Sheridan County School District #2

Board Meeting

Date: April 8, 2014

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
April 8, 2014
6:00 p.m.

Agenda

I. Call to Order
- A. Pledge of Allegiance

II. Recognition
- A. Winter Sports Report – Don Julian
- B. Tyler Julian - National Football Foundation Scholar-Athlete Award– Terry Burgess
- C. Sheridan County Athletics History Display – Terry Burgess
- D. Trustee Hackman - Federal Advocacy Coordinator Award – Craig Dougherty

III. Approval of Agenda

IV. Welcome – Audience Comments

V. Consent Agenda Items
- A. Approval of Minutes – March 3, 2014
- B. Approval of Minutes – March 15, 2014
- C. Approval of Bills for Payment

VI. Old Business
- A. Capital Construction Update *(Information)* – Craig Dougherty
- B. Request for Professional Services Agreement Approvals for the Early Building Roof Replacement and Sheridan High School Locker Room Renovations *(Action)* – Julie Carroll
- C. Update Summary for Facility Plan to be submitted to the Wyoming School Facilities Commission *(Action)* – Julie Carroll
- D. Approval of Policies *(Action)* – Cody Sinclair

VII. New Business
- A. Approval of Donation to Sheridan High School *(Action)* – Dirlene Wheeler
- B. Food Service Update *(Information)* – Roxie Taft
- C. 2015-2016 School Calendar *(Information)* – Scott Stults
- D. Approval of Elementary Parent-Student Handbooks *(Action)* – Scott Stults
- E. Approval of Board Meeting Schedule for 2014-2015 School Year *(Action)* – Craig Dougherty
- F. Request to Advertise for Proposals for Construction Manager at Risk (CMAR) Services for the SHS Locker Room Area Renovations *(Action)* – Julie Carroll
- G. Emergency Request to the Wyoming School Facilities Commission for the Early Building Roof Replacement *(Information)* – Julie Carroll

VIII. Reports and Communication

A. Board of Trustees
B. PTO/Parents/Students/Organizations
C. Site Administration and Staff

IX. District Reports

A. Superintendent

X. Executive Session

A. Personnel Matters
B. Legal Matters

XI. Adjournment

Sheridan County School District No. 2

Board of Trustees

Regular Monthly Meeting

Richard Bridger, Chairman **March 3, 2014** Craig Dougherty, Superintendent

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MINUTES OF MEETING

I. Call to Order

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 3, 2014, in the Board Room at the Central Administration Office. The presiding officer was Richard Bridger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Richard Bridger, Chairman
Ann Perkins, Vice-Chairman
Hollis Hackman
Scott Hininger
Erica O'Dell
Jim Perkins
Molly Steel

Absent:
Wayne Schatz, Treasurer
Marva Craft, Clerk

Administrators:

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

Absent:
Julie Carroll, Facilities Director

Chairman Bridger thanked the audience for attending the meeting. He reminded the attendees that if they speak and address the audience, they must state their name, and that personnel issues must not be discussed.

II. Recognition

A. Pam Moore - Wyoming Music Education Association's Northeast District Music Educator of the Year 2014 – Scott Stults with Mike Wood

Scott Stults introduced Sagebrush Principal Mike Wood, saying that he would be speaking about the accolades of Pam Moore.

Principal Wood said that keyboarding and music teacher Pam Moore was recently recognized by the Wyoming Music Education Association as the Northeast District Music Educator of the Year for 2014. He said that Pam is an amazing teacher, with positive energy and high expectations. He explained that her efforts do not stop with classroom

instruction. She plans folk dances for the Sagebrush Folk Dance Team. She is very involved in the school community, and she is incredibly deserving of this honor.

Ms. Moore expressed gratitude for the recognition. She said that she is blessed to be able to go to work every day and is honored and humbled by the recognition. She is proud to work for a school district the puts so much emphasis on educating the whole child. She thanked her husband for being so supportive of her and the many hours she spends preparing for her school projects. She also thanked Mike Wood, saying that he is the person who makes "the magic" possible.

Chairman Bridger said that this is a well-deserved recognition, and we have a great music program district-wide.

B. SHS Merit Scholars – Terry Burgess with Dirlene Wheeler

Assistant Superintendent Terry Burgess introduced Sheridan High School Principal Dirlene Wheeler, saying that she would be sharing information about the SHS National Merit Scholars.

Principal Wheeler said that it is a privilege to recognize Aaron Campbell and Gretchen Dougherty as National Merit Scholars Finalists. She explained that 1.5 million people took the PSAT. The 50,000 with the highest score are then chosen for recognition in the National Merit Scholarship Program. This list is narrowed to 16,000 semi-finalists, then to the 15,000 finalists. The Merit Scholarship Award will be awarded to the top 8,000. Ms. Wheeler read a quote from W. Craig Partridge, explaining the exemplary nature of these recognitions.

Chairman Bridger congratulated the students, saying that they are exceptional people and wished them well.

III. Approval of Agenda

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE HININGER MADE A FRIENDLY AMENDMENT TO THE MOTION TO TABLE ITEM B UNDER OLD BUSINESS – BID AWARD RECOMMENDATION FOR HENRY A. COFFEEN ELEMENTARY SCHOOL FIXTURES, FURNITURE, AND EQUIPMENT AND SECONDED THE MOTION. THE MOTION CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for February 10, 2014

B. Approval of Minutes for February 24, 2014

C. Acceptance of Out-of-State Tuition Request
Eva Grywusiewicz

D. Approval of Bills for Payment

General Fund	1,307,407.23
Federal Fund	27,014.83
TOTAL:	**$1,334,422.06**

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. Old Business

A. Capital Construction Update *(Information)* – Craig Dougherty
Superintendent Dougherty explained that work is being completed for the new Henry A. Coffeen Elementary School. The school is taking shape and looks much more like a finished product. Brickwork is still under way, and much of the interior work will continue into the summer.

Superintendent Dougherty said that the District is currently in negotiation with Malone, Belton, and Abel for repair to the roof of the Early Building that was damaged by hail.

Superintendent Dougherty said that professional services are under discussion with TSP for the locker rooms of Sheridan High School. As the area is updated, ADA requirements will cause the loss of some lockers. The updates needed for this area of the high school are part of the ongoing process to update facilities.

The auditorium is another area of concern. The theater is small enough that plays must be extended for additional days to suit community need, and electrical and lighting systems are inadequate.

Trustee Hackman asked if ADA requirements would be met in the auditorium as well. Superintendent Dougherty responded that the redesign will take the locker rooms and auditorium to their "skeletal structure," and ADA requirements will cause the loss of some space in this area as well before it is rebuilt. Of course, meeting ADA in these areas is important so that all people are allowed access, and these rules are appreciated and taken into consideration.

Chairman Bridger said that the high school is not new, and that perpetual upgrading is necessary. The freshman wing was added to accommodate the larger number of students, and the locker rooms need to accommodate larger numbers as well. Also, student involvement in sports has increased and the facility needs to meet the needs of the students.

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

Human Resources Coordinator Cody Sinclair said that five policies were being presented for first reading.

FIRST READING

Mr. Sinclair said that Policy KFA – No Smoking or Use of Tobacco Products was updated to include devices that simulate smoking and to expand the prohibited area to the entire property, not just the building.

TRUSTEE ANN PERKINS MADE A MOTION TO ACCEPT POLICY KFA – NO SMOKING OR USE OF TOBACCO PRODUCTS ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KGA – Non-School Bus Use Agreement Policy clarified that the bus driver has authority with respect to operation of the bus. Additions include procedures for trip cancellation and events that require towing.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT POLICY KGA – NON-SCHOOL BUS USE AGREEMENT POLICY ON FIRST READING, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION.

Trustee O'Dell asked how drivers are paid for non-school transportation. Mr. Sinclair responded that the leasing entity is charged, and the bus drivers receive the same wage that they normally receive.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KGD – District Art Works was last reviewed in 1997 and the language regarding reproduction was updated.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT POLICY KGD – DISTRICT ART WORKS ON FIRST READING, AS PRESENTED. TRUSTEE HININGER SECONDED THE MOTION, AND IT MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KHB – Advertising in the Schools was clarified regarding who would approve advertisements and which advertisements would be permitted.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT POLICY KHB – ADVERTISING IN THE SCHOOLS ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.

Chairman Bridger asked if the District has had issues with advertisements in the past. Mr. Sinclair responded that advertising requests for the school district are numerous, and the principals are diligent in watching for advertisements to be sure that they follow district policy.

Trustee Hininger asked how sports advertising is approved. Mr. Sinclair responded that all sports flyers are approved. Mr. Dougherty added that this policy requires approval in situations when community entities request assistance.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KI – Visitors to Schools was updated to include visitor sign-in sheets and nametags, and addressed the need for school visitors to receive principal approval.

TRUSTEE ANN PERKINS MADE A MOTION TO ACCEPT POLICY KI – VISITORS TO SCHOOLS ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION.

Trustee Hackman said that he hopes to have good signage at the buildings, so that it is clear where the parents are supposed to go and procedures that they are encouraged to follow. He hopes to see this welcoming approach in place throughout the District.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Policies – Second Reading

Mr. Sinclair said that there no major changes were made to the policies up for second reading. He added that the US code reference in Policy JD was clarified.

TRUSTEE HACKMAN MADE A MOTION TO ACCEPT POLICY IHBC – AT-RISK STUDENTS, POLICY IHBC-P – AT-RISK STUDENTS PROCEDURES POLICY JD – EDUCATION OF HOMELESS STUDENTS, AND POLICY JD-E – EDUCATION OF HOMELESS STUDENTS EXAMPLES ON SECOND READING, AS PRESENTED. TRUSTEE HININGER SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. Memorial Fund Scholarship Recommendations for 2014-2015 *(Action)* – Roxie Taft

Business Manager Roxie Taft asked the Board to authorize the scholarships for the 2014-2015 school year. The scholarships include fifteen Agnes Greisen Scholarships, the Fred Chez Memorial Scholarship, the Byron Chamberlain Memorial Scholarship, the Kathryn Ann Skatula Scholarships, and the EMIT Technologies Scholarships. She explained that the Kathryn Ann Skatula family and EMIT would decide how many scholarships they would support.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE MEMORIAL FUND SCHOLARSHIP RECOMMENDATIONS FOR 2014-2015, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Kindergarten Registration Update *(Information)* – Scott Stults

Director of Elementary Education Scott Stults said that there are approximately 250 kindergarten students registered for the 2014-2015 school year. He anticipates that an additional 60 students will register before school begins. The screening for the new kindergarten students will take place on April 9th and 10th at Sagebrush Elementary School.

Trustee Jim Perkins asked how many new kindergarten students would be attending Story Elementary School. Mr. Stults responded that six additional students would be attending Story Elementary School next year, bringing the enrollment to twenty-nine students.

Trustee Hininger asked if the District has a Facebook page to provide information to parents and the community, adding that it may be considered as a communication tool. Trustee Steel added that some of the other Districts in our area have Facebook pages. Trustee Jim Perkins added that we have a website, and could consider additional options.

C. Special Education Update *(Information)* – Traci Turk

Special Education Director Traci Turk explained the basics of the special education program. She said that the Wyoming Department of Education Special Programs Unit monitors districts annually through a Focus Monitoring Process, in which twenty indicators are used to rate the success of the program. Ms. Turk reviewed the twenty indicators and explained that priorities in the Special Education program include: accelerating the academic growth and achievement for students with disabilities, providing ongoing post-secondary transition opportunities to decrease the drop-out rate for students with disabilities, and developing strong transitions for students with disabilities as they move between buildings and enter public education.

VIII. Reports and Communications

A. Board of Trustees

Trustee O'Dell registered her daughter for Sheridan Junior High School, and found that she had unanswered questions, like many other parents. She suggested meetings to inform parents about school concerns or procedures including common core. Chairman Bridger agreed.

Trustee Hininger said that as the representative for the Recreation District Board, he attended a committee meeting last month to discuss the health of the Kendrick Park Pool, which has only approximately 2-3 years before it can no longer be used.

Trustee Hackman commented that he was pleased to have the opportunity to meet with the Sheridan High School Student Council. He said that the students spoke about a volunteer organization that provided them with community service resources, and it was wonderful to hear about this.

Chairman Bridger said that the Grease drama production will be performed this week from Wednesday through Sunday, and track and soccer will begin next week at the high school.

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 said that he would complete reporting on the board goals, leading up to the Board Retreat, and today, he would begin by reporting on the Governance and Leadership board goal. Superintendent Dougherty commended Cody Sinclair for maintaining the policy review schedule and completing the policy review. Superintendent Dougherty said that the Board attended WSBA, NSBA, the legislative forum, and several luncheons this past year, volunteering many hours of their own time.

Superintendent Dougherty also reported on the Student Learning board goal. He explained that our District is first among large districts in every subject of every grade. He said that he plans to meet with Governor Mead on Wednesday, March 5th to share the District's results and to promote Sheridan County School District #2 as a model for education in the state. Collaborative work in the District is strong and ever progressing.

TRUSTEE ANN PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:10 PM. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:10 p.m. to address personnel and legal matters.

TRUSTEE O'DELL MADE A MOTION TO RETURN TO REGULAR SESSION AT 9:07 PM. TRUSTEE HININGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 9:07 p.m.

TRUSTEE HININGER MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE HACKMAN MADE A MOTION TO ADJOURN THE MEETING AT 9:10 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 9:10 pm.

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Chairman Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
March 3, 2014

ADMINISTRATIVE STAFF

Approvals:

Rory Williams Highland Park School	Principals 1.0 FTE (205 days)	Effective 8/4/14

PROFESSIONAL STAFF

Resignations:

Doug Sanders Sheridan Junior High School	Discipline Assistant 1.0 FTE (180 days)	Effective 6/3/14

CERTIFIED STAFF

Changes/Transfers:

Emily Damby Henry A. Coffeen School	Teacher-3rd Grade to 2nd Grade 1.0 FTE (185 days)	Effective 8/19/14
Megan Garnhart Henry A. Coffeen School	Teacher-3rd Grade to 4th Grade 1.0 FTE (185 days)	Effective 8/19/14
Tyson Shatto Sheridan Junior High School to Sheridan High School	Teacher-Physical Education/Health 1.0 FTE (185 days)	Effective 8/19/14
Merredith Smith Leave of Absence (LOA) to Henry A. Coffeen School	Teacher-LOA to 3rd Grade 1.0 FTE (185 days)	Effective 8/19/14

Early Retirement Incentive Plan:

Larry Martoglio Sheridan High School	Teacher-Physical Education 1.0 FTE (185 days)	Effective 6/3/14

CLASSIFIED STAFF

Approvals:

Jasmine Crosley Sheridan High School	Cook's Helper (Hot Lunch) 5.0 hours/day	Effective 2/17/14

Changes/Transfers:

Gary Bennage Sheridan Junior High School and THORE	Custodian Effective 5.0 hours/day and 2.0 hours/day to 5.0 hours/day and 3.0 hours/day	3/3/14
Robert LaPier Maintenance Department to Sheridan High School	Custodian-Floater to Custodian 8.0 hours/day	Effective 2/1/14

Early Retirement Incentive Plan:

Lois A. Johnson Henry A. Coffeen School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 5/30/14

Resignations:

Claire M. Schroeder Henry A. Coffeen School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 2/28/14

EXTRA DUTY 2013-2014

Approvals:

Name	**Position**
Katie Aguirre	Swimming – B Coach – SJHS
Tim Daniels	Weight Room – 3rd Quarter – SHS
Jordan L. Davis	Soccer – Boys Assistant Coach – SHS
Mark Elliott	Weight Room – 3rd Quarter – SHS
Jeff Hallenbeck	Soccer – Boys Assistant Coach – SHS
Brian Rizer	Drama/Musical – Assistant – SHS
Wendy Vigil	Swimming – B Coach – SJHS

Resignations:

Name	Position
Adam Metcalf	Soccer – Boys Assistant Coach – SHS

2013-2014 HENRY A. COFFEEN ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM STAFF – BRIDGES/21ST CENTURY FUNDING

Approvals:

Name	Position
Matt Clark	Teacher
Debbie Johnson	Teacher
Deb Williams	Teacher (Substitute)

2013-2014 HIGHLAND PARK ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM STAFF – BRIDGES FUNDING

Approvals:

Name	Position
Thomas Bokelman	Student Teacher
Teann Mefford	Teacher

2013-2014 SAGEBRUSH ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM STAFF – BRIDGES/21st CENTURY FUNDING

Approvals:

Name	Position
Debbie Johnson	Teacher
Molly Swan	Teacher

2013-2014 WOODLAND PARK ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM STAFF – BRIDGES/21st CENTURY FUNDING

Approvals:

Name	**Position**
Debbie Johnson	Teacher

2013-2014 SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM STAFF – SCEF FUNDING

Approvals:

Name	**Position**
W. Steve Davies	Teacher

Sheridan County School District No. 2

Board of Trustees

Board Retreat

Richard Bridger, Chairman **March 15, 2014** 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 8:40 a.m., Saturday, March 15, 2014, at The Ranch at Ucross. A quorum was present, including the following:

Trustees:
Richard Bridger, Chairman
Ann Perkins, Vice Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Hollis Hackman
Scott Hininger
Erica O'Dell
Jim Perkins
Molly Steel

Administrators:
Craig Dougherty, Superintendent
Terry Burgess, Assist. Superintendent
Tom Sachse, Assist. Superintendent
Scott Stults, Dir. of Elem. Instruction
Roxie Taft, Business Manager

Absent: None

II. Regular Session

During regular session the following items were discussed: Website Update; Bid Award Recommendation for Henry A. Coffeen Elementary School Fixtures, Furniture, and Equipment; Technology Integration – Elementary; Technology Integration – Secondary; Out-of-Country Travel Request; Implications of the Legislative Session; Sustained, Intensive, and Nuanced Professional Development; Wellness Update; 2014-2015 North Central Association (NCA) Board Goals; and 2014-2015 Board Meeting Schedule.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR HENRY A. COFFEEN ELEMENTARY SCHOOL FIXTURES, FURNITURE, AND EQUIPMENT, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE OUT-OF-COUNTRY TRAVEL REQUEST, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE CRAFT MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 1:35 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session

The Board went into Executive Session at 1:35 p.m. to cover legal and personnel matters.

TRUSTEE O'DELL MADE A MOTION TO RETURN TO REGULAR SESSION AT 3:20 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 3:20 p.m.

IV. Adjournment

TRUSTEE CRAFT MADE A MOTION TO ADJOURN THE MEETING AT 3:20 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

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Chairman Clerk

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 1, 2014

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Capital Construction Update** *(Information)*

Henry A. Coffeen Elementary School

The entire roof membrane and insulation is complete. Masonry is complete except for cleaning. Mechanical, electrical, and plumbing wall rough-ins are complete on the first and second floors and are continuing in the corridor ceiling spaces. Painting of all areas will be complete in the next two weeks. Ceiling grid is complete in all areas of first floor except the corridors. Ceiling grid work will continue on second floor and be complete in the next several weeks. All classroom casework is nearly complete. Flooring installation will begin mid-month. All interior and exterior window installation is complete and the storefront areas will be complete this month. The main roof top units (RTUs) are in place and will be fired up towards the end of the month. Site work will begin again as weather permits this month.

Sheridan High School Projects and Future Planning

There are many areas of Sheridan High School that need to be renovated now and in the future. The SHS Building Leadership Team will look at the future planning of all areas of SHS and the impact these areas have on curriculum. We will use TSP's professional services to assist in these master planning documents. This will help create documents to plan renovation areas for the next 10 years and put some associated costs to these areas.

For the more immediate areas that are being evaluated for renovation, there will be a locker room and sports training committee and a performing and fine arts committee that will help plan and develop documents to renovate these areas. These committees will assist in seeking some private funds along with helping to devise budgets using the available District and state major maintenance funds.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 1, 2014

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request for Professional Services Agreement Approvals for the Early Building Roof Replacement and Sheridan High School Locker Room Renovations** *(Action)*

Professional review of the Early Building roof damage due to hail has been completed, and a professional services agreement with Malone Belton Abel Architects has been negotiated. I will request that you take action to approve and move forward with the agreement.

Professional review of the SHS Locker Room area renovations has been completed, and a professional services agreement with TSP Architects has been negotiated. I will request that you take action to approve and move forward with the agreement.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 1, 2014

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. During the May Board Meeting, the final plan will be approved and the documents that are submitted into the database will be presented.

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

- Submit requests for all facilities regarding safety and security as requested through the Governor's task force
- Submit capital component funding request for SHS boiler plant upgrades
- Continue to request funds for building a new 6-12 alternative school in order to remove Ft. Mackenzie and the Wright Place from the junior high campus – this includes moving them to the old Highland Park building this summer
- Continue to request the funding for Sagebrush ES remediation
- Continue to request funding for renovation of the transportation facility and site, maintenance facility and site, and projects submitted for SHS components (fire alarm, door upgrades, and lighting upgrades)
- Continue to evaluate enrollment trends and needs
- Continue to do data reporting for all of the district's school buildings and sites
- Continue to update major maintenance projects for all sites

I will request that you take action to move forward with these recommendations that will be updated and/or included in our facility plan.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 1, 2014

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Approval of Policies** *(Action)*

The following policies are being recommended for first reading:

KF	**Community Use of School Facilities**
KF-E1	**Community Use of School Facilities Form**
KF-E2	**Challenge Course Rental Agreement**

The following policies are being recommended for second reading:

KFA	**No Smoking or Use of Tobacco Products**
KGA	**Non-School Bus Use Agreement Policy**
KGD	**District Art Works**
KHB	**Advertising in the Schools**
KI	**Visitors to Schools**

Policies - First Reading

COMMUNITY USE OF SCHOOL FACILITIES

Sheridan County School District #2 facilities may be made available to the local public.

The Board requires persons or entities desiring to use School District facilities to comply with the following terms and conditions:

a. Submit a Request for Use of SCSD#2 Facilities (KF-E1) with the building secretary of that facility or at the Buildings and Grounds Office at Central Administration. The request must include all dates and times that the facility is being requested. The superintendent or his/her designee shall be responsible for final approval or disapproval of all requests for public use of facilities. The Board of Trustees reserves the right to make final decisions with respect to all requests for use of facilities. The Board of Trustees also reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.

b. Provide $1,000,000 aggregate insurance to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of the school district, and the school district from any loss or damage.

c. The person, group or organization requesting use of the school facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing school facilities shall comply with all school district policies, specifically including, but not limited to, school district policies preventing use or possession of alcohol, drugs or tobacco/nicotine while on school premises.

d. All persons or groups using school facilities are required to clean up and leave the facility in the same condition that it was in prior to use. Building principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use or additional assessed fees.

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

e. Consumable supplies and materials are not available for public use without approval of the principal and payment of a fee to cover the costs. School lunch commodities may not be donated or sold for use by the public.

f. Request for use of video, computer, electronic, sound, or other technical equipment shall be included on the Request for Use of SCSD#2 Facilities (KF-E1) and may be utilized only on school premises when operated by a person knowledgeable and trained in its use and approved by the superintendent or his/her designee prior to its use. An additional charge may be assessed for the use of such equipment.

g. Whenever food is prepared and served from the school kitchen, a cook who regularly works in that kitchen must be present. The cook will be paid by the group at the same hourly rate paid by the district. The cook need not be present if food is carried in and served.

h. Building usage fees are determined by usage classification outlined on the rates tables maintained by the School District. Use rates may be negotiated and are at the discretion of the superintendent or his/her designee. The District does not normally charge a use fee for District staff, students or non-profit groups. When usage is for users outside of the community or revenue is generated, the District reserves the right to charge use fees. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may also be charged.

i. Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied.

School District activities have precedence over community-based activities. Activities held by approved student organizations, faculty groups, or student-related parent groups at School District facilities will be free for all participants. The Sheridan Recreation District’s recreational activities have second preference with other entities of the community to follow, all dependent on availability. Use of school facilities may be restricted to groups residing within the school district. Any request for use of facilities on a continuing basis will be

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

periodically reviewed. No approval for use of school district facilities shall be valid for more than one (1) year.

Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of any organization or group, the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, or the expression of any opinion as to the passage or defeat of any issue.

See also policies:
GBECC – Alcohol-Free Schools
KFA – No Smoking or Use of Tobacco Products

First Reading:
Second Reading:

COMMUNITY USE OF SCHOOL FACILITIES

~~The public school~~Sheridan County School District #2 facilities ~~are~~may be made available ~~provided~~ to the ~~by the people in order~~ local public.~~community under the terms and conditions herein so that the youth of the community may receive the benefit for a variety of reasons to improve quality of life and provide opportunities.s of a sound educational program. Although this is the basic purpose for which the schools are built, the complete educational function is not achieved until the school facilities are made to serve the community. School facilities should not be used for personal or commercial activities, but instead the use of school facilities should demonstrate a benefit to the school.~~

~~To accomplish this objective, when possible, use may be made of school plants~~~~These~~~~School District facilities are designed primarily as a safe, friendly environment to educate our children. These facilities are but also as used for student-related activities which are educational, recreational, and/or cultural student-related activities. School District These student-related activities will be given~~~~have priority~~~~precedence over community-based activities. Activities held by approved student organizations, faculty groups, or student-related parent groups at School District facilities will be rental free for all participants. The Sheridan Recreation District's recreational activities have second preference with other entities of the community to follow, all dependent on availability.~~

~~Community-based groups may be assessed appropriate appropriate Facility Usage fees~~~~a fee~~ ~~to use a facility and shall also pay the full hourly rate of any school district employee required to be in attendance or to clean up after any group utilizing the facilities. Any requests for use of facilities on a continuing basis will be periodically reviewed. No approval for use of school district facilities application s~~~~shall be valid for more than one (1) year. In the case of a request for use of activities particular activity or performance where the facility will be used on multiple occasions, more than one performance or show is to be presented, within a period of one week, the Request for Use of SCSD#2 Facilities (KF-E) request for the use of facilities should specify that more than one performance or meeting will be held, the times of the performance and meetings, and the days during the week when it will be held. will include the additional dates and times the facility is requested.~~

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

~~Useage of school facilities may be restricted to groups residing within the school district. The Board of Trustees of the school district reserves the right to make final decisions concerning the use of facilities.~~

The Board ~~may~~ requires persons or entities ~~the renting organization that~~ desiring to use School District facilities ~~es using our facilities t~~to comply with the following terms and conditions:

a. S~~s~~ubmit a Request for Use of SCSD#2 Facilities (KF-E1) with the ~~B~~building ~~S~~secretary of that facility or at the Buildings and Grounds Office at Central Administration. The request must include all dates and times that the facility is being requested. The superintendent or his/her designee shall be responsible for final approval or disapproval of all requests for public use of facilities.~~—~~ The Board of Trustees reserves the right to make final decisions with respect to all requests for use of facilities. The Board of Trustees also reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.

b. ~~, p~~Provide $1,000,000 aggregate insurance to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of the school district, and the school district from any loss or damage.

c. ~~The signed and dated request then enters the approval process. In the case of large groups for which admission will be charged, the Board may further request proof of liability insurance.~~ The person, group or organization requesting use of the school facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing school facilities shall comply with all school district policies, specifically including, but not limited to, school district policies preventing use or possession of alcohol, drugs or tobacco/nicotine while on school premises.

d. ~~Individual groups and organizations~~All persons or groups using school facilities are required~~responsible~~ to clean

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

up and leave the facility in the same condition that it was in prior to use. Building p~~P~~rincipals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use or additional assessed fees.

e. Consumable supplies and materials are not available for public use without approval of the principal and payment of a fee to cover the costs. School lunch commodities may not be donated or sold for use by the public.

f. Request for use of video, computer, electronic, sound, or other technical equipment shall be included on the Request for Use of SCSD#2 Facilities (KF-E1) and may be utilized only on school premises when operated by a person knowledgeable and trained in its use and approved by the superintendent or his/her designee prior to its use. An additional charge may be assessed for the use of such equipment.

g. Whenever food is prepared and~~/or~~ served from~~at~~ the school kitchen, a cook who regularly works in that kitchen must be present. The cook will be paid by the group at the same hourly rate paid by the district. The cook need not be present if food is carried in and served.

h. Building usage fees are determined by usage classification outlined on the rates tables maintained by the School District. Use rates may be negotiated and are at the discretion of the superintendent or his/her designee. The District does not normally charge a use fee for District staff, students or non-profit groups. When usage is for users outside of the community or revenue is generated, the District reserves the right to charge use fees. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may also be charged.

i. Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied.

School District activities have precedence over community-based

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

activities. Activities held by approved student organizations, faculty groups, or student-related parent groups at School District facilities will be free for all participants. The Sheridan Recreation District's recreational activities have second preference with other entities of the community to follow, all dependent on availability. Use of school facilities may be restricted to groups residing within the school district.

Any request for use of facilities on a continuing basis will be periodically reviewed. No approval for use of school district facilities shall be valid for more than one (1) year.

Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of any organization or group, ~~nor~~ the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, or the expression of any opinion as to the passage or defeat of any issue.

~~The Ssuperintendent or his/her designee or his designee, which may be the building administrator, shall be responsible for final approving approval or disapproving disapproval requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized representative of the organization requesting use of the building and approved by the Superintendent or his/her designee as part of each request.~~

~~Individual groups and organizations using school facilities are responsible to clean up and leave the facility in the same condition that it was prior to use. Principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use or additional assessed fees.~~

~~Consumable supplies and materials are not available for public use without approval of the principal and payment of a fee to cover the costs. School lunch commodities may not be donated or sold for use by the public.~~

~~Usage of vVideo, computer, electronic, sound, or other technical equipment shall not be utilized outside of the school facilities without written authorization from the principal or Superintendentincluded on the Request for Use of SCSD#2 Facilities (KF-E) and may be utilized only on school premises when operated by a person knowledgeable and trained in its use.~~

COMMUNITY USE OF SCHOOL FACILITIES (contd.)

~~All such use must be specifically and approved by the building administratorSuperintendent prior to its use and an additional charge may be assessed for the use of such equipment. when deemed appropriate by the Superintendent or his designee.~~

~~Whenever food is prepared in the kitchen and served at the school, a cook who regularly works in that kitchen must be present. The cook will be paid by the group at the same hourly rate paid by the district. The cook need not be present if food is carried in and served.~~

~~Because the facilities are funded by taxpayer dollars, private for-profit businesses, corporations, organizations or persons will not be permitted to utilize the school facilities for business purposes. Building usage fees are determined by usage classification outlined on the SCSD2-Rec. District flowchart and SCSD2 Facilities Rates table. Usage rates may be negotiated and are at the discretion of the SCSD2 Superintendent. The District does not charge a usage fee for District staff, students or non-profit groups conducted in our facilities. When usage is for users outside of the community or revenue is generated, the District reserves the right to charge usage fees. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may also be charged.~~

~~Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may be charged.~~

~~The Board of Trustees reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.~~

See also policies:
- GBECC – Alcohol-Free Schools
- KFA – No Smoking or Use of Tobacco Products

First Reading: ~~1/14/97~~
Second Reading: ~~8/26/97~~

COMMUNITY USE OF SCHOOL FACILITIES FORM

KF-E1

Date: _____

NAME OF FACILITY / AREA TO BE USED: _____
(State building room or rooms and equipment)

NAME OF PERSON or ORGANIZATION MAKING REQUEST (hereinafter referred to as "USER"):

_____ Contact Number_____

ADDRESS_____ Email Address _____

TYPE OF ORGANIZATION (Please Circle) Non Profit, Profit, Private Foundation, PTO, Municipality, Religious, Performing arts, Student Organization, Teacher Organization, Other _____

NAME OF RESPONSIBLE PERSON (Must be age 18 or over) _____
(Organization's Representative)

EVENT DESCRIPTION _____

ESTIMATED ATTENDANCE _____

CHILD AFFILIATED (Circle One) Yes No If Yes Explain _____

Start Date and Time _____ End Date and Time _____

Space Requested / Rooms _____ Equipment Requested _____

Set Up Requested _____ Tear Down Requirements _____

Insurance Information

Company Name _____Policy Number _____

Coverage Dates (Must include date you will be using facility) _____

Terms and Conditions of Use

1. Consideration. As consideration for use of the facility the User shall pay SCSD#2 a rate dependent upon the facility desired and where the User is classified using the Facilities User Flowchart.

2. District Rules. User assumes the responsibility for the supervision of participants and care of facilities. User will abide by all applicable policies of Sheridan County School District #2, including Policy KF *Community Use of School Facilities*. A copy of this policy is available upon request.

A. Participants are restricted to the portion of the facility identified in this request.
B. Organizations may use the facilities only on the days, dates, and times listed on this request.
C. At the discretion of the District the User may be issued a key. User is personally accountable for the keys issued and may not give the keys to any other individual. Keys may not be duplicated and are the responsibility of the User. For lost keys the User will be charged the amount necessary to retain proper security to our facilities which may range from a single key or FOB to changing many locksets.
D. SCSD#2 rules concerning alcohol, tobacco/nicotine, and controlled substances shall be enforced by the sponsor.

COMMUNITY USE OF SCHOOL FACILITIES FORM (contd.)

E. User must provide supervision of all participants to ensure that vandalism, inappropriate behavior, and unsafe activities do not occur.

F. User shall be accountable for the general cleanliness of the facility after its use. District custodial staff will be assigned to this event and a rate charged per District guidelines.

G. User will be financially responsible for property damage, vandalism, etc. that the User inflicts on any facility due to abuse or neglect.

3. Insurance. Prior to use of the facility, User shall secure and continuously carry with an insurance company or companies acceptable to the District a general liability insurance policy to protect against and from all loss by reason of injury to the persons or damages to property. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of the School District. Minimum coverage to include: $1,000,000 per occurrence with a minimum of $1,000,000 aggregate. A certificate in form satisfactory to the issuance of such insurance shall be furnished to the District upon request.

4. Indemnification. User agrees to defend, save, and hold SCSD#2 harmless from any claim, liability, damage or injury and shall indemnify SCSD#2 for any damages or costs incurred for or on account of any claim, liability, damage or injury to any person or to the property of any person, arising from the Organization's use of the School District's property.

5. Release. To the maximum extent permitted by law, User releases, waives and discharges SCSD#2, its trustees, employees, agents, and representatives from all liability for any and all loss or damage arising out of or related to User's use of SCSD#2 property, including without limitation, loss or damage arising from the condition of SCSD#2 premises, and User agrees that SCSD#2 shall have no liability for such loss or damage resulting from User's presence and actions.

6. User Responsibilities (Questions should be directed to Facilities Department 674-7405).

a. Treat all facilities with care and safety.
b. Do not leave children unsupervised in the facility. If multiple areas of the facility are used, supervision must be maintained in all of those areas.
c. Always leave facility as clean as or better than when you arrived.
d. Use appropriate equipment/attire specific to the area of use.
e. Everyone must stay in the area being utilized (no wandering the halls, classrooms, etc.).
f. Report any accidents or damage to the school custodian immediately.
g. Do not use unauthorized school equipment.
h. Do not allow anyone other than your immediate group in the building.
i. Fill out Incident report as required by the District for property damage promptly and accurately and deliver to SCSD#2.

7. Termination. SCSD#2 may terminate this agreement prior to its ending date. Failure to comply with any aspect of this policy may results in immediate termination and/or denial or future use.

_____ _____

Signature of User Date Print Name

Prior approval of the request by the District is necessary prior to use to the facility.

CHALLENGE COURSE RENTAL AGREEMENT

Name of Organization _____

Date of Use _____ Number of Participants _____

Name and phone number of Person in Charge _____

Check which elements you are requesting to use:

__ Bosuns Chairs/Swing Tires
__ Low Swing Beams
__ Multi Swing
__ Ring-to-Ring Swing
__ Walk on the Wildside Kit
__ Cargo Net
__ Centipede
__ Group Initiative Games & Equip
__ Dangle Duo
__ Flying Squirrel
__ High Swinging Beam with Rope Ladder
__ Pamper Pole
__ Swing Shot
__ Counter Weight System
__ Climbing Wall
__ Other _____

- SCSD #2 **requires** our trained facilitator to be present whenever the challenge course is in use. The entity noted above will be billed by SCSD #2 an approved hourly fee ~~of $30/hour~~ to cover the costs of this facilitator. In addition, a rental fee of $200 per day will be charged. The user is required to provide belay people to serve as counterweight at a rate of 3:1 people/user(s) of the station. If the District is to provide them, a cost of $15/person/hour will be assessed in whole hours.
- SCSD #2 **requires** a Participant's Consent, Release, Waiver and Hold Harmless Agreement be signed by all participants **before** they are allowed on the Challenge Course. The agreement must be signed by all participants. In the event that the participant is under the age of 18, or enrolled in one of our schools the form must also be signed by a parent/guardian. A new form is required each time the participant utilizes the Challenge Course.
- The rental entity is responsible for proper and adequate supervision of all participants. School rules regarding the use of tobacco/nicotine -products and alcohol shall apply to all events. The rental entity shall also assure the facility is properly cared for and that all Bloodborne ~~p~~Pathogen protocol is adhered to. The rental entity agrees to be responsible for any and all damages not considered to be part of "normal wear."
- The rental entity understands that such use has certain inherent risks and other risks of injury to the participants, and to property. In consideration for being allowed to use the Challenge Course, the renting entity accepts and assumes these risks, and hereby waives any claims arising from such use and releases all claims for injuries, damages, demands, or causes of action that may arise from such use, including but not limited to claims arising from the acts of negligence of SCSD #2, and it's employees, agents and representatives, from any and all such claims, causes of action, liabilities, judgments, and damages, whether made by the renting entity, by any participant, or by any participant's legal representative, that result from the use of the Challenge Course.

_____ _____ _____

Signature of Representative Mailing Address Phone

Designated Facilitator/Date _____

Principal's Approval/Date _____

Superintendent~~s~~'s Appproval/Date _____

For Business Office Use Only:
Date Billed _____
Rental Fee billed at $200/day and Facilitator billed at ~~$30/~~the approved hourly rate:
Amount Billed $_____ Date Received _____

CHALLENGE COURSE RENTAL AGREEMENT (cont'd)

CHALLENGE COURSE WAIVER FORM

To Parents/Users: Thank you for completing this form on behalf of your son or daughter. The Challenge Course programs use a wide variety of games, team-building activities, and low and high challenge course activities. Some of our programs also include outdoor activities such as rock climbing, rappelling, canoeing, orienteering and camping. Although some of these activities can be physically demanding, they are designed to be within the capability of any student who is in reasonably good health.

Safety is a very high priority of all of our programs. If your child has any current or past medical conditions that could affect his/her participating, please let us know.

Although this is intended as a waiver for students, everyone that uses the Challenge Course must fill out this waiver prior to usage. If you have additional questions about this program please contact the appropriate school personnel or a representative of Project Adventure.

General Information

Student/User Name _____

Date of Birth _____

Home Address _____

Sex: M F

Parent(s)/Guaurdian(s) _____

Home Phone _____

Business Phone _____

Cell Phone _____

In case you are not available in an emergency situation, please indicate an additional person to be notified:

Name _____

Relationship to student _____

Phone _____

Address _____

Insurance Information

Is this student covered by family medical/hospital insurance? Yes/No

Plan name _____

Group # _____

Name of insured _____

Relationship to participant _____

CHALLENGE COURSE RENTAL AGREEMENT (cont'd)

Medical Questions

A. Does your child have any current or past medical conditions that could affect their ability to participate in the Challenge Course activities? Yes/No

If yes, identify and explain: _____

B. Is your child currently taking any medications? Yes/No

If yes, please list the medication and the condition: _____

C. Does your child have any of the following conditions? (circle any that apply)

- Recent injury
- Infectious disease
- Diabetes
- Chronic or recurring illness
- Asthma
- Allergies (medication, food, bee sting, etc.)
- Recent surgery

If any of the above are circled, please provide additional information: _____

Release of Liability-Acknowledgment of Risk

I understand that the Challenge Course program will be conducted indoors and that it is designed to be challenging, as well as educational.

I recognize and acknowledge that although the program has been carefully designed and will be operated by well-trained staff, the risk of injury or disability cannot be totally eliminated. In the event of illness or injury, consent is hereby given to provide emergency medical care or hospitalization. I affirm that the information provided is accurate and complete and I agree to hold the Challenge Course program harmless if full disclosure of a pre-existing medical condition has not been provided. I release the Challenge Course program, its staff members and ~~Board of Directors~~Sheridan County School District #2 from all liability not directly related to the actions of the Challenge Course program's staff members.

Parent or Guardian Signature _____ Date _____

Policies - Second Reading

NO SMOKING OR USE OF TOBACCO PRODUCTS

Smoking, devices simulating smoking, or the use~~s~~ of tobacco and/or nicotine products of any kind are not allowed ~~in the buildings~~on the property of School District #2~~, effective August 15, 1988~~.

See also policies:

IHAMA - Teaching About Drugs, Alcohol and Tobacco
JICG/JICH - Student Alcohol/Tobacco/Drug Abuse by Students

Adopted: ~~8/2/88~~ 3/3/14
Second Reading: ~~8/26/97~~

NON-SCHOOL BUS USE AGREEMENT POLICY

The following terms and conditions will govern the use of buses owned by Sheridan County School District No. 2 (the "District") by persons and entities desiring to use the same for non—school related functions ("Lessees").

1. The use of buses for non—school purposes will be limited to trips within the State of Wyoming, unless the request is in support of an emergency as determined by the superintendent or his or her designee. All non-emergency requests must be made at least ten (10) school days prior to the requested date of the trip, so the superintendent can determine whether the request can be accommodated and whether the same is within the best interest of the District.

2. Trips will be limited to a single 24 hour day unless specifically authorized by the superintendent or as required by an emergency.

3. Buses will be driven by School District drivers in possession of current commercial driver's licenses. More than one driver may be assigned as deemed necessary or advisable. School District bus drivers will make all decisions with respect to operation of the bus. The School District and/or its drivers shall make all decisions with respect to whether it is safe and/or appropriate to operate the bus during questionable driving conditions. Lessee agrees to abide by the decision of the School District and/or its bus drivers in this regard.

4. Lessee agrees to reimburse the School District for all driver costs, including but not limited to, driving and waiting time, meals, lodging, benefits and any other necessary and reasonable expenses. Lessee also will be charged and will pay to the School District the School District's current per mile rate, measured from the District's bus barn and the return to the bus barn.

5. Lessee agrees to hold the School District, its agents, employees and representatives, harmless from and to indemnify them for any liability, cost, expense and fees arising from:
   a. Any claim, demand or cause of action, of any kind or nature, for any injury to or death of any person or;
   b. Any loss or damage of property occasioned by, arising

NON-SCHOOL BUS USE AGREEMENT POLICY (contd.)

from or occurring in connection with the use of the School District's bus or;

c. The negligence or intentional conduct of Lessee, its agents, employees, representatives or guests, save and except the negligence or intentional conduct of any employee of the School District.

6. Lessee, its agents, employees, representatives and guests will adhere to and abide by the District's rules and regulations regarding use of school buses, particularly those prohibitions against the use or possession of alcoholic beverages, ~~tobacco or~~ tobacco/nicotine products and non—prescribed controlled substances on the bus.

7. Approval of the use of a school district bus is entirely within the discretion of the Board of Trustees. The School District will not be held liable for any loss, damage or expense in the event of any change, cancellation or other event which prevents the District from providing the bus or driver or which makes the same impracticable or, for any reason, not in the best interest of the District.

8. Lessee will be responsible to clean the bus after use and to return it to the District in the same condition as when Lessee received it. Lessee will be responsible for any and all costs to clean the bus. Lessee shall also be responsible for all costs associated with towing the bus, if necessary, and all costs associated with any ~~or to~~ repair necessary as a result of ~~any damages resulting from~~ Lessees' use of the bus. If it becomes necessary to cancel the trip for any reason, Lessee shall provide notice to the School District at least 24 hours prior to the planned time of departure. If such notice is not given at least 24 hours prior to the planned time of departure, Lessee will pay all costs that the School District incurs as a result of the cancellation.

See also policies:
GBECC – Alcohol-Free Schools
KFA – No Smoking or Use of Tobacco Products

First Reading: ~~9/12/11~~ 3/3/14
Second Reading: ~~10/10/11~~

DISTRICT ART WORKS

Any photographing or reproduction of any kind of art works belonging to School District No. 2 must be approved in writing by the ~~Board of Trustees~~superintendent or his/her designee. The Board shall provide for safe keeping of ~~the Gollings'~~all paintings and other art work owned by the School District.

First Reading: ~~1/28/97~~ 3/3/14
Second Reading: ~~8/26/97~~

ADVERTISING IN THE SCHOOLS

~~This policy is not intended to prevent the district from cooperating through~~ The superintendent or his/her designee may allow distribution of announcements and ~~distribution of~~ program material ~~with~~of non-profit community organizations that supplement the school program, such as Boy Scouts, Girl Scouts, YMCA, Little League, et al., when such cooperation will not interfere with the school ~~program~~district purposes.

The district may also utilize and post extra-curricular activity schedules and/or utilize programs with limited advertising contained thereon at the discretion of the superintendent or his/her designee.

No other advertisement or solicitation shall be permitted on school district property. ~~Other e~~Exceptions to this policy may be made in the discretion of the superintendent or his/her designee when it is determined that the educational benefit and benefit to students outweighs the significance of any advertising or potential exploitation by private interests. The superintendent may at his/her option refer specific cases to the Board for a decision.

See also policy:
DJGA - Vendor Relations
KH – Solicitations in the Schools

First Reading: ~~1/14/97~~ 3/3/14
Second Reading: ~~8/26/97~~

VISITORS TO SCHOOLS

~~It is the policy of the Board to encourage parents and other citizens of the district to visit classrooms occasionally to observe the work of schools. The Board believes there is no better way for the public to learn what the schools are actually doing.~~

In order to assure that no unauthorized person enter the buildings with wrongful intent, all visitors to the schools will report to the school office to receive assistance from the staff to make their visit ~~elsewhere in the building more efficient and profitable~~successful. Visitors will be required to sign-in at the school office and wear a visitor name tag while in the school building. This practice will not apply when parents have been invited to a classroom or assembly program.

Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such sessions in advance with the teacher so that class disruption may be kept to a minimum. ~~Teachers are expected not to take class time to discuss individual matters with visitors.~~ Students wishing to visit school must receive prior approval by the principal or his/her designee.

Principals are authorized to refuse entry onto school grounds and into school facilities to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct or any conduct which will or could interfere with the educational program to leave the school grounds.

The superintendent or his/her designee is authorized to request assistance of law enforcement officers in cases of emergency or difficulty in getting persons to comply with this policy. ~~and t~~The superintendent or his/her designee is authorized to seek prosecution to the full extent of the law when persons violate the provisions of the district policy regarding visitation, damage to school property, loitering, or disruptive activity.

See also policy:
ECA - Building Security

First Reading: ~~1/28/97~~ 3/3/14
Second Reading: ~~8/26/97~~

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 31, 2014

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Approval of Donation to Sheridan High School** *(Action)*

The Witzel family recently donated $13,000 to the Sheridan High School Band for the purchase of five new marimbas.

I will request that you take action to accept this generous donation to Sheridan High School.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 1, 2014

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Food Service Update** *(Information)*

At the January board meeting, questions arose regarding the status of our food service program. In response, I have prepared a power point presentation to update you on the food service program, the fresh fruits/vegetables program, and the online pay option.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 31, 2014

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **2015-2016 School Calendar** *(Information)*

The Calendar Committee met and is proposing two calendar options for the 2015-2016 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, September 1st ;
- Students last day is Friday, June 3rd;
- New teachers report Friday, August 21st;
- All teachers report Tuesday, August 25th;
- Parent-Teacher Conferences November 5th-6th and February 25th-26th;
- Labor Day, Thanksgiving (3 days), Christmas (2 weeks), Spring Break (1 week March 28th-April 1st), and Memorial Day are vacation days;
- Good Friday (March 25th) is an early release day;
- Teacher in-service days: August 25th-31st, October 12th, January 22nd, and June 6th.

Option B

- Students begin Tuesday, August 25th;
- Students last day is Thursday, May 26th;
- New teachers report Friday, August 14th;
- All teachers report Tuesday, August 18th;
- Parent-Teacher Conferences October 29th-30th and February 18th-19th;
- Labor Day, Thanksgiving (3 days), Christmas (2 weeks), and Spring Break (1 week March 21st-March 25th);
- Teacher in-service days: August 18th-24th, October 12th, January 15th, and May 27th.

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.

SHERIDAN COUNTY 2 SCHOOL DISTRICT

Excellence and Accountability

August 2015 - July 2016

www.scsd2.com

A

◇ New Teacher
□ Teacher In-Service Days (No School)
○ Vacation
△ Snow Days
— Begin/End of School Year/End of Quarter
⬡ Early Dismissal Day

The first day of school will be a full day.

8/21	First Day New Teachers
8/25	First Day Teachers
8/25-31	Teacher In-Service (NO SCHOOL)
9/1	School Begins (Full Day)
9/7	Labor Day
10/12	Teacher In-Service (NO SCHOOL)
11/5	K-12 Parent/Tchr Conf. (early dismissal)
11/6	K-12 Parent/Teacher Conferences
11/25-27	Thanksgiving Break
12/21-1/3	Christmas Break
1/22	Teacher In-Service (NO SCHOOL)
2/25	K-12 Parent/Tchr Conf. (early dismissal)
2/26	K-12 Parent/Teacher Conferences
3/25	Good Friday (early dismissal)
3/28-4/1	Spring Break
5/28	Fort Mackenzie Graduation
5/29	SHS Graduation
5/30	Memorial Day
6/3	School Ends
6/6	Teacher In-Service (NO SCHOOL)
6/7 & 8	Snow Days

185 Teacher Days
175 Student Days

1st Quarter Ends	10/30 -	42 days
2nd Quarter Ends	1/21 -	45 days
3rd Quarter Ends	3/25 -	44 days
4th Quarter Ends	6/3 -	44 days

August 2015

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SHERIDAN COUNTY 2 SCHOOL DISTRICT

Excellence and Accountability

August 2015 - July 2016

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SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 31, 2014

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 8th 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 Tuesday.

"Students inspired to achieve extraordinary success"

Henry A. Coffeen Elementary Parent-Student Handbook

2014-2015

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 2014

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 2014-2015 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

Cougars

A Paw-sitive Experience

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 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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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
9:45 A.M.	Grades K-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
Second Grade	11:25-11:45	11:45-12:05
Third Grade	11:30-11:50	11:50-12:10
Fourth Grade	11:45-12:05	12:05-12:25
Fifth Grade	11:40-12:00	12:00-12:20

1:45 P.M.		Kindergarten dismissal
2:00 P.M.	Grades 3-5	Afternoon recess (15 minutes)
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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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

2014-2015

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

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

Date: August 2014

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,

?????
Principal

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, Principal, at Phone or email me at e-mail 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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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)
10:00 A.M.	Grades 3-5	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	$1.00
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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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 2014-2015

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

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Meadowlark School

1410 DeSmet Avenue
Sheridan, WY 82801
672-3786

"Meadowlark: Celebrating Learning, Respecting Diversity, Building Community"

August 2014

Dear Meadowlark Families,

The purpose of this Parent/Student Handbook is to acquaint you with some of the beliefs, procedures, and policies of Meadowlark School. Please keep this copy for reference during the school year. This information can also be viewed on our newly designed district website.

This is an exciting time for our "Bobcat" community. We are coming off an exciting school year. We will represent our Blue Ribbon School status well by continuing the great things we have in place for our students.

Cooperation between the home and school is a necessary ingredient for the success of children in school. Parents, teachers, and students must work together and share common objectives, if the best interest of education is to be fulfilled. Parents are encouraged to maintain regular contact with the school, attend parent meetings, and attend regularly scheduled conferences. The sharing of information and ideas promotes understanding and enhances the total education program.

Please feel free to consult with me on any questions or problems that may arise. I am your representative to the Superintendent of Schools.

Sincerely yours,

Casey O'Connor
Principal

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 or email me at casey.o'connor@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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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	11:30-11:50	11:50-12:10
Second Grade	11:35-11:55	11:55-12:20
Third Grade	11:40-12:05	12:05-12:25
Fourth Grade	11:45-12:10	12:10-12:30
Fifth Grade	11:50-12:15	12:15-12:35

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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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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Sagebrush Elementary School

Parent-Student Handbook

2014-2015

1685 Hillpond Drive
Sheridan, WY 82801
672-9059

Principal: Mike Wood

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Sagebrush Elementary
1685 Hillpond Drive
Sheridan, Wyoming 82801
(307) 672-9059

"National Blue Ribbon School"

August 2014

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

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, Mike Wood, at 672-9059 or email me at mike.wood@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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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

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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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

2014-2015

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 2014

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

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 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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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
9:45 A.M.	Grades K-2	Morning recess (15 minutes)
10:00 A.M.	Grades 3-5	Morning recess (15 minutes)
11:30 A.M.		Lunch 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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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 2014-2015

1010 E. Woodland Park Road
Sheridan, WY 82801
674-7937
Principal: Paige Sanders

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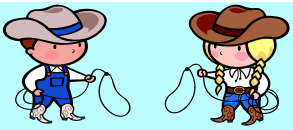
Woodland Park Elementary School

1010 E. Woodland Park Road
Sheridan, Wyoming 82801
674-7937
"Home of the Wranglers"



August 2014

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 education 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 that it will promote a wonderful partnership between family and school. Also, our school webpage is updated regularly and provides an efficient means of obtaining the monthly bulletin and other important announcements. The website can be assessed by going to www.scsd2.com and selecting Woodland Park under the "Schools" tab.

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

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 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 Goals: 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, co-curricular, 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

Richard Bridger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Scott Hininger
Jim Perkins
Wayne Schatz, Treasurer
Hollis Hackman
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2014-2015

August 25	School Begins (Full Day)
September 1	Labor Day (No School)
October 13	Teacher In-Service (No School)
October 28	End 1st Quarter
November 6	Early Dismissal for Parent/Teacher Conf.
November 7	Parent/Teacher Conferences (No School)
November 26- 28	Thanksgiving Break (No School)
December 22-January 2	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 19-20	Teacher In-Service (No School)
February 19	Early Dismissal for Parent/Teacher Conf.
February 20	Parent/Teacher Conferences (No School)
March 20	End of 3rd Quarter
March 23-27	Spring Break
April 3	Good Friday (Early Dismissal)
May 23	Fort Mackenzie Graduation
May 24	SHS Graduation
May 25	Memorial Day (No School)
May 29	Last Day of Classes – End 4th Quarter/2nd Semester
June 1	Teacher In-Service (No School)
June 2 & 3	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 one-to-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 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

1:25 P.M.	Grades 3-5	Afternoon recess (15 minutes)
1:45 P.M.		Kindergarten dismissal
2:55 P.M.		Grades 1-5 dismissed

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	$1.00
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. We are certain that you understand the rationale of this policy. 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 school-wide 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 (JH-R)

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 year are considered excessive. Parents will be notified when excessive absences become a concern. Excessive absences will result in at least one of the following: parent conference with the administration, an attendance contract, making up time for all absences, removal from special school programs, future absences becoming unexcused, or correspondence with the County Office of Juvenile Justice. Please see Unexcused Absences in the following section. Medically excused absences (documented by a doctor or school nurse) do not count toward the excessive absences policy.

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 pre-arranged 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
Community	• 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
Hallways & Stairs	• Walk at all times • Keep hands and feet to self • Walk facing forward • Walk on the right side	• Use quiet voices • Use kind words and actions • Be 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
Restrooms	• Wash your hands • Keep water in the sink	• Use quiet voices • Give privacy • Respect property	• Use teacher pass • Flush toilets after use • Return to class promptly • Report any problems to an adult • Keep restrooms clean
Arrival/ Dismissal	• 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
Lunchtime	• 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
Playground	• 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
Assembly	• 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
Classroom	• 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
Office	• Walk quietly • Keep 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
Library & Computer Lab	• 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 passes • Use time wisely • Ask for help when needed • Return materials on time
Bus	• 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 self-discipline 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
2014-2015

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.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.							
Level 2 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1st Offense	1st Offense		2rd Offense	3rd Offense	4th Offense	5th Offense	
Level 3 bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1st Offense			1st Offense	2nd Offense	3rd Offense	4th Offense	
Level 4 fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)					1st Offense	2nd Offense	3rd 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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SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

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 31, 2014

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Meeting Schedule for 2014-2015 School Year** *(Action)*

Please find attached the Board meeting schedule and calendar for the 2014-2015 school year that was reviewed at the Board Retreat. I will request that you take action to approve it at the April 8th board meeting.

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Board Meeting Schedule
2014-2015

Meeting Date	Type of Meeting	Location	Time
August 11	Regular	Central Office	6:00 p.m.
September 8	Regular	Central Office	6:00 p.m.
October 6	Regular	Central Office	6:00 p.m.
October 20	Legislative Roundtable	Central Office	6:00 p.m.
November 3	Regular	Central Office	6:00 p.m.
December 8	Regular	Central Office	6:00 p.m.
January 12	Regular	Central Office	6:00 p.m.
January 26	Sheridan College Board	Central Office	6:00 p.m.
February 2	Regular	Central Office	6:00 p.m.
February 23	Teachers' Roundtable	Central Office	6:00 p.m.
March 2	Regular	Central Office	6:00 p.m.
March 14	Board Retreat	Ucross Ranch	All Day
April 6	Regular	Central Office	6:00 p.m.
May 4	Regular	Central Office	6:00 p.m.
June 15	Regular	Central Office	6:00 p.m.
July 15	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

Central Office is located at 201 North Connor Street, Suite 100

August 2014 - July 2015

www.scsd2.com

Regular Board Meetings
Special Board Meetings
NSBA National Conference

August 2014

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

September 2014

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

October 2014

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

Legislative Roundtable

November 2014

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

Nov 19 WSBA Delegate Assembly

December 2014

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

January 2015

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

Sheridan College Joint Board

◇ New Teacher
□ Teacher In-Service Days (No School)
○ Vacation
△ Snow Days
— Begin/End of School Year/End of Quarter
⬡ Early Dismissal Day

The first day of school will be a full day.

8/15	First Day New Teachers
8/19	First Day Teachers
8/19-22	Teacher In-Service (NO SCHOOL)
8/25	School Begins (Full Day)
9/1	Labor Day
10/13	Teacher In-Service (NO SCHOOL)
11/6	K-12 Parent/Tchr Conf. (early dismissal)
11/7	K-12 Parent/Teacher Conferences
11/26-28	Thanksgiving Break
12/22-1/2	Christmas Break
1/19-20	Teacher In-Service (NO SCHOOL)
2/19	K-12 Parent/Tchr Conf. (early dismissal)
2/20	K-12 Parent/Teacher Conferences
3/23-27	Spring Break
4/3	Good Friday (early dismissal)
5/23	Fort Mackenzie Graduation
5/24	SHS Graduation
5/25	Memorial Day
5/29	School Ends
6/1	Teacher In-Service (NO SCHOOL)
6/2 & 6/3	Snow Days

185	**Teacher Days**
175	**Student Days**

1st Quarter Ends	10/28 -	45 days
2nd Quarter Ends	1/16 -	44 days
3rd Quarter Ends	3/20 -	42 days
4th Quarter Ends	5/29 -	44 days

February 2015

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

Teachers' Roundtable

March 2015

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

Board Retreat/NSBA Mar 21-23

April 2015

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

May 2015

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

June 2015

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

July 2015

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

Revised 5/2/13

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DATE: April 1, 2014

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Advertise for Proposals for Construction Manager at Risk (CMAR) Services for the SHS Locker Room Area Renovations** *(Action)*

I will request that you approve the advertisement for professional services proposals for CMAR Services for the Sheridan High School locker room area renovations. This project will be a multi-phased project and will be complex due to the nature of the mechanical systems (hot water boiler plant) required to provide service to these areas. With the phased nature of this project, it will be critical to have the CMAR on board in order to ensure the least disruption to education. Another advantage will be to have multi-bid packages out at times that will most benefit the project in an effort to help keep costs in check.

Please see the attached document that lists pros and cons of delivery methods. We typically use Design-Bid-Build; however, when projects get complex it warrants looking at other methods in order to keep within budget.

Construction Delivery Alternatives

Pros and Cons

CM at Risk (CMAR)

- Assist in initial phases of design with construction methods and cost issues
- CMAR guarantees by bond that the project will be completed per their GMP (Guaranteed Max. Price)
- One contract initiated btwn school district and CMAR
- CMAR is responsible for schedule and delivery of whole project
- Maximum price is known at beginning of project
- School district receives back all savings on project

CM-Agency

- Assist in bid packages, cost issues and scheduling
- Acts as extension of school district and bears no risk
- Multiple contracts btwn school district and all trades
- Multiple prime contracts increase paperwork and administrative time
- Increased potential for construction disputes and claims
- Schedule can be interrupted by failure of another trade to complete on time

Design-Bid-Build

- Architects and Engineers (A/E) fully design project and then let the full project out for bids to General Contractors
- Rely on A/E estimate for construction bid (unknown bidding)
- Lower bidder situation (greater possibility of contractor generated change orders)

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Fax: 307-674-5041

DATE: April 1, 2014

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Emergency Request to the Wyoming School Facilities Commission for the Early Building Roof Replacement** *(Information)*

Please see the attached letter requesting to be on the April 2014 Wyoming School Facilities Commission agenda requesting emergency funds for the Early Building roof replacement project due to the extreme hail weather that occurred in Sheridan last year. The urgency and cost of the project and the uncertainty of actual insurance coverage have necessitated this request.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
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March 31, 2014

Wyoming School Facilities Department
Taner Norton, Project Manager
Hathaway Building 5th Floor, Suite D
2300 Capitol Avenue
Cheyenne, WY 82002

Re: Sheridan County School District No. 2 – Emergency Funding for
Sheridan Junior High School Early Building Roof Replacement due to Hail Damage

Dear Taner:

I am writing this letter to request for our District to be on the April Commission Agenda to request Emergency Funding. We had some extreme hail storms come through Sheridan over this last year which caused extensive damage to the Early Building Roof. The damage was not covered by warranty and we turned the claim into our insurance on November 26th, 2013. We are unsure at this time as to the amount the insurance will cover from this damage. We now have some fairly extensive leaks and are nearing completion of our construction documents and estimates. We need to proceed with this project as soon as possible in order to curtail any further damage to the interior. As discussed, we will be providing you the rest of the supporting documents over this next week.

We currently have contracts for all of our major maintenance funds to be expended through July 1st of 2015; therefore, we are requesting the release of emergency capital construction funds to address this unforeseen incident. Thanks for your assistance on this matter.

Please contact me with any questions.

Sincerely,

Craig Dougherty
Superintendent, Sheridan County School District #2

CC: Bill Panos, Director
Stanley Hobbs, Planning Administrator