, school counselor, or social worker."

WEAPONS

It is the strict policy of Sheridan County School District #2 that no student, school personnel, visitor, or other person shall bring or possess a firearm, simulated firearm, destructive device, or weapon on District property or at any school functions.

Any student violating this policy may be suspended or expelled as provided by law.

Please refer to Board Policy JICI for further explanation of this policy.

BULLYING AND HARASSMENT

Sheridan County School District #2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

Bullying is characterized by the following three (3) criteria:

- 1. It is aggressive behavior or intentional harm doing.
- 2. It is carried out repeatedly and over time.
- 3. It occurs within an interpersonal relationship characterized by an imbalance of power. (For example, one person is physically larger or stronger, mentally quicker, or socially more powerful.)

Bullying and harassment have the purpose and effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive atmosphere.

Parents and students are urged to bring concerns with bullying or harassment to the principal. If a student(s), parent(s), teacher(s), or playground supervisor(s) report(s) an incident to the principal, the principal immediately investigates it. If the complaint is substantiated, the principal does the following:

- 1. Discusses the charge with the offending student or students.
- 2. Explains what bullying and harassment are, what they look like, why they are unacceptable, and what the consequences of continued bullying or harassment are.
- 3. Calls the parents, or has the offending student call his or her parents, and explains what they did and what the consequences, if any, will be.
- 4. Oversees an apology from the offending student to the student who was bullied or harassed.

The incident and follow-through are documented using a Conduct Report and are entered into our Infinite Campus database as Threat/Harass (THE) for future reference.

It has been our experience that 95% of the time, there is no repeated incident and we get no further complaints. Upon occasion however, there will be repeated incidents. If this occurs, the same procedure is followed with the imposition of one or more of the following consequences depending on the severity of the complaint:

- The student is removed from the setting in which the offense occurred (usually the playground or lunchroom).
- A parent/student/principal/social worker conference is held.
- The student is placed in In-School Suspension (ISS) for ½-2 days.
- The student is required to participate in a series of targeted social skills lessons administered by the social worker.
- The student is suspended from school or sent to the Behavior Center (BC) for 1-5 days.
- The student is given a "no interaction" order with the consequence of immediate suspension for violation.

BOARD POLICY JICFA – HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

- 1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
- 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
- 3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At 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.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

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

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

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.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

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 or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

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

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.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation, or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times		Behavior Center 1 day	Behavior Center 3 days	Behavior Center 5 days	Behavior Center 10 days	
Level 1 talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.		Teachers will m	nake	viors are teacher- e a parent/guardia in a classroom ec	in contact for ea	ch behavior incide	ent.	
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 st Offense	1 st Offense		2 rd Offense	3 rd Offense	4th Offense	5 th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 st Offense			1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1 st Offense	2 nd Offense	3 rd Offense	

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of any infraction.

Incomplete School Work	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
Truancy/Ditching	May result in disciplinary action.
Tardies	Unexcused tardies may result in disciplinary action.
Cheating/Plagiarism	See related section in handbook.
ACE Program	The Behavior Center is coordinated by the Volunteers of America. This program provides an alternative to suspension, including behavior modification curriculum, supervised study, and community service projects.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

STUDENT SUSPENSION OR EXPULSION (Board Policy: JKD/JKE)

The Board may suspend or expel a student from school during the school year for the following:

- 1. Continued willful disobedience or open defiance of the authority of school personnel.
- 2. Willful destruction or defacing of school property.
- 3. Any behavior that is clearly detrimental to the welfare, safety, or morals of other pupils including the use of foul, profane or abusive language or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.
- 4. Torturing, tormenting, or abusing a pupil in any way, maltreating a pupil or a teacher with physical violence.
- 5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W. S. 6-1-104(a)(iv) within any school bus or within boundaries of real property used by the District primarily for the education of students. (For further information see complete Board Policy: JKD/JKE.)

DISTRICT REGULATION (IKE-P) ON REMEDIATION: STUDENT PROMOTION, RETENTION, AND EXTENDED-LEARNING OPPORTUNITIES

The Board of Trustees for Sheridan County School District #2 recognizes it is essential that each child experience both challenge and success from school activities. Grade placement should enhance these experiences. The concept of grade placement is based on the performance of the student and the expectation that each teacher will provide appropriate experiences for children at particular stages of physical, emotional, and academic growth.

Academic growth, like physical growth, does not take place at the same pace or time for all children. Certain students may achieve the standards in the regular time frame, while others may need additional time. Participation in remedial programs, retention, extended school day, and summer school are methods of meeting the educational needs of such children.

Excerpt taken from Sheridan County School District #2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District #2 elementary schools may be retained for valid educational reasons. Procedures for determining whether an elementary student will be retained are as follows: 1) The classroom teacher advises the principal that the student in question is not making adequate progress in terms of grades or standards; 2) The principal advises the parent that the student is not making adequate progress in terms of grades or standards; 3) The parent(s), principal, classroom teacher and requested specialists meet to discuss academic concerns; 4) The principal discusses retention and remediation alternatives with the parent(s); 5) The parent(s) and principal jointly agree on remediation and/or retention. These procedures conform to applicable Wyoming and Federal Statutes.

Parents will begin receiving notice of potential promotion problems within two (2) weeks following the first semester grade report. Notice of retention will be sent during the month of June.

SHERIDAN COUNTY SCHOOL DISTRICT #2 ELECTRONIC INFORMATION RESOURCE AGREEMENT (INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District #2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

™ Terms and Conditions of This Agreement

These policies shall apply to:

- 1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District #2.
- 2. Users who obtain their access privileges through association with Sheridan County School District #2.

™ Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, and constitutes a violation of the guidelines set forth below.

™ Acceptable Use Guidelines

- The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District #2.
- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify, or destroy hardware or software, interfere, or hack/crack the system security.

™ Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

™ Services

- Sheridan County School District #2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
- The System Administrator may close an account at any time.
- Sheridan County School District #2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- Sheridan County School District #2 makes no warranties of any kind whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School #2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

™ Consequences

- Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District, as appropriate, may take disciplinary action.
- The administration, faculty, and staff of Sheridan County School District #2 may request the System Administrator to deny specific user accounts.

NONDISCRIMINATION STATEMENT (Board Policy: AC)

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, or other classifications that are protected by law. It is the policy of the District to maintain a nondiscriminatory environment free from discrimination, intimidation, harassment, or bias. All employees, students, applicants, or other persons dealing with the District who believe that they have been unlawfully discriminated against by the District will utilize the process set forth in Policy JII and JII-E."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

- 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution;
- 2. Administration of any protected information survey not funded in whole or part by the US Department of Education;
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave SW Washington DC 20202-5901

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (JRA-E2)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

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

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

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

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

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

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

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

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

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

The District may in the discretion of the superintendent, or his/her designee; disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

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Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE: April 2, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: Approval of Board Meeting Schedule for 2015-2016 School Year (Action)

Please find attached the Board meeting schedule and calendar for the 2015-2016 school year that was reviewed at the Board Retreat. I will request that you take action to approve it at the April 6^{th} board meeting.



Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

Tentative Board Meeting Schedule 2015-2016

Meeting Date	Type of Meeting	Location	Time
August 10	Regular	Central Office	6:00 p.m.
September 14	Regular	Central Office	6:00 p.m.
October 5	Regular	Central Office	6:00 p.m.
October 19	Legislative Roundtable	Central Office	6:00 p.m.
November 2	Regular	Central Office	6:00 p.m.
December 7	Regular	Central Office	6:00 p.m.
January 11	Regular	Central Office	6:00 p.m.
Winter 2016	Sheridan College Board	Sheridan College	6:00 p.m.
February 1	Regular	Central Office	6:00 p.m.
February 15	Teachers' Roundtable	Central Office	6:00 p.m.
March 7	Regular	Central Office	6:00 p.m.
March 19	Board Retreat	Ucross Ranch	All Day
April 5 (Tuesday)	Regular	Central Office	6:00 p.m.
May 9	Regular	Central Office	6:00 p.m.
June 20	Regular	Central Office	6:00 p.m.
July 20	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

Central Office is located at 201 North Connor Street, Suite 100



August 2015 - July 2016

www.scsd2.com

Regular Board Meeting Leg, College, Teacher, Retreat

August 2015		February 2016
	✓ New Teacher	
SMTWTFS 1	Teacher In-Service Days (No School)	S M T W T F S 1 2 3 4 5 6
2 3 4 5 6 7 8	O Vacation	7 8 9 10 11 12 13
9 10 11 12 13 14 15 16 17 18 19 20 (1) 22 23 (2) 25 26 27 28 29	\triangle Snow Days	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Begin/End of School Year/End of	21 22 23 24 23 20 27 28 29
30 31	Quarter	RRCNA Feb 6-9/WSBA Feb 21-22?
	Early Dismissal Day	March 2016
September 2015	The first day of school will be a full day.	
SMTWTFS	8/21 First Day New Teachers	S M T W T F S 1 2 3 4 5
1 2 3 4 5	8/25 First Day Teachers	6 7 8 9 10 11 12
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	8/25-31 Teacher In-Service (NO SCHOOL)	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
20 21 22 23 24 25 26	9/1 School Begins (Full Day)	27 28 29 30 51
27 28 29 30	9/7 Labor Day	
	10/12Teacher In-Service (NO SCHOOL)	April 2016
October 2015	11/5 K-12 Parent/Tchr Conf. (early	
SMTWTFS	dismissal)	SMTWTFS
	11/6K-12 Parent/Teacher Conferences	34 <mark>5</mark> 6789
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	11/25-27 Thanksgiving Break	10 11 12 13 14 15 16 17 18 19 20 21 22 23
18 <mark>19</mark> 20 21 22 23 24	12/21-1/3 Christmas Break	24 25 26 27 28 29 30
25 26 27 28 29 <u>30</u> 31	1/22Teacher In-Service (NO SCHOOL)	NSBA Boston Apr 9-11
	2/25 K-12 Parent/Tchr Conf. (early	May 2016
November 2015	dismissal)	SMTWTF S
SMTWTFS	2/26 K-12 Parent/Teacher Conferences	1 2 3 4 5 6 7
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	3/25 Good Friday (early dismissal)	8 <mark>9</mark> 10 11 12 13 14 15 16 17 18 19 20 21
15 16 17 18 19 20 21	3/28-4/1 Spring Break	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
22 23 24 5 6 7 28	5/28 Fort Mackenzie Graduation	29 30 31
29 30	5/29 SHS Graduation	
	5/30 Memorial Day	
December 2015	6/3 School Ends	June 2016
S M T W T F S	6/6 Teacher In-Service (NO SCHOOL)	SMTWTFS
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	6/7 & 8 Snow Days	$5 \ 6 \ \land \ 8 \ 9 \ 10 \ 11$
		$\begin{array}{cccccccccccccccccccccccccccccccccccc$
20 (21) (22) (23) (24) (25) 26		19 20 21 22 23 24 25
27 🙆 🗑 🗑 🗊	185 Teacher Days	26 27 28 29 30
	175 Student Days	
January 2016		July 2016
SMTWTFS	1 st Quarter Ends 10/30 - 42 days	SMTWTFS
(1) 2 3 4 5 6 7 8 9	2^{nd} Quarter Ends $1/21 - 45$ days	1 2 3 4 5 6 7 8 9
10 <mark>11</mark> 12 13 14 <u>15</u> 16	3^{rd} Quarter Ends $3/25 - 44$ days	10 11 12 13 14 15 16
17 18 19 20 <u>21</u> 22 23 24 25 26 27 28 29 30	4 th Quarter Ends 6/3 - 44 days	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
24 25 20 27 28 29 50 31		31
Sheridan College TBD		



Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE:	April 2, 2015	
DATE:	April 2, 2015	

TO: Board of Trustees

FROM: Molly Steel, Board Chairman

SUBJ: Board Luncheon Work Session Schedule for 2015-2016 School Year (Information)

Please find attached the proposed Board luncheon work session schedule for the 2015-2016 school year. Craig and I have composed a list of topics that we believe to be of interest to the Trustees. If you would like to suggest any changes to the attached schedule, please forward your ideas to Craig or me. This schedule will allow you to plan for the sessions that you hope to attend. These will be advertised open session Board Meetings and we will ask you to approve this schedule at your May 4th meeting.



Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

Tentative Board Luncheon Work Session Schedule 2015-2016

Meeting Date	Luncheon Subject	Time
August 17	Literacy Coordinator/Balanced Literacy	12:00 p.m.
September 21	Professional Learning Communities (PLCs)	12:00 p.m.
November 16	Legislative Priorities (including Recalibration updates)	12:00 p.m.
December 14	Primary Intervention Programs	12:00 p.m.
January 18	Accountability	12:00 p.m.
March 14	Technology Hardware and Integration	12:00 p.m.
April 11	After School Programming	12:00 p.m.
May 16	Alternative Schools	12:00 p.m.
June 6	Capital Construction (Master Plan/Architectural Updates)	12:00 p.m.



Craig Dougherty, Superintendent

Administrative Offices 201 N. Connor, Suite 100 P.O. Box 919 Sheridan, WY 82801 Phone: 307-674-7405 Fax: 307-674-5041

DATE: April 2, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: Approval of Board Goals for the 2015–2016 School Year (Action)

Following the input received at the Board Retreat, please find attached the Board Goals for the 2015–2016 school year. I will ask that you take action to approve them at the April 6th Board meeting.

Student Learning

- Improving Graduation Rate
- Expanding Formative Assessments to Other Disciplines
- Achieving SMART Goals
- Responding to Accountability Demands

Communicating High Expectations

- Acknowledging and Rewarding Student Excellence
- Identifying SMART Goals at Multiple Levels
- Communicating to a Variety of Community Groups and Stakeholders

Research-Based, Best Practices

- Implementing State Standards Curricula
- Innovating Instruction through Technology
- Reporting Monthly on Educational Research

Excellence and Accountability

Excellent Staff and Resources

- Deepening our Professional Learning Communities
- Continuing to Provide Competitive Salary/Benefits
- Continuing to Monitor Internal Controls
 and Procedures
- Utilizing Technology Resources for Effective Instruction and Communication



Governance & Leadership

- Maintaining Policy Input Process
- Continuing Board Governance Development
- Building Culture Throughout Leadership
- Improving Professional Development of Trustees

COMMUNICATING HIGH EXPECTATIONS BOARD GOAL

Communicating High Expectations Goal: SCSD #2 will consistently and continually communicate the District expectations for academic excellence and behavioral norms.

Discussion: The Board of Trustees believes that as a public entity, the District needs to be crystal clear about the academic potential that each student can reach and provide the educational programming to help each student reach their potential. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

2015-2016 Projections:

- 1. District administration will report by October, 2015, on the percentage of students who meet high academic expectations, with the goal of improving academic proficiency and graduation rate. *
- 2. The Board will celebrate students, staff, and others who demonstrate they have reached high expectations in a wide variety of pursuits--academic and otherwise.
- 3. The Board will receive reports from district staff on programs that help children meet high academic expectations.
- 4. District administration will communicate to a variety of community groups about the high expectations held for students by the Board of Trustees.

*SMART Goal

EXCELLENT STAFF AND RESOURCES BOARD GOAL

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain high quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the No Child Left Behind mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

Discussion: SCSD#2 believes that continuing to develop our teachers and other staff to their highest potential must be a primary goal of the District. Focusing efforts on effective staff development programs and methods will provide significant long-term benefits to the District. The Excellent Staff and Resources Goal will be used to strengthen teacher and staff performance, based on student learning.

Hattie (2012) identified three 'big ideas' in *Visible Learning for Teachers*, as follows and we must apply these ideas to our daily work.

- The fundamental purpose of schools is to ensure that all students learn; not merely that all students are taught. Student learning must be the lens through which educators look when examining all of their practices, policies, and procedures.
- Schools cannot help all students learn, if educators work in isolation. Schools must create structures and cultures that foster effective educator collaboration--collaboration that focuses on factors within our sphere of influence to impact student learning in a positive way.
- Schools will not know whether students are learning unless they are clear on what students must learn, and unless teachers continually gather evidence of that learning, and then use the evidence:
 - to better meet the needs of students through systematic instruction and enrichment; and
 - to inform and improve the individual and collective professional practice of educators.

The Board of Trustees believes that as a public entity, we are responsible to the taxpayers of Sheridan County and the state of Wyoming to be fiscally prudent and accountable with our education dollars.

The District has worked to provide a competitive salary and benefit package that not only attracts quality staff, but rewards those who have continually worked hard educating the students of SCSD #2. The district has also worked hard to be accountable to the public in regard to expenditures of taxpayer dollars.

2015-2016 Projections:

- The Board will continue to celebrate those teachers that reach continuing contract status. Our goal, as we track the new staff from 2012-2013, is to continue to use our teacher induction program, mentor teachers, and principal support and evaluation to reach 90% retention for those first three years. When hiring new teachers and administrators, we will advertise broadly, recruit intensively, and screen carefully by utilizing an on-line application system to hire the most outstanding applicants possible. We will differentiate this goal with the Board each year to show what percentage of teachers were non-returned due to not meeting our standards and those that chose to leave for personal reasons.*
- 2. The Board will continue to monitor revenues and expenditures with a goal of maintaining a 15-20% cash reserve level, as reported in the January 2015 Audit Report.*
- 3. The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA and reported at the 2016 Board Retreat. *
- 4. The District will continue to partner with the University of Wyoming and other universities in supporting pre-service teachers at the elementary and secondary levels. These partnerships will continue to be fostered with the understanding that we accept only top-performing pre-service teachers.
- 5. A Professional Learning Community (PLC) is composed of collaborative teams working interdependently to achieve common goals for which members of the team are mutually accountable: Collaboration is embedded in our routine practice; Teachers are provided time to collaborate; Teachers are clear on the critical questions that should guide collaboration; and, Our collaborative work is monitored and supported. We have created a PLC Director position that helps us focus on professional growth related to student learning. We will begin the school year with professional development that focuses on teachers, teacher teams, and administrators gaining a deeper understanding of the need for achieving the most rigorous standards, the impact of technology on daily instruction, and the necessary formative assessment protocols that will result in improved student learning.
- 6. Sheridan County District #2 will be hosting a Summer Institute at Sheridan College. Teachers from the District and surrounding states can gain deep professional learning from three nationally renowned educational leaders. Teachers and administrators will work this summer on curriculum and assessments and will continue our technology integration priorities for the five days of professional development for the 2015-16 school year. We are trying to adjust our professional development plans to more flexibly meet the needs of our staff. Especially in the area of technology, we need to adapt professional development for those well-versed in technology and those who need more time and support to integrate technology into the classroom.
- 7. The District will continue to study the state education accountability and assessment legislation. The State Board has required that no later than July 1, 2019, districts promulgate rules and regulations for the implementation and administration of a comprehensive teacher performance evaluation system based in part upon defined student academic performance measure as prescribed by law. We continue to work on inter-rater reliability among principals and ensure that the assessment of teaching leads to real

improvement in practice. Tying common formative assessments to the weekly PLC effect on instruction is becoming more routine.

8. The Board will continue to monitor legislation that may affect the finances or operations of the District.

*SMART Goal

GOVERNANCE AND LEADERSHIP BOARD GOAL

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community.

Discussion: The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results.

The District has worked to provide a world-class education to the students of SCSD #2. This is reflected in policy and procedure. Another example of proper governance is that the district has worked hard to be accountable to the public in regard to expenditure of taxpayer dollars.

2015-2016 Projections:

- 1. The Board will maintain the goal of two-thirds of its members reaching certified board member status with regard to school board professional development. This requires 50 points based on the WSBA development recognition program. *
- 2. The Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
- 3. The Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
- 4. The Board will continue its advocacy with the state legislature on matters of vital interest to the District.

*SMART Goal

RESEARCH-BASED, BEST PRACTICES BOARD GOAL

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, cocurricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field.

Discussion: The Board of Trustees believes that research and development in education has improved dramatically in the past decade. Research is more focused. Development work is more effectively evaluated in terms of actual results. And, educational programs are formally evaluated in terms of effectiveness and utility.

The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective. Examples include, but are not limited to: Reading Recovery, Ramp Up, Leveled Literacy Intervention, Step Up to Writing, Rebecca Sitton Spelling, Fountas and Pinell Phonics, etc.

In addition to classroom programs, the District has adopted a variety of research-based programs in the area of human resources. Our induction program has been modeled after the best practices of Harry Wong and Bob Marzano; our professional development program has taken advantage of the research of the DuFours' model of Professional Learning Communities, and our teacher evaluation system is based on the pioneering work of Charlotte Danielson and is considered a model for the state.

To be sure, our co-curricular programs are modeled on best practice. Our football team has been to the state championship three of the last six years, winning twice. Our concerts and plays have won community acclaim. Our academic competitions, such as We the People and Academic Challenge, have top place finishers. Even our Technology and Facilities departments and Food Service program use the latest research to inform purchases and priorities.

2015-2016 Projections:

- 1. The Board will receive reports from district administration regarding aspects of educational research or best practices in board meetings during the 2015-2016 academic year. *
- 2. The Board will prioritize fiscal expenditures that are consonant with research and best practice, including professional development opportunities that promote staff understanding of new developments in the field.
- 3. The Board and District staff will evaluate the overall educational enterprise to ensure effectiveness and that programs adopted are used uniformly and with fidelity.
- 4. The Board will receive reports from district staff regarding research-based programs and how such programs are implemented consistently in schools.

*SMART Goals

STUDENT LEARNING BOARD GOAL

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district.

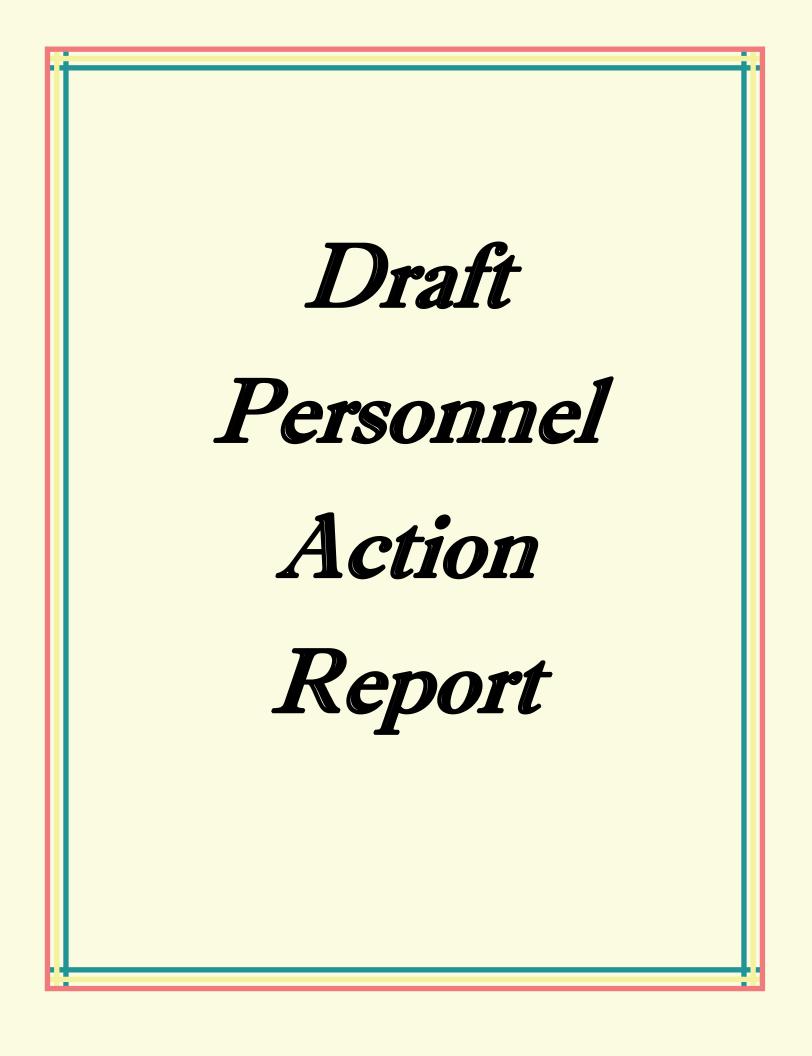
Discussion: The Board of Trustees is committed to helping all students reach their potential both academically and in many other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

While each goal is important, student learning is the most important goal for the school district. It is the essence and prime mover of everything in which the school district engages. The Board sets policy to promote and actualize student learning. The Board prioritizes expenditures based on opportunities to maximize student learning. The Board hires all staff with an eye towards optimizing student learning. The Board regularly expects and anticipates reports from the central office and site administration on the degree to which students learn the core and elective curricula.

2015-2016 Projections:

- 1. The District will maintain its ordinal position as first among large (4A) school districts in the state in 2016.*
- 2. The District will make progress towards reaching its academic (SMART) goals in 100% of the schools in 2016.*
- 3. The District will make progress towards reaching its graduation rate goal of 100% completion in 2016. *
- 4. District administrators will report to the Board on programs and interventions that improve student achievement in the core academic subjects.
- 5. The Board will continue its advocacy with the state legislature to fund school districts that demonstrate the priority for student learning.
- 6. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.
- 7. The Board will receive regular reports from district administrators on the degree to which students demonstrate progress towards academic proficiency.

*SMART Goals



SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 PERSONNEL ACTION REPORT April 6, 2015

Revised

CERTIFIED STAFF

Approvals:

Betsy Mack Sheridan Junior High School	Teacher-English 1.0 FTE (187 days)	Effective 8/21/15
Laine Parish Sheridan High School	Teacher-English 1.0 FTE (187 days)	Effective 8/21/15
Changes/Transfers:		
Kimberly Fleck Sheridan Junior High School to Highland Park, Meadowlark, and Woodland Park Schools	Teacher-Special Education to Teacher-Special Education/Behavior Interventionist 1.0 FTE (185 days)	Effective 8/25/15
Robert Winn Highland Park, Woodland Park, and Meadowlark Schools to Highland Park, Fort Mackenzie, and the Wright Place Schools	Teacher-Special Education/Behavior Interventionist to Teacher-Special Education 1.0 FTE (185 days)	Effective 8/25/15
Resignations:		
Michael Gonda Sheridan Junior High School	Teacher-Spanish 1.0 FTE (185 days)	Effective 6/1/15
Andrew Johnson Sheridan Junior High School	Teacher-Special Education 1.0 FTE (185 days)	Effective 6/1/15
Meghan Johnson Sheridan Junior High	Teacher-Special Education 1.0 FTE (185 days)	Effective 6/1/15

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 PERSONNEL ACTION REPORT April 6, 2015

Revised

School

Kaylyn Liggett Henry A. Coffeen School	Teacher-Kindergarten 1.0 FTE (185 days)	Effective 6/1/15
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CLASSIFIED STAFF		
Changes/Transfers:		
Shannon Farstveet Highland Park School to Sheridan Junior High School	Paraprofessional-Special Education to Paraprofessional - ESL 7.0 hours/day to 6.5 hours/day (175 days)	Effective 4/6/15
Resignations:		
Julianne Blaha Sagebrush School	Paraprofessional-ESL 6.5 hours/day (175 days)	Effective 4/3/15
Daniel Duff Transportation Department	Bus Driver 4.0 hours/day (175 days)	Effective 4/1/15
Cindy McFadden Meadowlark School	Paraprofessional-Special Education 1:1 6.75 hours/day (175 days)	Effective 4/17/15

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	Position
Elizabeth Moore	Track - 6th-8th Grade B Coach - SJHS
Melissa Mowry	Soccer - Girls Assistant Coach - SHS