Sheridan County School District #2

Board Meeting

Date: June 17, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
June 17, 2013
6:00 p.m.

Agenda

I. Call to Order
- A. Pledge of Allegiance

II. Recognition
- A. Spring Sports Celebration – Don Julian

III. Approval of Agenda

IV. Welcome – Audience Comments

V. Consent Agenda Items
- A. Approval of Minutes – May 13, 2013
- B. Approval of Minutes – June 5, 2013
- C. Approval of Bills for Payment

VI. Old Business
- A. Capital Construction Update *(Information)* – Craig Dougherty
- B. Bus Video Surveillance Equipment and Installation – Vendor/Purchase Authorization *(Action)* – Steve Schlicting
- C. Proposed 2014 - 2015 Calendar *(Action)* – Scott Stults
- D. Approval of Policies *(Action)* – Cody Sinclair

VII. New Business
- A. Status of Certified Sick Leave Bank – *(Information)* – Cody Sinclair
- B. Status of Classified Sick Leave Bank – *(Information)* – Cody Sinclair
- C. Approval of Board Meeting Schedule for 2013 - 2014 School Year *(Action)* – Craig Dougherty
- D. Acceptance of Donations to Sheridan High School *(Action)* – Dirlene Wheeler
- E. Approval of Elementary Parent-Student Handbooks *(Action)* – Scott Stults
- F. Approval of Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance *(Action)* –Terry Burgess
- G. Request Permission to Bid Technology Equipment for 2013 - 2014 School Year *(Action)* – Coree Kelly

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

IX. District Reports
- A. Assistant Superintendent

B. Superintendent

X. Executive Session

A. Personnel Matters
B. Legal Matters
C. Real Estate Matters

XI. Adjournment

Sheridan County School District No. 2

Board of Trustees
Regular Monthly Meeting

Scott Hininger, Chairman | **May 13, 2013** | 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, May 13, 2013, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
Ann Perkins, Vice-Chairman
(Arrived at 7:07 pm)
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Hollis Hackman
Jim Perkins
Molly Steel
(Phoned in at 8:08 pm for executive session)

Administrators:

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

Absent:
Erica O'Dell

Absent:
Coree Kelly, Technology Director

II. Recognition

A. Wyoming School Boards Association (WSBA) Certificates of Appreciation – Craig Dougherty

District Superintendent Craig Dougherty explained that several of our board members act as legislative liaisons, and they have done a great job representing the district with the legislators. Superintendent Dougherty thanked Trustee Bridger, Trustee Hackman, Trustee Hininger, and Trustee Schatz, and presented them with certificates from the Wyoming School Boards Association for their hard work.

B. Sheridan Junior High School PLC Model School Acceptance – Terry Burgess

Assistant Superintendent Terry Burgess explained that Sheridan Junior High School was awarded the title of a Professional Learning Community (PLC) Model School in January by Dr. Anthony Muhammad. Assistant Superintendent Burgess explained that of 45 middle level schools across the country, only three of those schools received awards. Assistant Superintendent Burgess introduced the principal of Sheridan Junior High School, Mitch Craft.

Principal Mitch Craft said that he was flattered to accept the honor on behalf of Sheridan Junior High School. He explained that it takes a focused and special group of teachers and staff with a focus on collaboration to achieve such results, and it is a great honor to be listed in a group with all the other model schools.

C. Sheridan High School Awards – Terry Burgess

Assistant Superintendent Terry Burgess explained that Sheridan High School recently received the US News and World Report Silver Award and was named by Newsweek as the only Wyoming high school on the American best high school list. Assistant Superintendent Burgess introduced Sheridan High School Principal Dirlene Wheeler to talk about the honors.

Principal Wheeler began by congratulating Sheridan Junior High School. She said that it takes a great deal of work and great leadership to get to such a high level.

Principal Wheeler explained that she was honored to have Sheridan High School listed as a US News and World Report Silver Award winner. She said that the high school had received the same honor on one other occasion, in 2010. The award is based on the number of Advanced Placement (AP) students (one measure of national rigor), graduation rate, and the number of students going to college.

Principal Wheeler explained that the Newsweek honor, which Sheridan High School also received in 2008, is based in a large part on graduation rate and dual or concurrent enrollments. The graduation rate at Sheridan High School has made the jump from 75% to 85.3% through a great deal of work. The students are college and career ready. During the 2012-2013 school year, 82 students utilized dual enrollment and received credit, 400 students received concurrent enrollment credit, and 25 students dropped out of school. Principal Wheeler said that the high school's goal is to achieve a 90 % graduation rate.

D. Sheridan High School Student Google Award Winner – Dirlene Wheeler

Sheridan High School Principal Dirlene Wheeler said that ninth grader, Lauren Sarantopoulos, has entered the Google 4 Doodle contest for several years. This year, she was the state winner for the eighth-ninth grade level. In winning the state portion of the competition, she wins a free trip to New York City. If she wins the national competition, she will be awarded a $30,000 scholarship and Sheridan High School would be given $50,000 for technology purchases. Principal Wheeler said that the high school is lucky to have a bright student like Lauren at Sheridan High School.

Sheridan High School Freshman Lauren Sarantopoulos said that he theme for the Doodle 4 Google competition was "My best day ever…," so Lauren thought about her life as a fairytale. She said that she drew a fairytale because with Prince Charming, everything works out.

E. Sheridan High School SkillsUSA Medalists – Dirlene Wheeler

Sheridan High School Principal Dirlene Wheeler introduced SkillsUSA sponsors Heidi Richins and Kathleen Pilch.

Sponsors Ms. Richins and Ms. Pilch explained that they took seven students to the SkillsUSA state competition in Casper. Three of the students received medals at the state competition. Sheridan High School sophomore Sierra Orlandi received the bronze award for pre-school teaching; Sheridan High School senior Jack Granger received the silver award for woodworking; and Sheridan High School junior Aaron Baker received the gold award for computer maintenance. Aaron Baker will be traveling to the state SkillsUSA national competition in Kansas City, MO this summer. Miss Orlandi, Mr. Granger, and Mr. Baker discussed their experience with the SkillsUSA competition. Mr. Baker finished by saying that the SkillsUSA program allowed him to participate in mock interviews and encouraged him to bring out his best natural skills.

Trustee Jim Perkins asked Miss Orlandi if she saw technology being used with pre-school aged children. Miss Orlandi responded that she has seen pre-school students using iPads to play math games, reading games, and Razkids (Reading A to Z).

III. Approval of Agenda

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for April 8, 2013

B. Approval of Bills for Payment

General Fund	1,445,565.32
Federal Fund	82,236.25
Capital Fund	187,179.40
Major Maintenance Fund	200,069.00
TOTAL:	**$1,915,049.97**

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

VI. Old Business

A. Capital Construction Update *(Information)* – Craig Dougherty

District Superintendent Craig Dougherty said that old Coffeen Elementary school is gone, and the construction crew is bringing in fill dirt and is on schedule for the opening of the new Henry A. Coffeen Elementary School in August of 2014.

Superintendent Dougherty said that the bids for Sheridan High School are due on Thursday, May 23, 2013, and a special board meeting will be necessary to approve the bid recommendations.

Superintendent Dougherty said that the bids for Story Elementary School were received on May 10, 2013. Hazardous abatement has begun and having the school ready for the start of the 2013-2014 school year is the goal.

B. Bid Award Recommendation for Story Renovation *(Action)* – Julie Carroll

Facilities Director Julie Carroll explained that five bids were received for the Story Elementary School project. She handed a bid packet out to the board with the bid totals and recommendation. Ms. Carroll said that she recommends awarding the bid to Delta Construction for $1,235,000, with an alternate in the amount of $14,860, for a total of $1,249,860.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE BID AWARD RECOMMENDATION TO DELTA CONSTRUCTION FOR STORY ELEMENTARY SCHOOL CONSTRUCTION AND DEMOLITION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Bridger asked for a clarification if the motion included the alternate. Trustee Hackman and Trustee Schatz agreed that the alternate was included.

During discussion Trustee Jim Perkins said that he thought the Story Elementary School renovation project would be $850,000. Ms. Carroll responded that after professional services were acquired, several unexpected expenses were presented. First, the entire septic system and leach-field needed to be replaced. Also, the restrooms needed to be moved to the front of the building to meet ADA requirements, and electronic door controls would be necessary for the safety of the students and security of the building

Trustee Schatz asked if Delta would be able to finish the project in time for the start of the 2013-2014 school year. Ms. Carroll responded that August 16, 2013 is the expected completion date, so it will be in time for the start of the new school year.

Trustee Jim Perkins asked about the students being moved for construction. Ms. Carroll said that the students moved into Grace Chapel Church at the end of April, so abatement of the school could begin. She said that Delta Construction would be ready to start on Monday, May 20, 2013 if the bid is approved.

Trustee Bridger asked if a great deal was being spent on major maintenance. Ms. Carroll responded that she is planning to spend the entire remaining budget. She said that she has been saving up for these projects.

THE MOTION TO APPROVE THE BID AWARD RECOMMENDATION TO DELTA CONSTRUCTION FOR STORY ELEMENTARY SCHOOL CONSTRUCTION AND DEMOLITION WITH ALTERNATE PASSED WITH A MAJORITY VOTE. TRUSTEE JIM PERKINS VOTED NO.

C. Approval of Policies – Cody Sinclair

Human Resources Coordinator Cody Sinclair stated that five policies are up for first reading, and they are recommended for approval individually.

Mr. Sinclair explained that Policy EBB – First Aid Safety and Procedures was brought to policy review because Policy JLCE – First Aid and Emergency Medical Care was being reviewed. It was recommended that the last two paragraphs of Policy JLCE be moved to Policy EBB and that Policy JLCE be deleted.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY EBB – FIRST AID AND SAFETY PROCEDURES AND DELETE POLICY JLCE ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLF – Reporting Child Abuse was returned to first reading for definition updates and clarifications.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY JLF – REPORTING CHILD ABUSE ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLIB – Student Dismissal Precautions had minor wording changes, as it had not been changed since 1997.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JLIB – STUDENT DISMISSAL PRECAUTIONS ON FIRST READING, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLIB-P – Student Dismissal Precautions added parent rights and removed unclear wording.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JLIB-P – STUDENT DISMISSAL PRECAUTIONS ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Policies – Second Reading
Mr. Sinclair said that the only policy with a change between first and second reading was Policy JLCB, in which the order of items was changed to allow it to read clearer. All the policies up for second reading were recommended to be approved collectively.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JLCD – ADMINISTERING MEDICATION TO STUDENTS, POLICY JLCD-E1 – AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION MEDICATION AND RELEASE OF LIABILITY, POLICY JLCD-E2 – AUTHORIZATION FOR ADMINISTRATION OF OVER THE COUNTER MEDICATION AND RELEASE OF LIABILITY, POLICY JLF-P – REPORTING SUSPECTED CHILD ABUSE, POLICY JLF-E – REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT FORM, AND POLICY JLIA – SUPERVISION OF STUDENTS ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Bridger suggested that policies that are being deleted could be included with the group as long as the group is being approved as presented.

THE MOTION TO APPROVE THE POLICIES ON SECOND READING, AS PRESENTED, PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. Approval of Secondary Schools' Handbooks *(Action)* – Terry Burgess

Assistant Superintendent Terry Burgess said that the three secondary principals would explain the changes that they had made to their handbooks for the next school year. Mr. Burgess introduced Sheridan Junior High School Principal Mitch Craft.

Principal Craft explained his changes, which were minor.

Trustee Jim Perkins asked Mr. Craft which non-school related activities would be not excused by the school. Mr. Craft said that activities such as traveling soccer, rodeo, and ice hockey would be non-school-related activities.

Trustee Schatz asked if there would be a time when the handbooks would no longer be printed. Mr. Craft responded that the handbooks are always available online, but the handbook is printed in the student planners.

Assistant Superintendent Terry Burgess introduced Fort Mackenzie and the Wright Place Principal Laurien Rahimi.

Principal Rahimi said that as she was updating the student handbook, the focus was on consistency across the district.

Trustee Hackman asked about the purpose of the essay as part of the problem solving contract on page 27 with concern that writing was being used as a punishment. Principal Rahimi responded that the students who have made poor choices need to provide reasons and solutions to their poor choices to become successful in decision making. Superintendent Dougherty added that the essay the students write is succinct and brief, with only one or two sentences per part.

Trustee Craft asked why "Remediation Friday" reads so differently than the Sheridan High School student handbook's "Friday Early Out." Principal Rahimi explained that she hopes that students who fail by choice may make better decisions with the help of "Remediation Friday," and the parents supported the policy.

Assistant Superintendent Terry Burgess introduced Sheridan High School Principal Dirlene Wheeler. Principal Wheeler said that she didn't make many changes to the student handbook.

Trustee Jim Perkins asked about the driving rules on page 20. He was concerned that it takes five violations before there are consequences for the student drivers. He said that he would also like to see additional rules: failure to wear a seatbelt by the driver and passengers while in a moving vehicle on Sheridan High School property; and accident on Sheridan High School property.

Superintendent Dougherty suggested that the handbooks could be approved as they were presented, but that the transportation section of Sheridan High School's Handbook could be reviewed for sentence structure and language, and then redistributed to the Board. He explained that there are consequences at every step, even with the local police department.

Trustee Bridger said that he disagreed with Trustee Jim Perkins's suggestions. He said that it may not be necessary to make the student handbook so detailed in respect to driving.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE SECONDARY SCHOOLS' HANDBOOKS, AS PRESENTED. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Acceptance of Donation to Sheridan High School *(Action)* – Dirlene Wheeler

Sheridan High School Principal Dirlene Wheeler said that the high school had recently received several donations from our generous community. The Witzel Family Foundation donated $520 for the Drama Club, First Interstate Bank donated $1,000 to Destination Imagination, the B.F. & Rose H. Perkins Foundation donated $1,000 to Destination

Imagination, Sheridan WYO Rodeo donated $1,000 to Future Farmers of America (FFA), and Sheridan WYO Gold Buckle Club donated $1,000 to FFA.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE ACCEPTANCE OF DONATIONS TO SHERIDAN HIGH SCHOOL, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT PASSED WITH A UNANIMOUS VOTE.

C. Anti-Bullying Program *(Information)* – Scott Stults with Kristina Nicholls

Director of Elementary Education Scott Stults introduced Kristina Nicholls, counselor at Sagebrush Elementary School. Ms. Nicholls started a program called "Girls' Night Out."

Kristina Nicholls explained that she noticed that the girls in the elementary school were being mean to each other. She did research and started using a program that some other schools across the country were using in which the third to fifth grade students were invited to share pizza and watch a movie about girl-on-girl aggression. The Sagebrush program was deemed to be a success, so the program was then shared with all of the fourth and fifth grade students across the district. It was decided that a "Boys' Night Out" should be also implemented. Ms. Nicholls said that they teach "I-messages," discuss confronting bullies, and educate the students and parents to resist bullying.

D. 2014-2015 School Calendar *(Information)* – Scott Stults

Director of Elementary Education Scott Stults said that there were two options for the 2014-2015 calendar. He explained that 73% of the population has preferred school starting on Tuesday in past surveys. However, Sheridan will host a two-day music festival, and the school year needed to start on a Monday to make the calendar balanced. Mr. Stults said that the only difference between the calendars is the date of Spring Break. He said that voting will be available online for staff and parents.

Trustee Bridger asked how the schedules would affect the PAWS schedule. Mr. Stults responded that we hope to be doing the Smarter Balanced Consortium Assessments. Assistant Superintendent Tom Sachse added that the Smarter Balanced Consortium Assessment testing window should be within the last 12 weeks of the school year, from early March to early June.

Trustee Schatz asked if the calendars matched the college schedule or District #1. Mr. Stults responded that the college typically has their Spring Break in the second week of March and District #1 usually plans their Spring Break at the same time.

E. Approval of Board Goals for 2013-2014 School Year *(Action)* – Craig Dougherty

District Superintendent Craig Dougherty said that he has been reviewing the prior year's board goals at the monthly board meetings since January. Superintendent Dougherty briefly reviewed the new board goals: Excellent Staff and Resources, Governance and Leadership, Research-Based, Best Practices, Communicating High Expectations, and Student Learning.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE BOARD GOALS FOR THE 2013-2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

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

Special Education Director Traci Turk shared an update from the Wyoming Department of Education (WDE) Special Programs resulting from a follow-up to a compliance agreement from February 5-7, 2013. Sheridan County School District #2 was "cleared" in the improvement areas of Least Restrictive Environment, Free Appropriate Public Education (FAPE) Low Incidence Disabilities, and FAPE Educational Benefit. The WDE had positive comments to share in regard to their visit.

Trustee Bridger asked how often the WDE reviews the Special Education Department and if the paperwork is especially burdensome. Ms. Turk responded that the WDE decides which district to monitor based on 20 indicators. The paperwork is fairly extensive, with detailed timelines and dates.

G. FY13 Quarterly Financial Information *(Information)* – Roxie Taft

Business Manager Roxie Taft presented the budget for the fiscal year 2013. The proceeds from the Coffeen Elementary sale are reflected as "other sources" on the Revenue Statement, thus a negative amount on the report. The expenditures as of March 31st were at 63%, which was anticipated.

H. FY14 Preliminary Budget *(Information)* – Roxie Taft

Business Manager Roxie Taft explained the preliminary budget for fiscal year 2014. The budget was presented by fund. Ms. Taft explained that FY14 will be the fifth year without an external cost adjustment. The district continues to acquire more students, with 78 more this year, and we are expecting 87 more students next year. The preliminary budget reflects a 0.8% increase in the general fund. The result of the sequestrations is unknown.

Trustee Bridger asked if the food service transfer budget stayed the same and if we should consider a raise in lunch pricing. Ms. Taft responded that the transfer budget is the same and raising the lunch prices is something that could be considered, but is not necessary at this time. The business department develops a report monthly and analyzes the cost quarterly.

I. Request to Advertise to Bid Furniture, Fixtures, and Equipment *(Action)* – Julie Carroll

Facilities Director Julie Carroll requested to advertise to bid furniture, fixtures, and equipment for several projects as items need to be replaced or upgraded.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE TO BID FURNITURE, FIXTURES, AND EQUIPMENT, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Schatz asked if Ms. Carroll would have a hard time acquiring all of the supplies within the timeline. Ms. Carroll responded that she would need to order the supplies quickly in order to acquire them on time. She said that Story Elementary School is comprised of old donated furniture and some of the schools need replacement furnishings to work with the new technology that the schools are using.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

Trustee Bridger said that Sheridan High School's honors in Newsweek and US News and World Report are great honors. He commended the staff of Sheridan High School. Trustee Bridger also extended an invitation to the high school choir concert on May 14 and the Big Band Bash at the Kalif Shrine.

Trustee Hackman said that he had recently gone to the National School Boards Association (NSBA) Conference in San Diego, and said that he has the opportunity to see an alternative school with a 100% graduation rate. The school had weekly internships to allow the students to connect with the community. He had the opportunity to see other programs that also resulted in a 100% graduation rate. He thanked the District for sending him to attend the conference.

Trustee Ann Perkins said that she had just attended an elementary school orchestra concert. She said that there were many participants and that the concert was wonderful.

Trustee Bridger mentioned that our soccer team is going to the state competition. He also shared that he met a man from Chicago who said that he was planning to send his children to a private school, but that the District was better than the private school he was considering. This says a lot about what a great district we have.

Chairman Hininger said that he went to the NSBA Conference in San Diego as well and thanked the District for allowing him the opportunity to attend. He said that the Future Farmers of America (FFA) Banquet is a nice event. The FFA functions with a lot of parent involvement, and it is nice to see all of the projects acknowledged and scholarships awarded.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

Sheridan High School Teacher Ed Fessler thanked Business Manager Roxie Taft and Trustee Craft for their part in the selection committee in preparation of the awards ceremony at 7:00 pm on Monday, May 20th. Mr. Fessler said that he always tries to focus on the positive. He enjoys reading the news and he appreciates the local newspaper. However, he was not pleased to see the editorial in the Sheridan Press focusing on negatives, rather than the accomplishments of Sheridan High School. Sheridan High School is competing with thousands of schools to receive awards, and it is important that the community sees what all of the schools in our district are doing right. Mr. Fessler added emphasis to the fact that all of the grades are preparing the students for college and careers, not just the high school.

IX. District Administration Reports

A. Superintendent

Superintendent Craig Dougherty said that the Newsweek and US News and World Report recognition that the District has received on two occasions is amazing. In regard to Traci Turk, we have the top Special Education director in the state; her work is impeccable. Teachers will be receiving intense training over the summer and will continue to become experts in their area. Our District succeeds with the perseverance and hard work of our teachers. Many other schools receiving this level of honors have hand-picked students.

TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 8:08 PM. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 8:08 p.m. to cover personnel and legal matters.

TRUSTEE SCHATZ MADE A MOTION TO RETURN TO REGULAR SESSION AT 9:45 PM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 9:45 p.m.

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

TRUSTEE SCHATZ MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND A NOTICE OF RENEWAL AND EMPLOYMENT CONTRACTS TO THE CLASSIFIED AND PROFESSIONAL (EXEMPT) STAFF EMPLOYEES THAT ARE BEING RENEWED FOR THE 2013-2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE HACKMAN MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND WRITTEN NOTICE OF TERMINATION TO THOSE CLASSIFIED AND PROFESSIONAL (EXEMPT) STAFF EMPLOYEES THAT ARE NOT BEING RECOMMENDED FOR EMPLOYMENT FOR THE 2013-2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE FY14 SALARY SCHEDULES AND BENEFITS PACKAGES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE CREATION OF ELEMENTARY AFTER-SCHOOL COORDINATOR AND OPERATIONS FACILITATOR POSITIONS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 9:49 P.M. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 9:49 pm.

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Chairman Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
May 13, 2013

ADMINISTRATIVE STAFF

Approvals:

Benton "Sean" Wells Fort Mackenzie and the Wright Place Schools	Principal 210 days	Effective 7/1/13

CERTIFIED STAFF

Approvals:

Kevin Charlson Woodland Park School	School Counselor 1.0 FTE	Effective 8/20/13
Jessica Cordingly Sheridan High School and Elementary Schools	Teacher-Physical Education/Health 1.0 FTE	Effective 8/16/13
Emily Damby Henry A. Coffeen School	Teacher-3rd Grade 1.0 FTE	Effective 8/16/13
Judy Dougherty District Elementary Schools	Reading Recovery Teacher Leader in Training 1.0 FTE	Effective 8/20/13
Birch Haraden Highland Park School	Teacher-5th Grade 1.0 FTE	Effective 8/16/13
Anna Letellier Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 8/16/13
Gretchen Moser Sheridan High School	Teacher-Special Education 1.0 FTE	Effective 8/16/13
Brianna Reed Henry A. Coffeen School	Teacher-2nd Grade 1.0 FTE	Effective 8/16/13
Brian Rizer Sheridan High School	Teacher-English 1.0 FTE	Effective 8/16/13

Amanda Smith Henry A. Coffeen and District Elementary Schools	Teacher- Reading Recovery 1.0 FTE	Effective 8/16/13
Tia Smith Woodland Park School	Teacher-Classic Kindergarten 1.0 FTE	Effective 8/16/13
Molly Swan Sagebrush School	Teacher-1st Grade 1.0 FTE	Effective 8/16/13
Sherry Thompson District Elementary Schools	Math Coordinator 1.0 FTE	Effective 8/20/13
Dane Worwood Sheridan Junior High and Sheridan High Schools	Teacher-Industrial Technology 1.0 FTE	Effective 8/16/13

Changes/Reassignments/Transfers:

Anna Griffin Woodland Park School	Literacy Coordinator/Instructional Facilitator to Teacher-5th Grade 1.0 FTE	Effective 8/20/13
Erin Hinton Woodland Park School	Teacher-4th Grade to Teacher-3rd Grade 1.0 FTE	Effective 8/20/13
Jennifer McIntire Woodland Park School	Teacher-1st Grade to Teacher-Title I 1.0 FTE	Effective 8/20/13
Heather Miller Woodland Park School	Teacher-Kindergarten to Teacher-1st Grade 1.0 FTE	Effective 8/20/13
Kristie Reimers Woodland Park School	Teacher-3rd Grade to Literacy Coordinator/Instructional Facilitator 1.0 FTE	Effective 8/20/13

Resignations:

Amber Berg Henry A. Coffeen School	Teacher-1st Grade 1.0 FTE	Effective 6/3/13
Lana Mecca Sheridan Junior High School	Teacher-Math 1.0 FTE	Effective 6/3/13

Retirements:

Jeri J. Mathes District Elementary	Reading Recovery Teacher Leader 1.0 FTE	Effective 6/2/2014

CLASSIFIED STAFF

Approvals:

Gary Bennage Sheridan Junior High School	Custodian 5.0 hours/day (260 days) 5.0 hours/day to 7.0 hours/day (260 days)	Effective 4/24/13 6/10/13
Dylan Branson Sheridan Junior High School	Secretary-Counseling/Activities 8.0 hours/day (200 days)	Effective 8/12/13
Charles Johnson Sagebrush and Highland Park Schools	Custodian 8.0 hours/day (260 days)	Effective 5/22/13
Dale Miller Highland Park School	Custodian 8.0 hours/day (260 days)	Effective 5/22/13
Donald Reynolds Sagebrush School	Custodian 8.0 hours/day (260 days)	Effective 5/20/13
Michael Wyman Sheridan Junior High School	Custodian 8.0 hours/day (260 days)	Effective 5/1/13

Changes/Transfers:

Anna Bradshaw Highland Park School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13
Joan Carpenter Highland Park School to Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day	Effective 8/27/13
Erica Cote Sagebrush School	Cook’s Helper/FFV to Cook’s Helper 3.0 hours/day to 2.0 hours/day	Effective 8/27/13

Cristina Crabb Woodland Park and Story Schools to Woodland Park School	Second Cook/FFV to Cook's Helper 7.0 hours/day to 6.0 hours/day	Effective 8/27/13
Cynthia Gowler Meadowlark School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13
Amanda Hamilton Sagebrush School to Sheridan Junior High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/13
Cheryl Heizer Sheridan High School	Cook's Helper-Hot Lunch (3.5 hours/day)/ Ala Carte (1.5 hours/day) to Cook's Helper-Ala Carte (5.0 hours/day)	Effective 4/4/13
Brenda Henderson Sheridan Junior High School	Paraprofessional-Media/Technology 8 hours/day 178 days to 185 days	Effective 4/18/13
Heather Johnson Story School	Paraprofessional (7.0 hours/day)/ Custodian (1.0 hours/day) to Secretary (3.0 hours/day)/Paraprofessional (4.0 hours/day)/Custodian (1.0 hour/day) 180 days	Effective 8/16/13
Janet Lowman Sheridan High School	Paraprofessional-Media/Technology 8 hours/day 177 days to 185 days	Effective 4/18/13
Jacob Muth Woodland Park School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13
Mary Nivens Meadowlark and Highland Park Schools to Highland Park School	Cook's Helper/FFV to Cook's Helper 4.0 hours/day to 3.0 hours/day 1.0 hours/day to 0.0 hours/day	Effective 8/27/13
Sherlyn Oakes Henry A. Coffeen School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13

Edith Puskarich Fort Mackenzie and the Wright Place Schools	Paraprofessional-Special Education (3.5 hours/day)/Paraprofessional (3.5 hours/day) to Paraprofessional (7.0 hours/day)	Effective 2/12/13
Judy Sathre Sagebrush School to Henry A. Coffeen School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/13
Emily Swinyer Sheridan Junior High School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13
Natalie Tran Sheridan Junior High School to Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/13
Vikki Welch Sagebrush School	Paraprofessional-Media/Technology 8 hours/day 175 days to 185 days	Effective 4/18/13

Resignations:

Ruth Fiedor Highland Park School	Paraprofessional-ESL 7.0 hours/day	Effective 5/10/13
Melissa Gallagher Sagebrush School	Cook's Helper 3.0 hours/day	Effective 5/17/13
Kaleigh George Henry A. Coffeen School	Paraprofessional 5.0 hours/day	Effective 5/31/13
Leslie Hitchcock Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 5/31/13
Jennifer J. Manor Highland Park School	Paraprofessional-Special Education 7.0 hours/day	Effective 5/1/13 to 5/31/13
Cindy McFadden Meadowlark School	Paraprofessional-Special Education 1:2 6.75 hours/day	Effective 5/31/13
Patricia McLean Sagebrush School	Paraprofessional-ESL 6.0 hours/day	Effective 5/31/13
Erika Sanders Henry A. Coffeen School	Paraprofessional-Title I 4.0 hours/day	Effective 5/28/13

Dawn Smith Sagebrush School	Second Cook 6.0 hours/day	Effective 5/10/13
Mallory Tanachion Woodland Park School	Paraprofessional-Literacy 6.0 hours/day	Effective 5/31/13
Lynn Valdez Meadowlark School	Paraprofessional-ESL 6.5 hours/day	Effective 5/31/13
Angel M. Vielhauer Henry A. Coffeen School	Paraprofessional-Special Education 6.5 hours/day	Effective 5/31/13
Kayla A. Wilson Henry A. Coffeen School	Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 5/31/13
Susan Workman Henry A. Coffeen and Story Schools	School Nurse 6.25 hours/day	Effective 5/31/13

Retirements:

Belle Thompson Woodland Park School	Cook's Helper 2.0 hours/day	Effective 5/31/13
William Trapp Maintenance Department	Electrician 8.0 hours/day	Effective 8/2/13

EXTRA DUTY 2012-2013

Approvals:

Name	**Position**
Levi Duca	Weight Room – 4th Quarter – SHS
Leon Schatz	Swimming – B Coach – SJHS

EXTRA DUTY 2013-2014

Approvals:

Name	**Position**
Jessica Cordingly	Basketball – Girls' Head Coach – SHS

2013 ELEMENTARY SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

Name	**Position**
Janelle Dill	Kindergarten
Krystal Kansala	Kindergarten
Nancy Richter	Kindergarten
Vicki Sikes	Kindergarten
Jennifer McIntire	1st Grade
Meg Quade	1st Grade
Nicole Rice	1st Grade
Amy Rojo	1st Grade
Jessica Sparks	1st Grade
Amy Willson	1st Grade
Stacie Largent	2nd Grade
Teann Mefford	2nd Grade
Meg Muth	2nd Grade
Megan Stransky	2nd Grade
Cindy Craft	3rd Grade
Jamie Fortman	3rd Grade
Jennifer Jones	3rd Grade
Addrienne Sims	3rd Grade
Melissa Brackley	4th Grade
Abby Mowry	4th Grade
Mandy Roseberry	4th Grade
Kaelee Saner	4th Grade
Barb Burfisher	5th Grade
Judy Stahl	5th Grade
Anna Bradshaw	Enrichments – Art
Stephanie Zukowski	Enrichments – Music/Percussion
Alexis Brown	School Nurse
Brenda Harnish	Paraprofessional
Kris Mattix	Paraprofessional
Carrie Rottelini	Paraprofessional

2013 SHERIDAN JUNIOR HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

Name	**Position**
Ed Calkins	History – 7th and 8th Grades
Teresa Hunter	Language Arts – 6th Grade
Devon Johnston	Language Arts – 7th and 8th Grades
Alyssa Lyman	Math – 7th and 8th Grades
Katie Medill	Language Arts – 7th and 8th Grades
Elizabeth Swager	Math – 6th Grade
Julie Weitz	Support Staff – Library
Jennifer Farr	Support Staff – Paraprofessional

2013 SHERIDAN HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

Name	**Position**
Tyson Emborg	Social Studies – Adventures in History
Lonna Forister	Math – Algebra B
Darin Gilbertson	Physical Education – Elective (Spear-O-Wigwam)
Adam Metcalf	Social Studies – Adventures in History
Ray Olson	English – Electives On-Line
Laurie Paronto	English – Writing Revolution
Brian Rizer	English – Elective (Spear-O-Wigwam)
Kevin Rizer	Social Studies – Elective (Spear-O-Wigwam)
Teri Rowland	Science – Astrobiology/Elective (Spear-O-Wigwam)
LaDonna Leibrich	Support Staff – Librarian/Librarian (Spear-O-Wigwam)
Janet Lowman	Support Staff – Library Media Tech Paraprofessional
Cindy Woolston	Support Staff – Interpreter (Spear-O-Wigwam)

2013 Special Education Extended School Year (ESY) Staff – Intensive Education Programs

Approvals:

Name	Position
Lisa Haugen	Teacher – Woodland Park School
Joannie Thelen	Teacher – Woodland Park School
Jackie Coulter	Teacher – Meadowlark School
Cyrita Martini	Teacher – Sheridan Junior High School
Meg Montgomery	Teacher – Sheridan High School
Dana Orum	Paraprofessional – Woodland Park School
Michele Robinson	Paraprofessional – Woodland Park School
Loni Reiger	Paraprofessional – Woodland Park School
Charla Graves	Paraprofessional – Meadowlark School
Barb Jowett	Paraprofessional – Meadowlark School
Kara Cossel	Paraprofessional – Meadowlark School
Jennifer Lydic	Paraprofessional – Meadowlark School
Colleen Charleson	Paraprofessional – Sheridan High School
Daveya Green	Paraprofessional – Sheridan High School
Sue Destefono	Paraprofessional – Sheridan High School
Debbie Paradez	Paraprofessional – Sheridan High School
Pat Crawford	Paraprofessional – Sheridan High School
Elaine Avery	Paraprofessional – Sheridan Junior High School
Morgan Mines	Paraprofessional – Sheridan Junior High School
Ellen Triede	Speech Therapy
Anne Baures	Speech Therapy
Dawn Rogers	Occupational Therapy

2013 Special Education Extended School Year (ESY) Staff – Resource Education Programs

Approvals:

Name	Position
Jana Goldhammer	Teacher – Woodland Park
Alicia Rath	Teacher – Woodland Park
Paul Phillips	Teacher – Woodland Park
Paulette McNally	Teacher – Woodland Park
Andy Wallenkamp	Teacher – Highland Park
Jane Varah (June)	Teacher – Highland Park
Jessie Anderson (July)	Teacher – Highland Park

Amy Andrews (July)	Teacher – Sheridan Junior High School
Ron Slater	Teacher – Sheridan Junior High School
Barb Burrfisher	Teacher – Sheridan Junior High School
Kerin Kinzer	Teacher – Sheridan Junior High School
Kimberly Fleck	Teacher – Sheridan Junior High School
Mary "MV" Morton	Teacher – Sheridan High School
Pauline Edwards	Teacher – Sheridan High School
Jenn Tarver	Paraprofessional – Woodland Park School
Laurie Mackey	Paraprofessional – Woodland Park School
Jessie Sewell	Paraprofessional – Woodland Park School
Susan Ralston	Paraprofessional – Highland Park School
Jenny Manor	Paraprofessional – Highland Park School
Joan Carpenter	Paraprofessional – Sheridan Junior High School
Cindy Trujillo	Paraprofessional – Sheridan Junior High School
Nita Daniels	Paraprofessional – Sheridan Junior High School
Sharlyn Peterson	Paraprofessional – Sheridan Junior High School
Amanda Hamilton	Paraprofessional – Sheridan Junior High School

2013 Special Education Extended School Year (ESY) Staff – Resource Education Programs – Bridges Funding

Approvals:

Name	**Position**
Lisa Wood	Paraprofessional – Woodland Park School
Elizabeth Orum	Paraprofessional – Woodland Park School
Becky Rosenlund	Paraprofessional – Woodland Park School
Lois Fortune	Paraprofessional – Woodland Park School
Kerry Brannan	Paraprofessional – Woodland Park School
Cindy McFadden	Paraprofessional – Woodland Park School
Judy Sathre	Paraprofessional – Woodland Park School

Sheridan County School District No. 2

Board of Trustees
Special Meeting

Scott Hininger, Chairman | **June 5, 2013** | Craig Dougherty, Superintendent

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MINUTES OF MEETING

I. Call to Order

The special meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 10:00 a.m., Wednesday, June 5, 2013, in the second floor conference room at the Central Administration Office. The presiding officer was Ann Perkins, Vice-Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
(Arrived at 10:20 am)
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Jim Perkins
Molly Steel

Administrators and Others:

Craig Dougherty, Superintendent
Terry Burgess, Assistant Superintendent
Tom Sachse, Assistant Superintendent
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Cody Sinclair, Human Resources Coordinator
Kendal Hoopes

Absent:
Hollis Hackman
Erica O'Dell

Absent:

II. Old Business

A. Bid Award Recommendation for SHS Security Entrance Construction and Renovation – Julie Carroll

Facilities Director Julie Carroll presented the bid tabulation sheet and the contractors' bid proposals. She explained that O'Dell construction had the low bid at $3,255,700 plus $218,600 for alternate #1. Julie recommended that alternate #1 be included and the bid award to O'Dell construction for $3,474,300. The project will be phased over two summers. The project would start immediately at $2,180,811 for this year and $1,293,489 next summer. In addition to the $800,000 funded from capital construction (state funds), supplemental requests will be placed with the Wyoming School Facilities Department for component level funding.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR SHS SECURITY ENTRANCE CONSTRUCTION AND RENOVATION, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION.

Discussion ensued. Trustee Jim Perkins asked if the project expenditures would be continuous or if it would be broken into two distinct projects. Ms. Carroll responded that expenditures would be over two years. She explained that the administrative office of the high school would be ready to move into on October 1, 2013.

Trustee Schatz asked how disruptive the renovations would be in September and October. Facility Director Carroll responded that Athletic Director Don Julian, the Assistant Principal, Principal Dirlene Wheeler, and School Psychologist Servio Carroll would be displaced for the summer (until August 16, 2013). They would move into the new addition on October 1, 2013. The disruption would be minimal.

THE MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR SHS SECURITY ENTRANCE CONSTRUCTION AND RENOVATION CARRIED WITH A UNANIMOUS VOTE.

B. Bid Award Recommendation for Commodities Freezers/Coolers – Julie Carroll
Facilities Director Julie Carroll explained that two bids were received for commodities freezers/coolers for the Technology Hub of Organizational Resources for Education (THORE) building. She recommended that the bid be awarded to Crown Tonka Walk-Ins of Ontario, CA in the amount of $46,373.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR COMMODITIES FREEZERS/COOLERS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Discussion ensued. Trustee Craft asked Ms. Carroll about the great discrepancy in bid amounts. She explained that one of the bids was from a direct supplier whereas, the other was from an installation company. The freezers and coolers would arrive in pieces that would require assembly, either by the school district HVAC technician or by an outside party, such as Powder River Heating and A/C, Inc.

Trustee Schatz asked for more information about the capacity of the freezers and coolers. Ms. Carroll said that the cooler will be 16’ x 40’, two-stories high, and multi-tiered. The items could be stacked with a forklift and no longer need to be uncrated, increasing efficiency.

THE MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR COMMODITIES FREEZERS/COOLERS CARRIED WITH A UNANIMOUS VOTE.

CHAIRMAN HININGER MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 10:30 AM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session:

The Board went into Executive Session at 10:30 a.m. to cover personnel and legal matters.

TRUSTEE BRIDGER MADE A MOTION TO RETURN TO REGULAR SESSION AT 11:50 AM. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 11:50 a.m.

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

IV. Adjournment:

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 11:51 A.M. CHAIRMAN HININGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 11:51 a.m.

_____ _____

Chairman Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
June 5, 2013

CERTIFIED STAFF

Approvals:

Donna Johannesmeyer Woodland Park School	Teacher-Classic Kindergarten 1.0 FTE	Effective 8/16/13
Jennifer Kessler Henry A. Coffeen and Highland Park Schools	Teacher-Music 0.90 FTE	Effective 8/16/13
Danielle Law Henry A. Coffeen School	Teacher-Title I 1.0 FTE	Effective 8/20/13
Harold Mulholland Sheridan Junior High School	Teacher-Math 1.0 FTE	Effective 8/16/13
David Peterson Fort Mackenzie High School	Teacher-Social Studies 1.0 FTE	Effective 8/20/13
Luke Sommers Sheridan Junior High School	Teacher-Social Studies 1.0 FTE	Effective 8/16/13

Changes/Transfers for 2012-2013:

Anna Griffin Woodland Park School	Instructional Facilitator/Literacy Coordinator to Teacher-5th Grade 1.0 FTE	Effective 5/17/13

Changes/Transfers for 2013-2014:

Megan Edmunds Henry A. Coffeen School	Teacher-3rd Grade to Common Core State Standards Math/Literacy/Technology Integrator and Title I Literacy Tutor 1.0 FTE	Effective 8/20/13

Kathy Good Sheridan High School	Teacher-Foreign Language/Spanish (0.8 FTE)/ESL (0.2 FTE) to Teacher-Foreign Language/Spanish (1.0 FTE)	Effective 8/20/13
Peter Hawkins Sheridan High School	Teacher-Foreign Language/French (0.4 FTE)/Assistant Activities Director/ Administrator (0.6 FTE) to Teacher Foreign Language/French (0.6 FTE)/Assistant Activities Director (0.4 FTE)	Effective 8/20/13
Erin Hinton Woodland Park School	Teacher-3rd Grade to 5th Grade 1.0 FTE	Effective 8/20/13
Krystal Kansala Henry A. Coffeen School	Title I Literacy Tutor/Reading Recovery Teacher to Teacher-1st Grade 1.0 FTE	Effective 8/20/13
Tia Smith Woodland Park School	Teacher-Classic Kindergarten to 3rd Grade 1.0 FTE	Effective 8/20/13
Martha Williams Highland Park, Henry A. Coffeen, and Sagebrush Schools	Teacher-Art 0.92 FTE to 1.0 FTE	Effective 8/20/13

Resignations:

Nathan Gurtler Highland Park and Henry A. Coffeen Schools	Teacher-Music (New 2013-2014) 0.9 FTE	Effective 5/16/13
Anna Griffin Woodland Park School	Teacher-5th Grade 1.0 FTE	Effective 6/3/13
Jim Malin Woodland Park School	Teacher-5th Grade 1.0 FTE	Effective 6/3/13

CLASSIFIED STAFF

Approvals:

Gina Carroll Woodland Park School	Paraprofessional-Literacy Support 6.0 hours/day	Effective 8/27/13

Emily Hanchett Highland Park School	Paraprofessional-ESL 4.5 hours/day	Effective 8/27/13
Chase McFadden Highland Park School	Paraprofessional-Special Education 6.75 hours/day	Effective 8/27/13
Yvonne Osborne Highland Park School	Paraprofessional-ESL 6.5 hours/day	Effective 8/27/13

Changes/Transfers:

Andree Biot Sheridan Junior High School	Paraprofessional-Special Education (7.0 hours/day)/ISS (1.0 hour/day) to Paraprofessional-Special Education 1:2 (7.0 hours/day)/After School Detention/ Saturday School (1.0 hour/day)	Effective 8/27/13
Kerry Brannan Henry A. Coffeen School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day	Effective 8/27/13
Addie M. Conraads Woodland Park School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day to 6.75 hours/day	Effective 8/27/13
Patricia Conrad Sagebrush School	Paraprofessional-Title I to Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 8/27/13
Cristina Crabb Woodland Park School	Cook's Helper to Second Cook (Correction from last personal action) 6.0 hours/day	Effective 8/27/13
Nita Daniels Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day	Effective 8/27/13
Levi Duca Sheridan High School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 7.25 hours/day to 7.0 hours/day	Effective 8/27/13
Janet Evans Highland Park School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.75 hours/day	Effective 8/27/13

Leslie Fuhrman Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 6.5 hours/day	Effective 8/27/13
Brenda Harnish Sagebrush School	Paraprofessional-Special Education (6.0 hours/day)/Paraprofessional (0.5 hours/day) To Paraprofessional-Special Education (6.5 hours/day)/Paraprofessional (0.5 hours/day) 6.5 hours/day to 7.0 hours/day	Effective 8/27/13
Melissa Huckeba Sagebrush School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 8/27/13
Elizabeth Husske Highland Park School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:1 7.0 hours/day to 6.75 hours/day	Effective 8/27/13
Janet Lee Sagebrush School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 1:1 6.5 hours/day to 4.5 hours/day	Effective 8/27/13
Lori Meixsell Sheridan Junior High School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/13
Rebecca Sanders Sagebrush School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/13
Jennifer S. Tarver Sagebrush School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day to 7.0 hours/day	Effective 8/27/13
Randi Tibbets Meadowlark School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 8/27/13
Svetlana Tikhomirova Sheridan Junior High School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/13

Andrew J. Tkach Henry A. Coffeen School	Paraprofessional-ESL (2.75 hours/day)/ Title I (1.75 hours/day)/Special Education (2.5 hours/day) to Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 8/27/13
Janice Twibell Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day	Effective 8/27/13
Susan Yalowizer Sagebrush School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/13

EXTRA DUTY 2012-2013

Approvals:

Name	**Position**
Cathy Beels	Teacher Mentor – Woodland Park School
Sherry Thompson	Structures Training – Elementary Schools

Changes:

Name	**Position**
Raymond Olson	Academic Challenge – SHS

Resignations:

Name	**Position**
Tracy Larsen	Volleyball – 9th Grade A – SHS
Alison Vold	Cheerleading/Pep Club Sponsor – SHS

SUMMER SCHOOL STAFFING 2012-2013

Changes:

Name	**Position**
Barbara Burfisher	Elementary Summer School Staff to Special Education Extended School Year Staff

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: June 5, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Henry A. Coffeen Elementary School

Fill has been brought into the site. Rammed aggregate piers will begin being placed this week. These activities will continue through the end of June.

Sheridan High School Entrance

The project has been awarded to O'Dell Construction (that will be completed in two phases over the next two summers), and they are beginning to get shop drawings completed.

Story Elementary School

Story ES has been completely gutted and the wall framing has begun. Much of the site work is under way in order to begin the foundation work under the new addition.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: June 17, 2013

TO: Board of Trustees

FROM: Steven Schlicting, Transportation Director

SUBJ: **Bus Video Surveillance Equipment and Installation – Vendor/Purchase Authorization** *(Action)*

At the April 8th Board meeting, Roxie Taft requested action to proceed with releasing the bid to purchase Bus Video Surveillance Equipment from a suitable vendor. The Board authorized the request to bid, suitable vendors were notified, and the call for bids was advertised locally in the Sheridan Press. Bids were opened on Thursday, May 16, 2013 at 4:00 p.m. After reviewing the four bid submissions received, it is recommended that the bid be awarded as follows (see vendor bid comparison charts):

Preferred Vendor Recommendation

Vendor: Elder Equipment Leasing of WY, Inc., Casper, WY
(Radio Engineering Industries, Inc. is the video surveillance system manufacturer.)
System Type: 4 CH HD400, DVR w/3cameras, and 320 GB hard drives
Quantity: Thirty-four units base price $32,159.58
Options included:
GPS antenna/receiver: $2,890.00
Installation: $13,600.00

Total price: $48,649.58

Vendor Choice Explanation

Elder Equipment Leasing of WY, Inc., (REI dealer) of Casper was chosen as the preferred video surveillance camera system vendor. This decision is based on the following criteria:

- ✓ Elder Equipment's excellent after sale support
- ✓ High quality picture and resolution of REI brand DVRs
- ✓ Dependability of the REI brand
- ✓ Camera systems manufactured by REI in Omaha, Nebraska
- ✓ Elder Equipment dealership located within Wyoming
- ✓ Elder has the reputation for on time delivery

Vendor Bid Comparison Chart

DVR 4 channel; 3 cameras; 320 GB HD – Bus Video Surveillance Equipment
Average vendor price including GPS and installation = $56,709.76

Vendor	Cam System Brand	Model	Base price	GPS	Install	Price including Options **
Elder Equipment (Casper)	REI	HD400	$32,159.58	$2890	$13600	$48,649.58
Famtec, Inc.(Norwich, NY)	Spartan	SPSB-DVR320	$44,166.00	$2550	$10200	$56,916.00
	247 Security	Zeus-001-320	$61,166.00	$4250	$10200	$75,616.00
	247 Security	mDVR 304L	$47,872.00	$4250	$10200	$62,322.00
247 Security	247 Security	Zeus HD-004VR	$43,996.00	*	**	$43,996.00
SEON	SEON	Trooper TL4	$38,717.00	$3332	$10710	$52,759.00

Note: Yellow highlighted entries show District 2 Transportation Department preferred vendor choice.

* No quote was submitted in this category by this vendor

** Included in Base price

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: June 5, 2013

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **Proposed 2014 - 2015 Calendar (***Action)*

The Calendar Committee would like to share the results of the voting for the 2014 - 2015 school calendar. The details are as follows:

Category	Calendar A	Calendar B	Total
Community	6	9	15
Parent	168	126	294
Staff	118	92	210
Grand Total	**292**	**227**	**519**

Calendar A

- Students begin Monday, August 25th ;
- Students last day is Friday, May 29th;
- Spring Break (March 23rd – March 27th – immediately following the end of 3rd Quarter)
- Good Friday, April 3rd (Early Release) approximate release times: elementary 12:35 PM, JH & HS 1:15 PM.

Calendar B

- Students begin Monday, August 25th ;
- Students last day is Friday, May 29th;
- Spring Break (March 30th – April 3rd).

Based upon the results of the online voting, we would recommend Calendar A as 56% of staff and 57% of parents voted in favor of this option. I will request that you take action to approve the proposed 2014 - 2015 calendar.

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: June 5, 2013

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

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

The following policies are being recommended for first reading:

GCQEA	**Early Retirement Incentive Plan**
GCQEA-P	**Early Retirement Incentive Plan Schedule of Benefits**
JLIE	**Student Automobile Use**
JM	**Student Awards and Scholarships**

The following policies are being recommended for second reading:

EBB	**First Aid and Safety Procedures**
JLCE	**First Aid and Emergency Medical Care (Delete)**
JLF	**Reporting Child Abuse**
JLIB	**Student Dismissal Precautions**
JLIB-P	**Student Dismissal Precautions**

Policies - First Reading

EARLY RETIREMENT INCENTIVE PLAN

RATIONALE/PURPOSE

The intent and purpose of this plan is to allow qualified School District No. 2 employees an incentive and an opportunity for early retirement. It provides a reward to employees who have served the District for extended periods of time. It also affords the District the opportunity to replace employees who are advanced on the salary schedules, creating, in most cases, financial savings to the District.

Participation in this plan is entirely voluntary and is open to all employees who qualify under its terms. The selection from the applicants for participation in the plan will be made by the Board of Trustees in accordance with the provisions set forth below, within the sole discretion of the Board of Trustees, taking into account the needs and best interests of the District.

Participation in this plan is considered a privilege and not a right, and the Board of Trustees is entitled to permit or to limit participation and to change or delete all or any part of this plan in its sole discretion, in accordance with the needs and best interests of the District and in accordance with applicable state and federal laws.

The benefits provided by this plan are not limited to, and do not constitute a retirement system or a replacement of the Wyoming Retirement System. Under this plan the benefits provided are in consideration of the individual employee's waiver of continued employment with School District No. 2 and of the receipt of such wages, salaries, and benefits that the employee could expect from such continued employment.

REQUEST FOR EARLY RETIREMENT:

A qualified employee desiring to participate in this plan must submit his or her written request to the Superintendent upon forms available from the central administration office prior to March 1 of the ~~calendar~~ fiscal year (July 1-June 30) in which the employee desires to enter the ~~take e~~Early ~~r~~Retirement Incentive Plan. If the application for the Early Retirement Incentive Plan is accepted by the Board the effective date of resignation will be at the end of the current school year for certified staff and the effective date of resignation will be at such date as determined by the Board for all nine-, ten-, eleven-, and twelve-month staff.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

The Superintendent or his designated representative will transmit all requests to the Board, together with the superintendent's recommendations. The Board will act upon all requests not later than the Board's first regular meeting in April of each year. The Board will promptly notify applicants of its decision.

ELIGIBILITY FOR RETIREMENT:

For purposes of this plan a School District employee eligible to participate in this plan is defined to be:

1. CLASSIFIED EMPLOYEE: A person currently employed by the District under an annual work agreement, including but not limited to a paraprofessional, secretary, school nurse, custodian, bus driver, food service worker, bookkeeper, mechanic and maintenance worker, discipline assistant or non-certified supervisor.

2. PROFESSIONAL EMPLOYEE: A person currently employed by the District under an annual contract.

3. Substitute teachers and seasonal employees are not eligible for participation in the plan.

In order to qualify for participation in the plan, the employee, as defined, must meet all of the following guidelines:

1. CLASSIFIED EMPLOYEE: Must be employed by the District for a minimum of fifteen (15) years prior to the date of application for participation in the plan, and;

    a. Have been employed by the District for the five (5) years immediately preceding the date of application for participation in the plan.

2. PROFESSIONAL EMPLOYEE: Must have completed a minimum of twenty (20) years of employment in education services prior to the date of application for participation in the plan. Employment elsewhere than with School District No. 2 must be verified by the employee at the time of application for participation in the plan.

    a. Must have been employed by the District as a professional employee for at least ten (10) years, and;

EARLY RETIREMENT INCENTIVE PLAN (contd.)

b. Must have been employed by the District in a professional position for the five (5) years immediately preceding the date of application for participation in the plan.

3. CLASSIFIED AND PROFESSIONAL EMPLOYEE:

a. Board of Trustees-approved leaves of absence will not interrupt the accumulation of continuous employment credit.

b. The employee must be at least fifty (50) years old as of December 31 in the calendar year of application.

c. The employee must be currently employed under an annual contract or work agreement as of the date of application for participation in the plan.

GENERAL CONDITIONS, PROVISIONS, AND LIMITATIONS:

1. The submission of an application for participation in the plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.

2. The submission of an application for participation in the plan does not limit, restrict, or alter the right of the District, through its Board of Trustees and designated officials, to suspend, terminate, or dismiss an employee in the manner and for the reasons provided by law.

3. Nothing contained within this plan or implied by its term is intended to, nor does it, grant to any employee the expectation of permanent employment with the District, other than what employment rights any employee has, or may have, by virtue of contract or operation of law.

4. The Board of Trustees has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this plan until such time as the Board approves that employee's application for participation in the plan.

5. Except as set forth below, the Board of Trustees is not

EARLY RETIREMENT INCENTIVE PLAN (contd.)

limited or restricted in the criteria it may use in approving applications for participation in the plan and will make selections for participation in accordance with its good faith assessment of the best interests and needs of the District. The Board, in making its selections, will consider, as part of the criteria, the following, in no particular order of preference:

(a) Length of continuous service with the School District No. 2;

(b) Financial savings to the District;

(c) Current and expected future instructional, administrative, and support service's needs;

(d) Availability of potential replacements;

(e) Any other factors deemed relevant.

6. As an example, and not as a requirement or a restriction, the Board may approve up to two percent (2%) of the total number of all employees, excluding part-time, seasonal, and substitute employees, regardless of categories, for early retirement in any one year. The Board may approve less than the stated example in any or all categories in any year based upon the needs and best interests of the District, including financial considerations, personnel and teaching needs, and the ability of the District to fund the plan in any given year.

7. The employee receiving benefits under this plan will be responsible for all taxes accruing from such benefits.

8. The benefits under this plan will be calculated according to the Schedule of Benefits attached to the plan.

9. In the event an otherwise qualified employee who applies for participation in the plan is not selected for participation that employee is not precluded from applying again in subsequent years.

10. The Board may change the Schedule of Benefits (GCQEA-P) at any time it deems appropriate to the needs and best interests of the District. Any change in the Schedule of Benefits will be applied prospectively only and not

EARLY RETIREMENT INCENTIVE PLAN (contd.)

retroactively.

11. The participating employee must keep the School District's Business Office informed of the employee's address to which benefits are to be mailed.

12. The benefits received under this plan will not be considered wages or salary for purposes of the Wyoming Retirement System and will not result in additions to, or credit towards, the employee's interests in the Wyoming Retirement System.

13. For purposes of the Schedule of Benefits attached to this plan, only those years of service by an employee with the District will be used to calculate that employee's benefits under the plan.

14. An employee approved for participation in this plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee, if re-hired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.

15. An employee that is retiring at the end of the school year and is approved for participation in this plan will continue to receive their insurance benefits (life, health/dental, and vision) through the District until August 31st. September 1st the retiree would be eligible for COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage or conversion of other benefits as applicable.

PAYMENT OF BENEFITS:

Benefits will be paid in accordance with the schedule of benefits. In the event an employee receiving benefits under this plan dies, the District will continue to pay the benefits the employee would have received under this plan to the employee's designated beneficiary. If an employee's beneficiary predeceases the employee or if no beneficiary has been designated, payments

EARLY RETIREMENT INCENTIVE PLAN (contd.)

will be made to the employee's estate for distribution in the manner provided by law.

This policy will only be implemented if funding is available.

First Reading: ~~10/8/12~~
Second Reading: ~~11/5/12~~

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS

This current version of the Schedule of Benefits supersedes all previous Schedule of Benefits associated with Policy GCQEA. Applicants for the Early Retirement Incentive Plan must meet all criteria set forth in Policy GCQEA. The Board has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this Plan until such time as the Board approves that employee's application for participation in the Plan.

The following formulas will be used to determine the amount of the incentive that will be granted to employees that are approved by the Board to participate in the Early Retirement Incentive Plan:

PROFESSIONAL STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) * [(11 steps * $1,155 per step) + (4 levels * $1,200 per level)]

CLASSIFIED STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) * 8 hrs * 15 steps * $0.35/step * # of work days for current position

FTE = scheduled hours per day divided by eight

This incentive amount is a one-time amount that will be paid out in 36 equal monthly installments over the course of three years. The resignation will be effective at the end of the current school year for all certified teaching staff, and at the Board's discretion for all other employees. ~~The resignation will be effective at the end of the current school year for certified staff, prior to June 30th for nine-/ten-month classified staff, and at Board discretion for twelve month staff.~~ The 36 monthly payments for the Early Retirement Incentive Plan will begin in September for an employee, whose resignation is effective ~~retiring~~ on or before ~~August 31st~~ June 30th. An employee, whose resignation is effective, ~~retiring~~ after ~~August 31st~~ June 30th will~~ould~~ be eligible to start receiving their 36 monthly payments for the Early Retirement Incentive Plan starting in September of the next school year. Questions concerning insurance benefits should be directed to the Human Resources Office.

Applications for the Early Retirement Incentive Plan may be obtained from the Human Resources Office and must be submitted

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS (contd.)

by the designated application deadline. Please refer any questions to the Human Resources Office.

EARLY RETIREMENT INCENTIVE PLAN APPLICATION

This application is due to the Human Resources Office by 7:30 a.m. on Thursday, March 1.

Name of Staff Member: _____

Current Position/School: _____

Years of Employment in Education (Professional Staff Only):_____

Years of Sheridan County School District #2 Service (minimum for Professional Staff 10 years/Classified Staff 15 years): _____

Continuous Employment with Sheridan County School District #2 for the past five (5) years (Y/N): _____

Please Note:

Pursuant to Policy GCQEA, the submission of an application for participation in the Early Incentive Retirement Plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.

An employee approved for participation in this Plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee if rehired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the Plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.

Signing this application signifies that you have read, understand, and will comply with the above requirements and all those requirements specified in Policy GCQEA and in the Schedule of Benefits (GCQEA-P).

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS (contd.)

_____

Signature Date

First Reading: 4/10/12
Second Reading: 5/14/12

~~STUDENT~~ AUTOMOBILE USE

Parking on school property is a ~~courtesy~~ privi~~e~~le~~d~~ge extended to students and others by the Board. Students or other individuals driving ~~cars, trucks or motorcycles~~motorized vehicles to school must park them in areas designated by the school administration. Vehicles are to be driven in a safe and prudent manner while on or immediately adjacent to the school grounds.

The district requires students and others to operate vehicles in a safe and ~~seeks to demonstrate r~~reasonable manner ~~and safe intentions for students a~~at all times. Students that desire to drive their vehicle off campus during the school day (such as during lunch) must have administrative approval. Students ~~who wish~~that desire to drive their vehicle off campus to attend off campus high school credit classes must have administrative approval prior to ~~driving from off~~leaving campus. The Board of Trustees ~~recommends~~ discourages the practice of students transporting themselves to off campus activities ~~is the exception~~ when the district provides transportation.

Any student in violation of ~~appropriate communication and authorization~~this policy or student handbook rules will be subject to the discipline code for ~~Sheridan High School~~the respective school ~~and appropriate disciplinary action~~. Certain parking violations by students or other individuals are under the control of the school resource officer (SRO) and may result in a citation being issued.

First Reading: ~~1/12/99~~
Second Reading: ~~2/23/99~~

STUDENT AWARDS AND SCHOLARSHIPS REQUIRING TRAVEL

~~RECOGNITION FOR HONORS REQUIRING TRAVEL~~

~~The Board wishes to encourage and applaud any students whose outstanding achievement in academics, sports, or extra-curricular activities earns student recognition both in and beyond the school district.~~

~~Occasionally, a s~~Students may receive an honor or award which requires traveling outside of a budgeted expense--either to receive the award or participate in a special activity.~~, such as a conference, concert, or to serve as an officer or delegate to a state or national organization.~~ After receiving a written request, the principal or activities director may submit a recommendation to the superintendent. The superintendent may make recommendations to the Board concerning any student requests for assistance, taking into consideration the following:

1. Does the award or honor represent an unusual, significant, and worthwhile experience for the student and the school district?

2. Can the district help the student without detracting from the educational needs of other students?

~~As found desirable,~~On a case by case basis the Board ~~will~~ may offer financial assistance ~~to~~ for a student to participate in the requested activity. ~~award winner or office holder to enable him or her to attend the award ceremony or conference. The superintendent shall make recommendations to the Board concerning any student requests for assistance, taking into consideration the following:~~

~~1. Does the award or honor represent an unusual, significant, and worthwhile experience for the student?~~

~~2. Can the district help the student without detracting from the educational needs of other students?~~

First Reading: ~~2/11/97~~
Second Reading: ~~8/26/97~~

Policies - Second Reading

FIRST AID AND SAFETY PROCEDURES

School nurses and/or other qualified staff members may, in emergency situations, render first aid or emergency treatment in cases of sudden illness or injury to a student or member of the staff. Further medical attention to students is the responsibility of the parent or guardian of the student. An accident report shall be filed with the principal in all cases of injury occurring under school jurisdiction.

Every school and every school vehicle used to transport students will be equipped with appropriate first aid equipment. Principals shall ensure that all employees in their building know where first aid supplies/equipment are kept.

Principals will ensure that students receive instruction in fire prevention and safety. Fire extinguishers will be kept in each building and district employees (instructional, operational, and cafeteria) will know where to find them and how to use them.

The school district will provide or make available periodic first aid, cardiopulmonary resuscitation (CPR), and AED training to designated staff members. The district may require some or all staff to acquire first aid, CPR, and AED training.

First aid training will also be included in the high school physical education/health curriculum.

First Reading: 5/13/13
Second Reading:

FIRST AID AND EMERGENCY MEDICAL CARE

No treatment of injuries, except emergency first aid, is permitted in the schools. For purposes of this policy, first aid is the immediate help given by the best qualified person at hand or on call in case of accident or sudden illness.

The school's obligation continues after the emergency until the injured person has been placed in the care of the family or of a physician with notification to the family.

Dressings put on by a physician should not be disturbed or second dressing applied at school. However, observation of discoloration or excessive swelling of the injury should be reported to the family or the family physician at once.

The school district will provide and maintain first aid kits in all schools and buses.

The school district will provide or make available periodic first aid training to staff members. The district may require some or all staff to acquire first aid training.

First aid training will also be included in the high school physician education curriculum.

See also policy:
EB - Safety Program

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

Clean Version

REPORTING CHILD ABUSE

DEFINITIONS:

The term "abuse" means "inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of a child other than by accidental means, including abandonment, unless the abandonment is a relinquishment substantially in accordance with W.S. 14-11-101 through 14-11-109, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law."

~~Abuse: add definition from Statute~~

The term "neglect" means "a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or other care necessary for the child's well being. Treatment given in good faith by spiritual means alone, through prayer, by a duly accredited practitioner in accordance with the tenets and practices of a recognized church or religious denomination is not child neglect for that reason alone."

~~Neglect: add definition from Statute~~

~~Good Faith Reporting: add definition from Statute~~

As required by law, any school employee who knows or has reasonable cause to ~~believe or~~ suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, ~~or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect,~~ shall immediately report the situation to the school principal and/or school counselor who will immediately cause a report to be made to the child protective agency (Department of Family Services) or local law enforcement agency ~~or cause a report to be made~~. ~~Any school employee who is responsible for reporting child abuse or neglect as set forth above shall report the situation to his/her supervisor. The supervisor is then also responsible to make the report or cause the report to be made to the child protective agency (Department of Family Services) or local law enforcement agency.~~ Nothing stated herein is intended to relieve an employee of his/her obligation to report on his/her own behalf unless a report has been made or will be made.

Wyoming law provides that persons making a good faith report of

REPORTING CHILD ABUSE (contd.)

suspected child abuse or neglect are immune from any civil or criminal liability that might otherwise result by reason of the report.

A supervisor (principal, superintendent, etc.) making or causing a report to be made as set forth herein shall also prepare a written report (JLF-E Report of Suspected Child Abuse/Neglect Form) for the superintendent or his/her designee. The supervisor will confirm in writing within five working days with the reporting employee when the report has been made as set forth herein. The report shall include the following:

a. Name, age and address of the child.

b. Name and address of the child's parents, guardians, and/or persons with whom he/she is living.

c. The nature of the child's injury or condition; information on condition leading to abuse - all with dates as appropriate.

d. Any other information that might be helpful in establishing the cause of the injuries or the conditions observed.

The written report shall not be made part of the child's educational records and no mention of the report shall be entered in the child's educational records.

After a report is made to the Department of Family Services or the local law enforcement agency, school district employees shall make themselves available for further communications concerning the matter. As the case is being investigated, the school may provide supportive aid and counseling services from school personnel for the child. An authorized District representative (i.e. guidance counselor, social worker, school nurse, principal or his/her designee) ~~will~~ will~~may~~ ~~(Is this in the statute? It doesn't always happen.)~~ be present at any meeting at school with the Department of Family Services personnel and the child.

Before a report is made ~~Unless otherwise directed to do so, sch~~school district employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect unless directed to do so by the

REPORTING CHILD ABUSE (contd.)

superintendent or his/her designee. ~~It is not the responsibility of the school district employee to prove that the child has been abused or neglected.~~

Once a report of child abuse is given to the Department of Family Services or the local law enforcement agency, the responsibility for investigation and follow-up lies with that department. It is not the responsibility of the school staff to investigate the case. Therefore, school district employees shall not:

a. Make home visits for investigative purposes.

b. Take the child for medical treatment (this does not preclude taking action in an emergency situation).

c. Convey messages between the agency and the parents or guardian.

d. Take any other investigative action.

The School District shall adhere to the guidelines set forth in board policy with respect to disclosing records concerning the child.

No student may be removed from a school by an investigating agency except upon a valid court order or when there is reasonable cause to believe there exists imminent harm to the child's health or safety if the child is not taken into protective custody.

W.S. 14-3-201 et seq.

See also:
JLF-E – Report of Suspected Child Abuse/Neglect Form

First Reading: 5/13/13
Second Reading:

STUDENT DISMISSAL PRECAUTIONS

No school or grade may be dismissed before the regular hour for dismissal except with the approval of the ~~office of the~~ superintendent~~ of schools~~.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal or his/her designee.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

First Reading: 5/13/13
Second Reading:

STUDENTS DISMISSAL PRECAUTIONS AND PARENTAL RIGHTS

Student dismissal precautions will be reviewed annually with administrative staff.

School officials will ~~presume~~ assume that each parent has equal authority to exercise rights of visitation, removal of the child from school, the right to inspect and review educational records, and all other rights and privileges extended to parents. Requests from one parent~~s~~ asking the school to restrict the visiting privileges of the other parent or to restrict ~~, and restriction of~~ disclosure of student records to the other parent will not be honored unless the School District is provided with ~~accompanied by~~ a court order or other legally binding document modifying the right of the parents with respect to the student~~which corroborates the request.~~

School officials will conform to court orders governing divorce, separation, custody, or other legally binding instruments which modify the natural rights of a parent.

~~Requests from parents asking the school to restrict visiting privileges, and restriction of disclosure of student records will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.~~

See also policies:
JLIB - Student Dismissal Precautions
JOA - School Contacts with Noncustodial Parents

First Reading: 5/13/13
Second Reading:

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

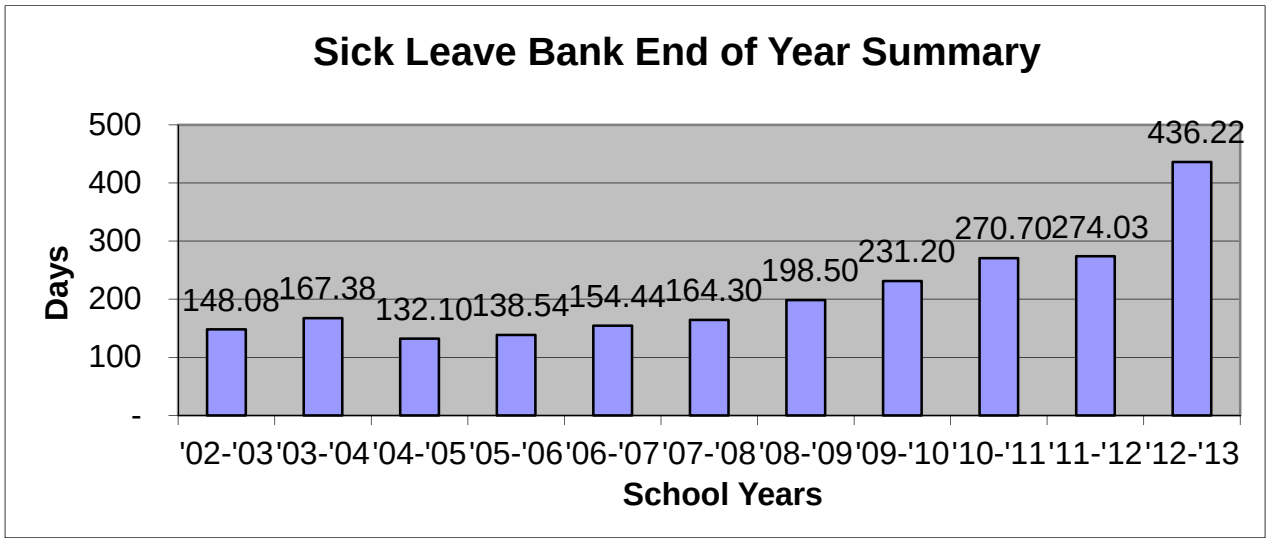
DATE: June 5, 2013

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Status of Certified Sick Leave Bank** *(Information)*

The current status of the Certified Sick Leave Bank as of June 3, 2013 is 436.22 days. This does not include days donated by certified staff that retired this year. Those donated days will be added after the June 20th payroll. The graph below displays a summary of the Certified Sick Leave Bank days since its inception in 2002:



School Years	Beginning Balance	Donated	Repaid	Used	End of Year
'02-'03	**0.00**	211.58	0.00	(63.50)	**148.08**
'03-'04	**148.08**	43.80	0.00	(24.50)	**167.38**
'04-'05	**167.38**	20.72	1.50	(57.50)	**132.10**
'05-'06	**132.10**	20.44	21.00	(35.00)	**138.54**
'06-'07	**138.54**	22.40	5.50	(12.00)	**154.44**
'07-'08	**154.44**	59.36	6.00	(55.50)	**164.30**
'08-'09	**164.30**	30.20	4.00	0.00	**198.50**
'09-'10	**198.50**	33.20	0.00	(0.50)	**231.20**
'10-'11	**231.20**	61.00	0.00	(21.50)	**270.70**
'11-'12	**270.70**	23.71	4.00	(24.38)	**274.03**
'12-'13	**274.03**	168.56	5.00	(11.375)	**436.22**

SHERIDAN COUNTY 2 SCHOOL DISTRICT
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Phone: 307-674-7405
Fax: 307-674-5041

DATE: June 5, 2013

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Status of the Classified Sick Leave Bank** *(Information)*

The current status of the Classified Sick Leave Bank as of June 3, 2013 is 750.50 hours. This does not include hours donated by classified staff that retired this year. Those donated hours will be added after the June 20th payroll. The following is a summary of the Classified Sick Leave Bank hours since its inception at the beginning of the 2012-2013 school year:

School Year	Beginning Balance	Donated	Repaid	Used	End of Year
'12-'13	**0.00**	1205.50	32.00	(536.50)	**701.00**

SHERIDAN COUNTY 2 SCHOOL DISTRICT
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Fax: 307-674-5041

DATE: June 10, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Meeting Schedule for 2013 - 2014 School Year** (*Action)*

Please find attached the Board meeting schedule and calendar for the 2013-2014 school year that was reviewed at the Board Retreat. I will request that you take action on it at the June 17th Board of Trustees meeting.

SHERIDAN COUNTY 2 SCHOOL DISTRICT
Excellence and Accountability

Craig Dougherty, Superintendent

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Board Meeting Schedule
2013-2014

Meeting Date	Type of Meeting	Location	Time
August 12	Regular	Central Office	6:00 p.m.
September 9	Regular	Central Office	6:00 p.m.
October 7	Regular	Central Office	6:00 p.m.
October 21	Legislative Roundtable	Central Office	6:00 p.m.
November 4	Regular	Central Office	6:00 p.m.
December 2	Regular	Central Office	6:00 p.m.
January 13	Regular	Central Office	6:00 p.m.
January 27	Sheridan College Board	Central Office	6:00 p.m.
February 10	Regular	Central Office	6:00 p.m.
February 24	Teachers' Roundtable	Central Office	6:00 p.m.
March 3	Regular	Central Office	6:00 p.m.
March 15	Board Retreat	Ucross Ranch	All Day
April 8	Regular (Tuesday)	Central Office	6:00 p.m.
May 5	Regular	Central Office	6:00 p.m.
June 16	Regular	Central Office	6:00 p.m.
July 16	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

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

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

SHERIDAN COUNTY 2 SCHOOL DISTRICT
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DATE: June 10, 2013

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Acceptance of Donations to Sheridan High School** *(Action)*

There were several donations made to Sheridan High School this month:

RAMACO, LLC donated $500 to FBLA to help pay for expenses related to the national competition.

Thomas and Felicia Kirven donated $1,500 for salaries and travel expenses related to Sark Music Summer String Program.

The Witzel family donated $1,500 to help fund Sark Music Summer String Program.

Bruce Burns donated $500 to help Destination Imagination (DI) students attend the national competition.

The Louis W. Horvath Foundation, Inc. donated $500 to the Sheridan High School Golf Club to help fund the Sheridan tournament in May.

Jim Schellinger and Sheridan Media donated $1,512 in free advertising with Sheridan Media in support of Sheridan High School's Future Business Leaders of America (FBLA) Coffee Fundraiser.

I will request that you take action to accept these generous donations 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: June 4, 2013

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 June 17th Board meeting. I will represent the elementary principals to answer any of your questions. Please feel free to contact me prior to the Board meeting, if there are any questions I can answer. I will request that you take action to approve these handbooks at the board meeting on Monday.

"Students inspired to achieve extraordinary success"

Henry A. Coffeen Elementary Parent-Student Handbook

2013-2014

1301 Avon Street
Sheridan, WY 82801
674-9333

Principal: Nicole Trahan

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Henry A. Coffeen Elementary

1301 Avon Street
Sheridan, WY 82801

Phone (307) 674-9333
Fax (307) 674-9570

August 2013

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 2013-2014 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, 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.

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.

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.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful in school. Please call me, Nicole Trahan, 674-9333 or e-mail 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: 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

Scott Hininger, Chairman

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

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27- 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter/2nd Semester
June 2	Teacher In-Service (No School)
June 3 & 4	Snow Days

SCHOOL MISSION STATEMENT

"Student Inspired to Achieve Extra-Ordinary Success Through Leadership Opportunities."

SCHOOL IMPROVEMENT GOALS

1. Our students will demonstrate safe, responsible, respectful behaviors as measure by:
    - Decreased office referrals
    - Increased test scores
    - Increased engagement on the Student Leadership Team
2. We will increase the percentage of students scoring proficient or advanced on the PAWS reading assessment to 92% in grades 3-5.
3. We will increase the percentage of students scoring proficient or advanced on the district writing assessment to 95% in grades 1-5.

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 Add+Vantage Math. 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.

MATH RECOVERY: The Math Recovery Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Math Recovery is to provide a robust intervention for elementary students to help in learning number skills. Math Recovery students undergo a teaching cycle of approximately 15 weeks. The Math Recovery Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Math Recovery 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 the Individuals with Disabilities Education Act must be conducted before the initial placement of any student who needs or it believe 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 Woodland Park School located at 5135 Coffeen Avenue. 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.

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. These conferences give teachers and parents the opportunity to discuss individual student 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

Lunch Schedule:

Grade	Recess	Lunch
Kindergarten	11:00-11:20	11:20-11:40
First Grade	11:05-11:25	11:25-11:45
Second Grade	11:20-11:40	11:40-12:00
Third Grade	11:25-11:45	11:45-12:05
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
2:55 p.m. All Classes Dismissed

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.

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 School District, 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(s) or legal guardian(s) to contact the school each day the student is absent 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 of any sort 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, AND 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 will result in after school detention. 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.

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.

BULLYING and HARASSMENT

Henry A. Coffeen School 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. Confronts the offending student or students with the charge.
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 parent(s), or has the offending student call his or her parent(s), 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 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.

W.S. 21-4-314

DISCIPLINE

We are committed to assisting our students in becoming leaders in the development of the attitudes and skills necessary to succeed academically and socially. We strive to create the relationships and respectful environments that are at the heart of productive learning communities. We instill in our students that "leaders do the right thing, even when no one is looking."

All classrooms at Henry A. Coffeen will teach the "7 Habits of Highly Effective People" through the "Leader in Me" program. Students are expected to use these skills in developing self-discipline and pride to conduct themselves in an appropriate manner in and out of the classroom.

When students make a poor choice, there will be consequences. The consequences will depend on the classroom rules; however, repeated or extreme behaviors may warrant immediate referral to the office.

Consequences for failing to follow school and or classroom rules may include, but are not limited to, the following: behavior step plan, lunch detentions, time outs, after-school detention, in-school suspension, out of school suspension, or expulsion.

PBIS (Positive Behavior Intervention & Support)
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 Henry A. Coffeen as a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Henry A. Coffeen Elementary School.

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 not only a matter of common sense, but common practice in 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 staff members;
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;
5. Tolerance for individual differences, talents, and choices will be shown.

Behavior Expectations Include:

	Be Safe	Be Respectful	Be Responsible
Classroom	Use an appropriate walking pace in the classroom. Keep all chair legs on the floor.	Stay seated until given a direction. Honor the speaker - wait your turn.	Be prepared for instruction.
Hallway	Walk on the right side of the hallway. Walk facing forward in a straight line. Yield at corners.	Walk quietly with your hands to yourself. Allow people to exit a room before you enter.	Walk at an appropriate pace. Go directly to your destination (class, lunchroom, recess, etc.).
Recess	When leaving the classroom, walk until you are on the playground. Keep all objects on the ground (snow, rocks, etc.).	Watch out for fellow students. Use words correctly when addressing staff and students. Take turns.	Stay away from puddles. Stay within playground area. No littering. No student owned items. Return equipment. Stop playing and line up when the bell rings. Report all unsafe behaviors.
Lunchroom	Stay seated until you are dismissed. Sit properly at your designated spot. Hold tray with both hands.	Keep noise level appropriate at all times. Pay attention while moving through lines. Say “please” and “thank you.” Use good manners.	Clean up your area. Eat your own lunch. Do not take food off another student’s tray.
Bathroom	Keep water in the sink. Wash hands with soap. Dry hands with two towels. Keep your feet on the floor.	Voices off. Use toilets appropriately. Respect privacy.	Keep area clean. Return to room promptly. Flush.
Assembly	Enter and exit the event with a teacher. Stay seated with your class. Wait for arrival and dismissal signal.	Keep your hands and feet to yourself. Use audience manners. Pay attention to the speaker.	Follow all adult instructions. Sit on your bottom. Enter and exit orderly.

ALWAYS:

Follow all adult directions the first time.
Keep hands, feet, and objects to yourself.

STUDENT DRESS

Students are expected to dress appropriately and in good taste. Clothing that is neat and clean and in harmony with normal community standards of appropriate dress and good taste is always acceptable. 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.

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, hate-related, 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.

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 mothers 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 at Coffeen. We are certain that you understand the rationale of this policy. Likewise, gifts from children to teachers are not encouraged.

Cell Phones & Electronics

Upon entering the building in the morning, students must turn off cell phones and place them in their backpacks. If a student has a cell phone on his/her person or is using the cell phone at any time during the school day, it will be confiscated and returned to a parent only. *Henry A. Coffeen strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.* E-readers such as a kindle or nook are allowed in the class for assigned silently reading only. Students may not use E-readers to access the internet. Henry A. Coffeen staff is not responsible for theft or damage.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it be 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. (For further information, see complete Board Policy File: JCFH.)

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

STUDENT SUSPENSION or EXPULSION (Board Policy File: 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 and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil in any way; mistreating a pupil or a teacher with physical violence.
5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: 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

<u>Elementary (Grades K-5)</u>
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.

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 medication). All medications must be left at the Nurses' Office during school hours and not carried by students.

SCREENINGS
Your child may be screened by the school nurse in the following areas: hearing, vision, 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.

FOOD SERVICE
Breakfast Prices for the current school year are:

Regular	$1.00
Reduced:	$ .30

Adult Meals are not served for breakfast.

Lunch prices for the current school year are:

Elementary	$2.50
Elementary Reduced	$ .40

Adult	$4.50
Extra Milk	$ .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.

Federal and state regulations make no provision for charging lunches. Please help us follow these regulations by making 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.

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

Children, walkers, and bicyclists, are asked to use only marked crosswalks when coming to or from school. Bicyclists are also asked to walk their bicycles across the street, on the playground, and on the sidewalks. We have a bicycle parking area next to the front entrance of the school.

Children should be reminded of safety rules when walking to and from school. Adults will be present at dismissal times to assist children safely across the crosswalk.

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. A general permission slip for the year is included with this packet and should be signed and returned to your child's teacher.

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 District #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.

PARENT ENGAGEMENT

We encourage parents to become involved in the school. Parents are able to become volunteer tutors during the school day and assist teachers with field trips, class projects, parties, etc. Simply ask your child's teacher how to become involved. We are always looking for help.

Our parent group, the Parent Teacher Organization, meets once a month and serves as a support to the children and teachers at the school. It raises money for the school, sponsors evenings of enjoyment and socializing such as the annual chili supper and carnival, skate nights, bingo, pastries for parents, etc. We are always looking for people to become involved in the PTO.

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. In addition, we will continue our "Wednesday Folders." Throughout the year, all information including school and community flyers, newsletters, etc. will be sent home only on Wednesdays. Each week, please look for the Wednesday folder, read the information, and then send the folder back to school. This will keep you informed as to what is happening in our school on a weekly basis.

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

NONDISCRIMINATION STATEMENT

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District #2, 201 N. Connor Street Suite 100, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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(s);
   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, such as with lawyers, doctors, or ministers;
   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 scoliosis 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.

Sheridan County School District #2 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement 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, Sheridan County School District #2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. Sheridan County School District #2 will make this notification to parents 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 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 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

HIGHLY QUALIFIED STAFF

All staff members at Coffeen School 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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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, 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

2013-14

2 Mydland Road
Sheridan, Wyoming 82801
672-2113

Principal: Brent Leibach

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

Date: August 2013

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,

Brent Leibach
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.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Brent Leibach, at 672-2113 or email me at brent.leibach@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: 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

Scott Hininger, Chairman

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

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27- 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter/2nd Semester
June 2	Teacher In-Service (No School)
June 3 & 4	Snow Days

SCHOOL VISION, MISSION, & BELIEFS

Highland Park Elementary parents and staff revised their vision, mission, and beliefs statements from the 1999 accreditation process to improve the quality of education and better serve the students attending Highland Park School. The vision statement is a living embodiment of what occurs at Highland Park Elementary on a daily basis. The mission statement accurately exemplifies our commitment to our parents, students, and staff. The beliefs reflect the expectations the Highland Park community values. The 2007 revised vision, mission, and beliefs statements are listed below:

VISION

Highland Park Elementary School's vision is to succeed in teaching all young children how to learn and to believe in themselves.

MISSION

Highland Park is a community of learners.

L Lifelong love of learning by responsible students who are actively engaged
E Experiences that appropriately challenge all students' needs
A Acknowledgment of our students' needs through communication
R Reaching high expectations set by parents and staff
N Needs of each individual child are met
E Environment that is physically and emotionally supportive
R Role models for caring and productive citizens
S Success for all students

BELIEFS

What students expect from Highland Park School:

- A safe, caring school community where they are valued as individuals
- Highly qualified teachers who model what they expect from their students
- Staff who have high expectations for all students to excel

What Highland Park School expects from students:

- Attend school each day, be on time, and come prepared to learn
- Perform well and achieve academically
- Behave respectfully toward adults and each other, obeying school policies, and modeling good citizenship

What parents expect from Highland Park School:

- Staff who passionately believe all students can learn
- Rigorous programs which offer high quality education to all students
- To partner with them in maintaining a strong, healthy, and progressive school community

What Highland Park School expects from parents:

- Actively support the school's mission, policies, and programs
- Be highly engaged in their child's education
- Encourage their child to read independently and to read with them, to use library resources, and provide reading material at home
- Provide a quiet place and time for children to read and complete school work

SCHOOL IMPROVEMENT GOAL

All students will improve their writing skills. The 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.

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.

MATH RECOVERY: The Math Recovery Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Math Recovery is to provide a robust intervention for elementary students to help in learning number skills. Math Recovery students undergo a teaching cycle of approximately 15 weeks. The Math Recovery Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Math Recovery 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 Woodland Park School located at 5135 Coffeen Avenue. 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.

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. These conferences give teachers and parents the opportunity 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.	1-5 grades dismissed

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

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.

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 School District, 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 each day the student is absent 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 of any sort 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 will result in after school detention. 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.

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.

DISCIPLINE POLICY

Highland Park Elementary 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.

BULLYING and HARASSMENT

Highland Park School 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 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.

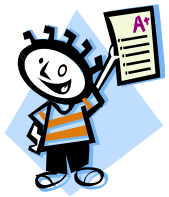
When a student reports that he or she has been harassed, intimidated, or bullied in violation of this policy, the principal or his/her designee shall schedule meetings with the student, student's parent(s), and other appropriate staff member(s) as determined by the principal or his/her designee, to discuss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

W.S. 21-4-314

SCHOOL RULES



1. Keep hands, feet, and other objects to yourself.
2. Use appropriate language.
3. Listen while others are speaking, follow directions, and no back talk.
4. Be nice.

PBIS (Positive Behavior Intervention & Support)

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 Highland Park as a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Highland Park.

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.*

Our goal at Highland Park Elementary is for our staff, students, and parents to have the best school experience possible. It is essential for all of us to be "on the same page" when it comes to expected behaviors from our students.

Here are some of the expectations that will be expected from our students:

Community Expectations: Highland Park Elementary

Highland Park– "Together WE Can!"

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	• 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
Outside Lunchtime	• 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

Note:
Highland Park students are expected to abide by the community expectations listed in the chart on the previous page at all times and in all areas of the school and its grounds. Failure to meet these expectations and/or insubordinate behavior will result in disciplinary action.

Together WE Can!"

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.

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.

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 mothers 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 at Highland Park. We are certain that you understand the rationale of this policy. Likewise, gifts from children to teachers are not encouraged.

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. (For further information, see complete Board Policy File: JCFH.)

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.

STUDENT SUSPENSION or EXPULSION (Board Policy File: JGD)

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

1. Continued, willful disobedience or open and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil in any way, mistreating a pupil or a teacher with physical violence.
5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: JGD.)

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.

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, 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.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular	$1.00
Reduced:	$ .30

Adult Meals are not served for breakfast

Lunch prices for the current school year are:

Elementary	$2.50
Reduced	$ .40
Adult	$4.50
Extra Milk	$ .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.

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.

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.

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.

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. Annually, the “Books and Beyond Program” is made available to all children in our school. Book fairs are held 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.

All teachers either send a weekly newsletter home or use a daily journal to keep you informed of what is going on in school.

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

NONDISCRIMINATION STATEMENT

“Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District #2, 201 N. Connor Street Suite 100, Sheridan, Wyoming 82801, or phone (307)

674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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, such as with lawyers, doctors, or ministers;
   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 scoliosis 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.

Sheridan County School District #2 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement 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, Sheridan County School District #2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. Sheridan County School District #2 will make this notification to parents 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 will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and

surveys. Parents 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

HIGHLY QUALIFIED STAFF

All staff members at Highland Park School 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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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, 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.

CHILDREN LIVE WHAT THEY LEARN

If a child lives with criticism,
he learns to condemn.
If a child lives with hostility,
he learns to fight.
If a child lives with ridicule,
he learns to be shy.
If a child lives with shame,
he learns to feel guilty.
If a child lives with tolerance,
he learns to be patient.
If a child lives with encouragement,
he learns confidence.
If a child lives with praise,
he learns to appreciate.
If a child lives with fairness,
he learns justice.
If a child lives with security,
he learns to have faith.
If a child lives with approval,
he learns to like himself.
If a child lives with acceptance and friendship,
he learns to find love in the world.

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Meadowlark Elementary School Parent-Student Handbook 2013-2014

1410 DeSmet Avenue
Sheridan, WY 82801
672-3786

Principal: Jason Hillman

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Meadowlark School

1410 DeSmet Avenue
Sheridan, WY 82801
672-3786

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

August, 2013

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 is an exciting time for our "Bobcat" community. We are coming off an exciting and award winning 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,

Jason Hillman
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.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful in school. Please call me, Jason Hillman, 672-3786 or e-mail me at jason.hillman@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: 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

Scott Hininger, Chairman

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

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27- 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter/2nd Semester
June 2	Teacher In-Service (No School)
June 3 & 4	Snow Days

SCHOOL MISSION STATEMENT

Meadowlark School: Celebrating Learning, Respecting Diversity, Building Community

Our vision for the future is to:

Focus on all academic areas while offering and supporting a strong fine arts curriculum.

SCHOOL IMPROVEMENT GOALS

All students will improve their level of achievement in writing.

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.

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.

MATH RECOVERY: The Math Recovery Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Math Recovery is to provide a robust intervention for elementary students to help in learning number skills. Math Recovery students undergo a teaching cycle of approximately 15 weeks. The Math Recovery Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Math Recovery 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 the 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 operative in the old Woodland Park School located at 5135 Coffeen Avenue. 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.

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 1-5 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. These conferences give teachers and parents the opportunity to discuss individual pupil progress.

Kindergarten report cards are sent out three times a year - at the end of the second, third, and fourth reporting periods.

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

8:00 a.m.	School Begins
1:45 p.m.	Kindergarten Dismissal
2:55 p.m.	All Classes Dismissed

LUNCH PERIODS

Kindergarten	11:15 – 11:35	Eat	11:35-11:55
Grade One	11:30 – 11:50	Eat	11:50-12:10
Grade Two	11:35 – 11:55	Eat	11:55-12:20
Grade Three	11:40 - 12:00	Eat	12:00-12:25
Grade Four	11:45 - 12:05	Eat	12:05-12:30
Grade Five	11:50 - 12:10	Eat	12:10-12:35

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.

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 School District, 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(s) or legal guardian(s) to contact the school each day the student is absent 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 of any sort 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 will result in after school detention. 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.

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.

DISCIPLINE POLICY
Public schools are not obligated to serve students who, through persistent and serious acts, disrupt school and violate the rights of others. The main emphasis of this policy is to encourage students to become responsible for their own behavior, with an emphasis also on logical consequences.

Teachers will use a fair and non-punitive method of discipline within their classrooms. Minor infractions of school rules that occur in the classroom will be handled at the classroom level. A teacher has the option to send a student to the office at any time, especially if a teacher feels that a student is being continually disruptive.

Students will be referred to the office for major offenses. The following are considered major offenses:

1. Hitting, roughing, physical abuse, harassment;
1. Defiance of the authority of all school personnel;
2. Disrespectful or abusive language;
3. Throwing objects such as rocks or snowballs;
4. Other: lying, possession of tobacco, failure to follow school rules, etc.

When a child is referred to the office, a number of things will occur. A problem solving session will be held. During that session, the principal and student will discuss the reason why the student was referred to the office and formulate a plan to avoid being sent to the office in the future. Each case will be handled on an individual basis and a natural consequence will be determined.

Consequences range from a visit with the principal to in-school suspension, Behavioral Center (BC) referral, to out-of-school suspension. In-school suspension will consist of the student being isolated from peers for a period of between 30 minutes to all day. Out-of-school suspension will consist of the student not being able to return to school for a period of one to ten days. If these interventions are not successful in changing the inappropriate behaviors, the principal may seek expulsion for the remainder of the school year.

BULLYING and HARASSMENT

Meadowlark School 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 consequence, 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 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.

W.S. 21-4-314

PLAYGROUND RULES

A. Playground Supervisors are to be treated with respect;
(the same as a teacher in the classroom)
B. Students shall remain on the playground at all times during recess periods.
C. Bicycles are to be left alone. Please stay away from fence where they are parked.
D. No fighting is allowed under any circumstances.
E. No rough contact games are allowed (pushing, tripping, tackle football, etc.).
F. No profanity or abusive language is allowed.
G. No objects such as sticks, rocks, or snowballs are to be thrown. Please do not throw other students' hats, gloves, mittens, etc.
H. There shall be no candy, gum, or food on the playground.

Areas:
A. Intermediate playground area is on west side of building.
B. Primary playground is on east side of building and grassy area immediately behind building.
C. Equipment Area - Students should be in this area only to play on the equipment.

General:
A. Stay far away from fences so balls are not kicked or thrown over the fence.
B. No playing with bicycles.

BICYCLES, SKATEBOARDS, IN-LINE SKATES

Students will be allowed to bring bicycles, skateboards, and in-line skates to school; however, skateboards are not allowed on district busses. They are expected to park their bicycles in the appropriate parking areas. Skateboards and in-line skates may be stored in the building during the school day. There is to be no riding of bicycles, skateboards, or in-line skates on school grounds during the school day. The school is not responsible for the loss of or damage to bicycles, skateboards, or in-line skates brought to school.

STUDENT DRESS

Students are expected to dress appropriately and in good taste. Clothing that is neat and clean and in harmony with normal community standards of appropriate dress and good taste is always acceptable. 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.

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, hate-related, 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.

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. Parent volunteers usually assist with these parties. Parents of students in the classroom provide refreshments.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it be 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. (For further information, see complete Board Policy File: JCFH.)

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, 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.

STUDENT SUSPENSION or EXPULSION (Board Policy File: 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 and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil in any way, mistreating a pupil or a teacher with physical violence.

5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: 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 or 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 parents(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.

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, height, blood pressure, or 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.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular	$1.00
Reduced:	$ .30
Adult Meals are not served for breakfast	

Lunch prices for the current school year are:

Elementary	$2.50
Reduced	$ .40
Adult	$4.50
Extra Milk	$ .30

Schools in District #2 provided "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 more 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.

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.

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 permission slip needs to be signed and returned with the first day packet.

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 District #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.

PARENT INVOLVEMENT (Parent Teacher Organization)

The Meadowlark PTO is a local unit organized to promote the communication of parents, teachers, and school for the welfare of the students and school. Your PTO has sponsored fundraisers in the past including a Book Fair, Chili Supper, T-shirt and sweatshirt sales, raffles, candy sales, and many others. These events have raised necessary revenues for the PTO and have served to bring the Meadowlark community together for evenings of enjoyment and socializing. They encourage your support and cooperation in all their activities.

PARENT COMMUNICATION

We publish a monthly newsletter that your child will bring home.

The PTO will send out periodic notices of parent nights, social events, etc.

NONDISCRIMINATION STATEMENT

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District #2, 201 N. Connor Street Suite 100, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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(s);
   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, such as with lawyers, doctors, or ministers;
   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 scoliosis 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.

Sheridan County School District #2 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement 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, Sheridan County School District #2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. Sheridan County School District #2 will make this notification to parents 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 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 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

HIGHLY QUALIFIED STAFF

All staff members at Meadowlark Elementary 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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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, 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

2013—2014

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 2013

Dear Parents and Students,

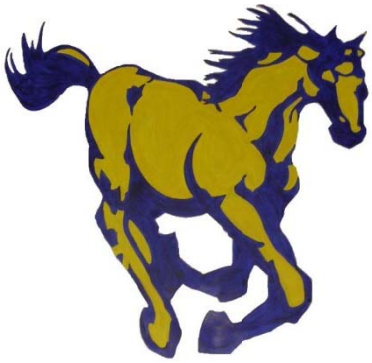
WELCOME to Sagebrush Elementary School, home of the Mustangs! The Sagebrush Staff is looking forward to teaching, learning, and growing together with you throughout the new school year.

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 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 parents.

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. 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: 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

Scott Hininger, Chairman

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

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27-November 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter
June 2	Teacher In-Service (No School)
June 3 & 4	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.

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 Add+Vantage Math. 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.

MATH RECOVERY: The Math Recovery Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Math Recovery is to provide a robust intervention for elementary students to help in learning number skills. Math Recovery students undergo a teaching cycle of approximately 15 weeks. The Math Recovery Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Math Recovery 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 it believe 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 Woodland Park School located at 5135 Coffeen Avenue. 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.

SAGEBRUSH STUDENT COUNCIL

Sagebrush will have a Student Council made up of representatives from each classroom, grades one through five. Fifth graders will serve as officers: President, Vice President, Secretary, and Treasurer. Officers are elected by a majority vote from the entire student body at Sagebrush.

Student Council is a special activity for students to become involved in the democratic process. The Student Council can lead the way to positive change. School and civic activities/projects will be done in the best interest of the Sagebrush community.

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 weeks reporting period, as well as in the middle of the 3rd nine weeks reporting period. Conferences provide teachers and parents the opportunity 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
1:45 p.m.	Kindergarten Dismissed
2:55 p.m.	All Classes Dismissed

Lunch Schedule

Kindergarten	11:10 – 11:30
First Grade	11:20 – 11:40
Second Grade	11:35 – 11:55
Third Grade	11:45 – 12:05
Fourth Grade	11:55 – 12:20
Fifth Grade	12:00 – 12:25

SCHOOL CLOSINGS

If any of the schools in District No. 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.

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 School District, 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 each day the student is absent 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 of any sort 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 will result in after school detention. 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.

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.

DISCIPLINE POLICY
When attempts have been made to modify pupil behavior by the teachers and children still choose to disobey school rules, they may be referred to the principal for intervention. We view this as a learning situation and deal with the offense in a way that will benefit the child or in the way required by Board Policy or the law. Parents may be notified by telephone and/or by a written report that will be sent home with the student. Parents need to sign and return the form to school the following school day.

Major offenses that qualify for time-out are listed below. We believe all young people need to regard these rules in order to live happily within the Sagebrush School community and within their given lifestyles in later life.

1. Physical abuse – to include intentionally causing harm to another individual
2. Throwing objects – to include that which may harm another individual
3. Disrespectful/abusive language
4. Defiance of authority – includes all adults at our school; talking back, refusing to complete tasks in class, etc.
5. Continuous disruptive behavior
6. Other

Further steps in the time-out process will be provided to parents as needed or requested.

When a child is referred to the office, a number of things will occur. A problem solving session will be held. During that session, the principal and student will discuss the reason why the student was referred to the office and formulate a plan to avoid being sent to the office in the future. Each case will be handled on an individual basis and a natural consequence will be determined.

Consequences range from just a visit with the principal to in-school suspension to out-of-school suspension. In-school suspension will consist of the student being isolated from peers for a period of between 30 minutes to all day. Out-of school suspension will consist of the student not being able to return to school for a period of one to ten days. If these interventions are not successful in changing the inappropriate behaviors, the principal will seek expulsion for the remainder of the school year. Parents will be notified of the infraction and consequence the day they occur.

BULLYING and HARASSMENT

Sagebrush School 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) / Behavior Center (BC) Program 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 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.

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

SAGEBRUSH SCHOOL RULES

1. Walk while in school building and on sidewalks.
2. Treat all staff members, fellow students, and guests with respect.
3. Use indoor voices.
4. Show school pride by treating building, equipment, and playground with care.
5. For safety purposes; heelies, roller blades, skate boards, and similar items need to be left at home.
6. Please leave cell phones at home or turned-off and in book bags.

PLAYGROUND RULES

We encourage children to:

- Wear their hats, gloves, coats, and boots when appropriate.
- Take turns, share equipment and playing areas.
- Put litter in the garbage can.
- Be Responsible for equipment they take outside.
- Listen for whistles. Whistles signify a message, so listen for them and look toward the sound. Stop playing immediately when your bell rings, pick up equipment and move toward your classroom.
- Follow school rules and play safely.

RECESS POLICY

All students are expected to go outside during scheduled recess times. Children will not be sent outside in extreme weather conditions. Remember with Wyoming's unpredictable weather, students need to dress appropriately.

We do not want the students' personal possessions getting broken, lost or stolen; therefore, it is our policy that students not bring toys, games, or balls to school except by special teacher requests. We have balls and other equipment at school for the students to use.

CAFETERIA RULES

1. All school rules listed above.
2. No switching seats or saving places.
3. Use restaurant manners.
4. If you take it, you eat at least half of it.
5. Keep coats orderly in class areas.

STUDENT DRESS

Students are expected to dress appropriately and in good taste. Clothing that is neat and clean and in harmony with normal community standards of appropriate dress and good taste is always acceptable. 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.

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, hate-related, 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.

MARKING POSSESSIONS

Please put names on personal items to help prevent loss. It is difficult to keep track of unmarked items. Please feel free to check the lost and found box for any lost articles during the school year.

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.

DRUG ABUSE

Any student possessing or using any controlled substance, whether it be 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 counseling as deemed appropriate by the administration. (For further information, see complete Board Policy File: JCFH.)

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 No. 2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you, 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.

STUDENT SUSPENSION or EXPULSION (Board Policy File: 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 and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil in any way, mistreating a pupil or a teacher with physical violence.
5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: JKD/JKE.)

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

The Board of Trustees for Sheridan County School District No. 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 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 No. 2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District No. 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.

MEDICATION

Sheridan County School District No. 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 office during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, 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.

FOOD SERVICE

Breakfast Prices for the current school year are:

Regular	$1.00
Reduced:	$ .30

Adult Meals are not served for breakfast

Lunch prices for the current school year are:

Elementary	$2.50
Reduced	$ .40
Adult	$4.50
Extra Milk	$ .30

Schools in District No. 2 offer "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.

LUNCH TIME SCHEDULE

	Lunch	Recess		Recess	Lunch
Kinder.	11:10-11:30	11:30 - 11:50	**3rd Grade**	11:25 - 11:45	11:45 - 12:05
1st Grade	11:20-11:40	11:40 - 12:00	**4th Grade**	11:35 - 11:55	12:00 - 12:20
2nd Grade	11:35-11:55	11:15 - 11:35	**5th Grade**	11:40 - 12:00	12:00 - 12:25

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.

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.

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
ELECTRONIC INFORMATION RESOURCE AGREEMENT
(INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District No. 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 No. 2.
2. Users who obtain their access privileges through association with Sheridan County School District No. 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 No. 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 No. 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 No. 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 No. 2 makes no warranties of any kind, whether expressed or implied. Service is provided as an "as is, as available" basis.
- Sheridan County School District No. 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 No. 2 may request the System Administrator to deny specific user accounts.

PARENT ENGAGEMENT

We encourage parents to feel free to become involved in the school. Parents are able to become volunteer tutors during the school day, and assist teachers with field trips, class projects, parties, etc. Simply ask your child's teacher how to become involved. We are always looking for help.

PARENT COMMUNICATION

We publish a periodic newsletter that your child will bring home.

All teachers either send a weekly newsletter home or use a daily journal to keep you informed of what is going on in school.

The P.T.O will send out periodic notices of parent nights, social events, etc.

NONDISCRIMINATION STATEMENT

"Sheridan County School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District No. 2, 201 N. Connor Street Suite 100, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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, such as with lawyers, doctors, or ministers;
   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 scoliosis 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.

Sheridan County School District #2 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement 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, Sheridan County School District #2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. Sheridan County School District #2 will make this notification to parents 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 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 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

HIGHLY QUALIFIED STAFF

All staff members at Highland Park School 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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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, 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 Parent-Student Handbook

2013-2014

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 2013

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.

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.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Nicole Trahan, 674-9333, ext. 201 any time 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.

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: 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

Scott Hininger, Chairman

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

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27- 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter/2nd Semester
June 2	Teacher In-Service (No School)
June 3 & 4	Snow Days

SCHOOL MISSION STATEMENT

"Inspiring success through leadership- Whatever It Takes"

SCHOOL IMPROVEMENT GOALS

1. 92% of K-5th grade students will demonstrate proficiency in reading comprehension as measured by Fountas and Pinell Benchmark Assessment and/or PAWS.

2. 90% of K-5th grade students will demonstrate proficiency in writing as measured by SCSD #2 District Writing Assessments.

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 and in the middle of the 3rd nine week reporting period. These conferences give teachers and parents the opportunity 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
11:30 a.m.	Lunch For All Grades
1:55 p.m.	Kindergarten Dismissal
2:55 p.m.	1st – 5th grade Dismissal

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.

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 School District, 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(s) or legal guardian(s) to contact the school each day the student is absent 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 of any sort 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 will result in after school detention. 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.

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.

BULLYING and HARASSMENT

Story School 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. Confronts the offending student or students with the charge.
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 "Stop" 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 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 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.

W.S. 21-4-314

DISCIPLINE POLICY

Story School uses a School-Time-Out discipline Plan developed to help your child learn how to live within the school community by the choices he/she makes. The main emphasis of this plan is to encourage students to become responsible for their own behavior. Major offenses, which all children know are qualifiers for S.T.O.P., are as follows:

1. Physical abuse – to include bullying or intentially causing harm to another individual.
2. Throwing objects – to include that which may harm another individual.
3. Profane Language – to include words and language inappropriate for the school setting.
4. Defiance of Authority – includes all adults in our school; talking back, refusing to complete tasks in class, etc.
5. Continuous disruptive behavior.
6. Not respecting school property or other person's property.

Each teacher will discuss thoroughly with the class, the expectations of appropriate and acceptable behavior.

STUDENT DRESS

Students are expected to dress appropriately and in good taste. Clothing that is neat and clean and in harmony with normal community standards of appropriate dress and good taste is always acceptable. 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.

Clothing, decorations, or jewelry that advertise, promote, depict, or that 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, hate-related, 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.

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 mothers 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 at Story. We are certain that you understand the rationale of this policy. Likewise, gifts from children to teachers are not encouraged.

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. (For further information, see complete Board Policy File: JCFH.)

Cell Phones & Electronics

Upon entering the building in the morning, students must turn off cell phones and place them in their backpacks. If a student has a cell phone on his/her person or is using the cell phone at any time during the school day, it will be confiscated and returned to a parent only. *Story Elementary strongly discourages students from bringing portable electronics such as iPods, MP3 Players, cameras, and gaming systems to school due to the risk of theft.* E-readers such as a kindle or nook are allowed in the class for assigned silently reading only. Students may not use E-readers to access the internet. Story Elementary staff is not responsible for theft or damage.

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, 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.

STUDENT SUSPENSION or EXPULSION (Board Policy File: 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 and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil or in any way mistreating a pupil or a teacher with physical violence.
5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: 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 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 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.

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 in the office during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, 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.

FOOD SERVICE

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 fruit or vegetables and two other items.

Federal and state regulations make no provision for charging lunches. Please help us follow these regulations by making 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.

Lunch prices for the current school year are:

Elementary	$2.50
Reduced:	$ .40
Adult	$4.50
Extra Milk	$ .30

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. We have a bicycle parking area next to the south fence of the school.

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

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. A general permission slip for the year is included in the registration packet sent home with your child on the first day of school. It should be signed and returned to your child's teacher.

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 District #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.

PARENT INVOLVEMENT

We encourage parents to become involved in the school. Parents are able to become volunteer tutors during the school day and assist teachers with field trips, class projects, parties, etc. Simply ask your child's teacher how to become involved. We are always looking for help.

Our parent group, the PTO, meets once a month and serves as a support to the children and teachers at the school. It raises money for the school and organizes special events. We are always looking for people to belong to the PTO. The current president is Ramona Schelgel (683-3023).

PARENT COMMUNICATION

Teachers either send home a weekly update, a monthly newsletter, or use a daily journal to keep you informed of what is going on in school.

STORY ELEMENTARY HOMEWORK POLICY

Homework can have positive effects on achievement and character development while serving as a vital link between school and family. At the elementary level, it can foster positive attitudes, habits, and character traits. The average time spent on homework in the younger grades is 15-20 minutes per night and increases to 45-60 minutes in the older grades.

NONDISCRIMINATION STATEMENT

"Sheridan County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District #2, 201 N. Connor St., Suite 100, Sheridan, Wyoming 82801, or phone (307)

674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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, such as with lawyers, doctors, or ministers;
   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 scoliosis 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.

Sheridan County School District #2 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangement 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, Sheridan County School District #2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. Sheridan County School District #2 will make this notification to parents 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 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 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

HIGHLY QUALIFIED STAFF

All staff members at Story School 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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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, 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

2013-2014

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, 2013

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 and I am extremely excited to be joining the Woodland Park team as your new principal! Having been the School Counselor at Woodland Park for the past seven years, I am confident the transition will be a positive one, and we are all going to have a great year. We have a fantastic staff, and 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 always 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 visiting our school and attending 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 will be updated regularly and will provide an efficient means of obtaining the monthly bulletin and other important announcements. The website can be accessed by going to www.scsd2.com and selecting Woodland Park under the "Schools" tab.

Please do not hesitate to call 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 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 parents.

PRINCIPAL ACCESS

As your principal, I am willing to help your child be successful at school. Please call me, Paige Sanders, 674-7937 or e-mail me at paige.sanders@scsd2.com if you have a question or concern. Feel free to come to school to see me, if necessary. I will be happy to adjust my schedule to visit with you. 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: 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

Scott Hininger, Chairman

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Hollis Hackman
Jim Perkins

Wayne Schatz, Treasurer
Richard Bridger
Erica O'Dell
Molly Steel

Superintendent

Craig Dougherty

CALENDAR FOR SCHOOL YEAR 2013-2014

August 27	School Begins (Full Day)
September 2	Labor Day (No School)
October 14	Teacher In-Service (No School)
October 25	End 1st Quarter
November 7	Early Dismissal for Parent/Teacher Conf.
November 8	Parent/Teacher Conferences
November 27- 29	Thanksgiving Break (No School)
December 23-January 3	Christmas Break (No School)
January 16	End 2nd Quarter/1st Semester
January 17	Teacher In-Service (No School)
February 20	Early Dismissal for Parent/Teacher Conf.
February 21	Parent/Teacher Conferences
March 21	End of 3rd Quarter
March 24-28	Spring Break
April 18	Good Friday (Early Dismissal)
May 24	Fort Mackenzie Graduation
May 25	SHS Graduation
May 26	Memorial Day (No School)
May 30	Last Day of Classes – End 4th Quarter/2nd Semester
June 2	Teacher In-Service (No School)
June 3 & 4	Snow Days

Parents: The Key Players in Their Children's Education

As parents, you are the single most significant influence in your child's life and education. Teachers, curricula, classmates, etc. are all important, but you are much more important. You are the ones who have seen your child through the years. You have fed and clothed your child. You have loved them and tried to teach them right from wrong.

The difference between a good school and a great school is the level to which parents are engaged in the education of their children. We know that children whose parents are involved with their education are happier and show much higher achievement in school. Children also learn to place importance on the things that are important to their parents. Your child will learn to value school and education to the extent that they believe you value the same.

Maybe you don't have a lot of time in which to become involved in school, or you don't know how to begin. It truly does not take a great deal of time to make a big difference in your child's education. Fifteen minutes of uninterrupted time each day spent reading with your child or working on their homework with them will build their self-esteem, improve their study skills, and show them that you value their success in school.

Following are a list of things you can do to ensure that your child has a successful and positive experience in school:

- Send your child to school each day rested, fed, and with a positive comment to hang on to during the day.
- Talk to your child about school each day, asking about what they did and what was the best part of their day.
- Provide your child with books at home and opportunities to read on their own, read to you, and be read to.
- Encourage your child to write: stories, letters to family members, journals, etc.
- Give your child chores and duties at home that are valuable to the family and that must be done every day.
- Establish a bedtime for your child and hold them, and yourself, to it.
- Limit TV, both the content of what your child watches and the amount of time they watch.
- Take your child to the library on a regular basis and encourage them to read for pleasure.
- Display your child's work at home in special places that show your pride in their accomplishments.
- Establish a regular time and place when your child does his or her school work at home.
- Learn as much as you can about being an effective parent.
- Attend school functions with your child, especially conferences and parent education opportunities.
- Maintain regular contact with your child's teacher through notes, phone calls and visits.
- Volunteer to help in the classroom, on projects, on field trips, etc. whenever you can.

- Participate in the governance of your child's school through PTO, attendance at School Board meetings, and other advisory groups.
- Educate yourself as to what constitutes quality education and exercise your right to participate in your child's education.
- Hold high expectations for your child, your school and yourself.

SCHOOL MISSION STATEMENT

"A Community that Believes all Students can Achieve."

SCHOOL IMPROVEMENT GOALS

1. Woodland Park Elementary students will demonstrate improvement in reading comprehension skills across the curriculum.

2. Woodland Park Elementary students will demonstrate improvement in math problem solving skills.

3. Woodland Park Elementary students will demonstrate an improvement in the use of writing conventions across the curriculum.

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. The 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 challenges 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 is using the Guided Reading Program for students who qualify in reading. Title I also teaches reading strategies using the comprehension program developed by Stephanie Harvey. For math, the district uses the Count Me In Too program. These programs encourage

students to succeed in achieving academic standards in both reading and math. Students are qualified for Title I using a variety of criteria. This year, the district will be using results from Proficiency Assessment for Wyoming Students and Measures of Academic Progress.

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 No. 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.

MATH RECOVERY: The Math Recovery Program has been developed as a systemic response to the problem of chronic failure in school mathematics. The overarching objective for Math Recovery is to provide a robust intervention for elementary students to help in learning number skills. Math Recovery students undergo a teaching cycle of approximately 15 weeks. The Math Recovery Program exists to provide early, short-term intervention (40-60 lessons) for low-achieving first grade students. Math Recovery 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 No. 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. Students need to take a sack lunch and study materials. Transportation will be provided by the school district and will leave the school at 7:48 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.

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 weeks reporting period as well as in the middle of the 3rd nine weeks reporting period. This conference gives teachers and parents the opportunity 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.

HOMEWORK

Parents should expect their children to do homework on a regular basis and may expect homework in three areas. First, students are expected to ***read for pleasure*** each night. Second, they should expect math homework to be done collaboratively with an adult (STUDYLINK) 2-4 times each week. Third, they may be expected to finish up work that was started, but not completed in class, and which the student can do without supervision or help 1-3 times each week. For example, a student might need to complete a writing assignment or study for a test.

We will try to adhere to the following guidelines for determining the volume of homework:

Kindergarten and 1st grade	10-20 minutes
2nd grade:	20-25 minutes
3rd grade:	30-35 minutes
4th grade:	40-45 minutes
5th grade:	50-55 minutes

Students who chronically fail to complete homework may experience some or all of the following consequences:

- Loss of extra-curricular activities (parties, some assemblies, etc.)
- Homework contracts
- After-school work time
- Parent Conferences
- Other sanctions, as appropriate

SCHOOL HOURS

The daily schedule is:

7:30-7:55---------- Breakfast and Before School Recess
7:55---------- First Bell and School Begins
9:30-9:45---------- Kindergarten Recess
10:05-10:20---------- A.M. Recess Grades 1 and 2
11:05-12:10---------- Lunch (including noon recess)

	Recess time	Lunch Time
Kindergarten	11:05-11:20	11:20-11:45
1st Grade	11:10-11:30	11:30-11:50
2nd Grade	11:15-11:35	11:35-11:55
3rd Grade	11:20-11:40	11:40-12:00
4th Grade	11:25-11:45	11:45-12:05
5th Grade	11:30-11:50	11:50-12:10

1:25-1:40---------- P.M. Recess Grades 3-5
1:45 ---------- Kindergarten Dismissal
2:55---------- 1st – 5th Grade Dismissal

School begins promptly at 7:55. Your child should be in his/her classroom ready to begin his/her day. School dismisses at 2:55. Please be here promptly to pick up your student.

SCHOOL CLOSINGS

If any of the schools in District No. 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.

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 School District, 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 in this category, **it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent 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 of any sort 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 will result in after school detention. 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.

SCHOOL ATTENDANCE PROCEDURES

Regular attendance is essential to each student's continued growth in school. All students are expected to attend school with a minimum of absences.

Normal excused absences are those resulting from illness or family emergencies. Please call the school before 8:00 to report a student absence. If no one is in the office yet, just leave a message on the answering machine. The school secretary is normally in the office by 7:30. Other absences should be excused by prior arrangement through the principal and the student's teacher.

It is our policy to call parents when students are absent if we have not received a phone call from the student's parent or guardian. In the event that we have not made contact by phone, please send a note excusing your child's absence when they return to school.

When a student comes to school late, they must check in at the office and pick up an admit slip before they go to class.

Any parent who wishes to take their student out of school early must check in at the office. For safety reasons, we will release students to parents, guardians, or parent/guardian designees. In cases where the parent/guardian has designated someone else to pick up his/her child, we will need a note signed by that child's parent/guardian.

MAKE-UP WORK

When a student must be out of school, please contact the school so that a packet of make-up work can be prepared. This will help your child keep up with schoolwork during their absence. You may pick these packets up after 3:00. You may also request assignments in advance if you're prearranging a child's absence.

DISCIPLINE POLICY

Students are expected to behave in a manner that enhances their educational experience and does not infringe on the right of other students to a safe, orderly, and comfortable educational environment. The main emphasis of discipline at Woodland Park is to provide a setting in which students mature in their ability to take responsibility and make wise choices with respect to their behavior. We make every attempt to select consequences that follow logically from poor choices and behaviors.

Woodland Park School is using the Positive Behavior Intervention System (PBIS). This program teaches and acknowledges positive behaviors of all students. Emphasis is on developing and maintaining safe environments where teachers can teach and students learn.

The three core values of our school are:

- Be Safe
- Be Respectful
- Be Responsible

Students receive a "Buckaroo" ticket when they are caught being good and following school rules.

Behavior Expectations include:

	Be Safe	**Be Respectful**	**Be Responsible**
Assembly	*Enter and exit the event with a teacher. *Stay seated with your class during the event. *Wait for arrival and dismissal signal.	*Keep your hands and feet to yourself. *Use audience manners. *Pay attention to the performer.	*Follow all adult instructions. *Sit on your bottom. *Enter and exit in order.
Bathroom	*Keep water in sink. *Wash hands with soap. *Dry hands with two towels. *Keep feet on the floor.	*Voices off. *Use toilets appropriately. *Respect privacy.	*Keep area clean. *Return to room promptly. *Flush.

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 (look for leading lights) 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 others 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.
Classroom **Classroom (continue)**	*Use materials and equipment appropriately. *Be considerate of others' space.	*Follow classroom rules and procedures. *Respect others' belongings. *Choose to be nice.	*Be there, be ready and be a learner. *Complete assignments on time.
Hallway	*Walk facing forward in a straight line. *Pause at intersections and halls.	*Walk quietly with hands to yourself.	*Go directly to your destination (classroom, lunchroom, recess, etc.).
Lunchroom	*Stay seated until dismissed. *Sit properly at designated spot. *Hold tray with both hands. *Keep food to yourself.	*Use inside voices. *Say "Please" and "Thank you". *Use good manners.	*Clean up after yourself. *Eat your own lunch (No sharing).
Playground	*Stay in the designated area. *Non-violent play only. *Be considerate of others' space.	*Respect others around you. *Choose to be nice. *Show team work and be a good sport.	*Line up without being selfish. *Use playground equipment appropriately.

Stairwell	*Walk on the right side of the hallway and stairwell. *Walk facing forward in a straight line using handrails. *Pause at intersections and halls.	*Be aware of classes in session. *Walk quietly with hands to yourself.	*Go directly to your destination (taking the shortest route). *Take stairs one step at a time.

Always:

- **Follow all adult directions the first time.**
- **Keep hands, feet and objects to self.**
- **Use kinds words and actions**

In general, misbehavior will be handled in the classroom. However, open defiance, ongoing or continuing misbehavior, and behaviors that endanger other students will result in the student being sent to the principal's office. Consequences will become increasingly severe as behaviors become ongoing, and may finally result in suspension. Parents will always be included in any ongoing problems and suspension is used only as a last resort.

Any office referral will include a principal-student conference in which the behavior, alternatives or better choices, apologies, and consequences are processed. Parents will receive a phone call from the student after a principal-student conference. As always, you are encouraged to give the Principal a call with any questions or concerns you may have. Discipline is always most effective when parents and the school work together.

BULLYING and HARASSMENT

Woodland Park School 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:

A) It is aggressive behavior or intentional harm doing.
B) It is carried out repeatedly and over time.
C) 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/school counselor 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 target social skills lessons administered by the school counselor
- 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 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.

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

PERSONAL POSSESSIONS

Bringing personal toys (balls, games, Pokeman Cards, etc.) is discouraged as these items are distracting to the classroom or often "disappear" to everyone's disappointment. These items will be confiscated by the teacher or Principal and returned at the end of the day to go home. Items deemed by the Principal to be dangerous will be held until a parent can pick them up.

Please put your child's name on **everything** they bring to school (gym shoes, boots, coats, school supplies, etc) so that they can find their way home when they're misplaced.

Please provide your child with a pair of gym shoes that they can keep at school. These need not be new or expensive.

KEEPING STUDENTS AFTER SCHOOL

Occasionally, a teacher will find it necessary to keep a student after school because they have failed to be on task or complete class work due to idleness, inappropriate use of class time, or poor work habits. The rationale here is that if they refuse to do their work during regular class time, this is not a problem. It will simply have to be on "their time".

When a teacher recognizes that a student is not completing work for the aforementioned reasons, she will notify the principal and then contact the parent/guardian to work out a plan for holding the child after school. When the teacher, parents, and principal work together on this, the problem will almost always be solved at this level.

LIBRARY BOOKS

Books checked out of the Woodland Park Library must be returned or renewed at each week's library period. Books not returned after four weeks will be considered "lost" and the student will be charged a prorated price for the book. Fines will also be charged for books which are returned in a significantly damaged or soiled condition.

STUDENT DRESS

Students are expected to dress appropriately, in good taste, and in harmony with normal community standards. Clothing that is immodest, extreme, calls undue attention to itself or the wearer, or which unduly disrupts the educational process is not appropriate.

Clothing, decorations, or jewelry which 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, hate-related, or obscene images or language as defined by acceptable community standards are not appropriate. For the safety and well-being of all students, heelies will not be allowed.

In the event that a student is inappropriately dressed at school, the parent will be contacted so that appropriate clothing can be provided and the child may change. Jewelry or decorations that have been confiscated will be returned to the child's parent or guardian. If a parent cannot be contacted, the child may be asked to turn offending clothing inside out, or be given a Woodland Park T-shirt to wear for the remainder of the day. In all cases, every effort will be made to see that the child is not embarrassed or demeaned.

HOLIDAYS and PARTY INVITATIONS

Holidays celebrated with parties at school are Halloween, Christmas, and Valentine's Day. Parents are encouraged to assist in these parties. Refreshments are provided by parent volunteers. Please do not send private party invitations for distribution in school. Your understanding in this matter is appreciated.

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 counseling as deemed appropriate by the administration. (For further information, see complete Board Policy File: JCFH.)

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 No. 2. Sexual harassment is any behavior or words of a sexual or gender demeaning nature that are not welcome, which pressure or intimidate you, 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.

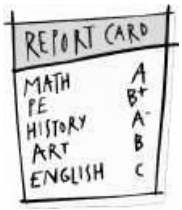
Please refer to Board Policy JICI for further explanation of this policy.

STUDENT SUSPENSION or EXPULSION (Board Policy File: 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 and persistent defiance of the authority of school personnel.
2. Willful destruction or defacing of school property.
3. Any behavior, which in the judgment of the Board is clearly detrimental to the welfare, safety, or morals of other pupils.
4. Torturing, tormenting, or abusing a pupil in any way; mistreating a pupil or a teacher with physical violence.
5. Continued disruption of the educational process, so that others have difficulty learning. (For further information see complete Board Policy File: JKD/JKE.)

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



The Board of Trustees for Sheridan County School District No. 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 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 No. 2 District Regulation IKE-P

Elementary (Grades K-5)

Students in Sheridan County School District No. 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.

MEDICATION

Sheridan County School District No. 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 nurse's office during school hours and not carried by students.

SCREENINGS

Your child may be screened by the school nurse in the following areas: hearing, vision, 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.

FOOD SERVICE

Woodland Park School offers breakfast and lunch to its students. Students and teachers will be issued a code when they purchase their initial meals. An account is required to purchase a meal and to eat. When there is $5.00 left on an account, students will be given a reminder to purchase more meals.

Some important things to remember about the lunch program:

1. A code is assigned to a student during their enrollment at Woodland Park.
2. Money must be deposited in your account before 10:00 a.m.
3. Students may not allow others to utilize their code.
4. We recommend that students purchase meals by the week or month as opposed to a one-day purchase.
5. Phone call to parents when account is overdrawn.

Breakfast Prices for the current school year are:

Regular	$1.00
Reduced:	$ .30

Adult Meals are not served for breakfast

Lunch prices for the current school year are:

Elementary	$2.50
Reduced	$ .40
Adult	$4.50
Extra Milk	$ .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. Money sent to school will be deposited in your child's meal account. As they eat meals, the proper amount is deducted from their account.

Children may buy milk to drink with their sack lunch for 30 cents per carton. Students may use their lunch accounts to purchase extra milk. Your child must have money in their lunch account in order to purchase extra milk.

Information regarding the free and reduced lunch program is sent home to all families at the beginning of the year.

Parents are encouraged to eat lunch at school with their children. Adult lunches are $4.50. Please let us know in advance, so we can advise the cooks.

Breakfast is served starting at 7:30 and ending at 7:55. Students who arrive after 7:55 cannot be served, eat, and clean up in time to be in class by 8:00, therefore will not be served. If your child eats breakfast at school, please ensure that they arrive in time to eat without being tardy to class.

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.

FIELD TRIPS

Teachers may schedule a number of field trips each year to enhance and expand your child's educational and experience base. Written permission must be granted by the parent/guardian before a child will be allowed to participate in any field trip activity. Permission forms are distributed at the beginning of the school year, or at the time the student is enrolled. Parents are encouraged to volunteer as chaperones on field trips. However, we ask that younger siblings not attend.

When a student misbehaves on a field trip, he or she may be excluded from the next one. In the event that this happens, you will be notified and the student will stay at school with assigned classwork under the supervision of the principal.

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
ELECTRONIC INFORMATION RESOURCE AGREEMENT
(INTERNET ACCESS)

Please read this document carefully. All students in Sheridan County School District No. 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 No. 2.
2. Users who obtain their access privileges through association with Sheridan County School District No. 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 No. 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 No. 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 No. 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 No. 2 makes no warranties of any kind, whether expressed or implied. Service is provided as an "as is, as available" basis.

Sheridan County School District No. 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 No. 2 may request the System Administrator to deny specific user accounts.

PARENT COMMUNICATION

We publish a monthly newsletter that you can access on our school website http://www.scsd2.com/Elementary/Woodland/index.htm.

Some teachers will send a weekly newsletter via e-mail, post it on our school website http://www.scsd2.com/Elementary/Woodland/index.htm, or use a daily journal to keep parents/guardian informed of what is going on in the classroom and at school.

The P.T.O will send out periodic notices of parent nights, social events, etc.

P.T.O.

Woodland Park School has a very active PTO. This organization is a great way for parents to be involved in supporting their school and in providing information and feedback used in making the school more effective in meeting the educational needs of our students. Your participation is strongly encouraged. The current president is Jenn Stewart (751-9698).

CHANGES TO PARENT HANDBOOK

Any member of the Woodland Park Elementary community may propose changes to this handbook. Any item in the handbook is open for discussion and improvement. To suggest a change to this handbook please attend to the following in writing and addressed to the Principal:

- State your understanding of what the handbook says (or doesn't say!).
- State your proposed change/addition/deletion.
- Outline your argument for the proposed change/addition/deletion.
- Outline possible consequences of the change.

Proposals will be considered by the Principal and presented to the Building Leadership Team (teachers) and the PTO (parents). If approved by all three parties, the Principal will notify the person proposing the change and it will be included in the next printing of the Handbook. If the proposal is not approved, the Principal will again notify the person proposing the change to explain the reasons for not making the change.

CLASS ASSIGNMENTS

Students are assigned to a given classroom based on the following considerations:

- Class size restraints
- Teacher suggestions
- Parent requests
- Principal discretion
- Academic and testing data
- Efficient use of school specialists and services

Parent requests for the following school year are received during the month of May. These need to be submitted to the Principal in writing and must include specific reasons for the request. Requests that a student be placed with a particular peer or group of peers will not be considered. Class lists will be built by the Building Intervention Team (BIT) and posted on the front doors in August. Changes to these lists will not be considered because they invariably cause misunderstandings and hurt feelings.

RECESS & PLAYGROUND RULES

- All children are expected to spend their recess outside except in the cases of severe weather or a specific parent request.

- Students are encouraged to play games that are safe and fun. Games that are potentially dangerous (tackle football or games that involve pushing, shoving, grabbing, or hitting) are not allowed.

- The playground supervisors are to be obeyed and respected. The same discipline policy used in the classroom applies on the playground.

- Students should **never** leave the playground, talk with strangers or unauthorized visitors, or invite such people onto the playground.

- Other students should be treated with the respect. The Golden Rule applies. Profanity and/or abusive language will not be tolerated.

NONDISCRIMINATION STATEMENT

"Sheridan County School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Craig Dougherty, Coordinator for the Office of Civil Rights, Sheridan County School District No. 2, 201 N. Connor Street Suite 100, Sheridan, Wyoming

82801, or phone (307) 674-7405, or the Wyoming Department of Education Office of Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218."

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:

- *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 in part by a program of the U.S. Department of Education (ED)-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
    1. Any other protected information survey, regardless of funding;
    2. 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 scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
    3. 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.

Sheridan County School District No. 2 has developed and adopted policies, 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. Sheridan County School District No. 2 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to

whom the survey is directed. Sheridan County School District No. 2 will make this notification to parents 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 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 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:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- 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 Avenue, SW
Washington, D.C. 20202-5901

HIGHLY QUALIFIED STAFF:

All staff members at Woodland Park Elementary School 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 are:

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 regarding 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

Sheridan County School District Number 2 will make available to the public directory information pertaining to students at Sheridan County School District Number 2. Directory information includes the following: the student's name, address telephone listing, date and place of birth, participation in officially recognized activities and sports, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

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: June 10, 2013

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent of Instruction and Human resources

SUBJ: **Approval of Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance** (*Action*)

The Wyoming High School Activities Association (WHSAA) activity enrollment for the District will be presented to you for action at this board meeting. I will request approval for both the enrollment and the catastrophic/liability insurance for the 2013-2014 school year.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION
6571 EAST 2ND STREET
CASPER, WYOMING 82601-2620
PHONE 307-577-0614 FAX 307-577-0637

CATASTROPHIC/LIABILITY INSURANCE FORM
2013-2014

NAME OF HIGH SCHOOL Sheridan High School

NAME OF JUNIOR HIGH SCHOOL Sheridan Jr High School

462	NUMBER OF PARTICIPANTS IN GRADES 7 & 8 X $7.00 =	$ 3234.00
573	NUMBER OF PARTICIPANTS IN GRADES 9-12 X $7.00 =	$ 4011.00
89	NUMBER OF PARTICIPANTS IN GRADES 5 & 6 X $7.00 = **(MANDATORY FOR 5th & 6th GRADE PARTICIPANTS)**	$ 623.00

TOTAL DUE $ 7868.00

Participants are counted only once regardless of the number of activities in which they participate.

Superintendent's Signature

WHSAA Representative's Signature

DUE DATE: SEPTEMBER 3, 2013

Do not Fax, Please Send Original Form to the WHSAA

2013–2014 WHSAA ACTIVITY ENROLLMENT

Sheridan HIGH SCHOOL

WE HEREBY CERTIFY THAT OUR ADM FOR THE 2012-13 YEAR IN THE FOLLOWING GRADES WAS:

GRADE 9: 232 GRADE 10: 241 GRADE 11: 212 GRADE 12: 191 TOTAL ADM 876

A. SCHOOL CLASSIFICATION (CHECK ONE):

CLASS 4A SCHOOL - $1300 X

CLASS 3A SCHOOL - $1100 _____

CLASS 2A SCHOOL - $ 1100 _____

CLASS 1A SCHOOL - $ 1100 _____

B. SCHOOL ACTIVITIES:

Please check below the WHSAA approved activities in which your school district intends to participate. The base enrollment fee per activity is $60. As per the WHSAA Constitution, Article XIII (6), an assessment fee has been added to those activities with a negative 2012/13 balance.

BOYS			GIRLS			COMBINED		
Basketball	$60	X	Basketball	$60	X	Art	$60	X
Cross Country	$60	X	Cross Country	$60	X	DECA	$60	
Football	$60	X	Golf	$70	X	Drama	$60	X
Golf	$70	X	Skiing-Alpine	$65		FBLA	$60	X
Skiing-Alpine	$65		Skiing-Nordic	$95		FFA	$60	X
Skiing-Nordic	$95		Soccer	$400	X	FCCLA	$60	
Soccer	$400	X	Swimming	$85	X	SKILLS	$60	X
Swimming	$90	X	Tennis	$145	X	Spirit	$60	X
Tennis	$145	X	Indoor Track	$60	X	Journalism	$60	X
Indoor Track	$60	X	Outdoor Track	$60	X	Marching Band	$60	
Outdoor Track	$60	X	Volleyball	$60	X	Music	$60	X
Wrestling	* $100	X				Speech	$65	X
						Student Council	$60	X

* Includes fee for on-line weight management program

School Classification Amount $ 1300.00

School Activities Amount $ 2710.00

TOTAL DUE WHSAA $ 4010.00

DUE DATE -- SEPTEMBER 3, 2013 -- DO NOT FAX, PLEASE SEND ORIGINAL FORM TO THE WHSAA

Wyoming High School Activities Association
2013-14 Lifetime Catastrophic Accident Insurance
Insurer: Mutual of Omaha

The Wyoming High School Activities Association has purchased Lifetime Catastrophic Accident Insurance for the 2013-14 school year, effective July 1, 2013. This plan is provided through Mutual of Omaha, Omaha, Nebraska.

The following is a general summary of benefits provided by the Lifetime Catastrophic Injury Insurance Program. It is not meant to be a complete explanation of all provisions of the policy. Copies of the policy are available from the administrator.

Covered Participant

Any students who suffers a catastrophic injury, while participating as a team member in a covered event are covered participants. This includes student athletes, student managers, student trainers, student cheerleaders and students participating in interscholastic competition under the jurisdiction of the Wyoming High School Activities Association.

Covered Event

A covered event is an interscholastic competition governed by the regulations of the Wyoming High School Activities Association, including school-supervised practice, tryouts, game related activities and covered travel as defined by the policy.

Covered Travel[1]

Covered Travel means team or individual travel, for purposes of representing the Participating School or Sponsoring Organization that is to or from the Covered Event and is authorized by the Insured Person's Participating School or Sponsoring Organization, provided the travel is paid for or subject to reimbursement by the Participating School or Sponsoring Organization.

Covered Travel to a Covered Event will commence upon embarkation from an authorized departure point and terminate upon arrival at the location of the Covered Event.

Covered Travel from a Covered Event will commence upon departing from the location of the Covered Event and terminate upon return to the authorized place from which such Covered Travel to the Covered Event began.

Covered Travel does not include:

- Students driving his/her self
- Students driving other students
- Parents driving students
- Coaches driving students (who are not being paid to transport students)
- School Staff driving students (who are not being paid to transport students)

[1] The additional wording is for clarification of 'covered travel' under the existing policy and does not constitute a change in coverage/policy language shall govern. These bullet points enhance a better understanding of covered travel; they serve to better inform member schools how to extend travel coverage to covered events for their students and what is not covered.

Definition of Catastrophic Injury

A catastrophic injury is an injury sustained by an eligible student as a result of a covered accident. A covered accident is an accident which occurs to a student and which results in bodily injury for which the student incurs $100,000 or more of medical, dental, or rehabilitation expenses within two years from the date of the covered accident (hereafter called the deductible):

- While practicing for or participating in a covered event or performing directly assigned duties in connection with a covered event; or
- During covered travel to and from the location of a covered event; or
- During a temporary stay at the location of a covered event held away from the location of the student's school.

Summary of Lifetime Catastrophic Medical Coverage

Accident Medical Expense Benefit: 100% of reasonable, customary and necessary covered expenses, with an overall lifetime limit of $2,000,000
Deductible: $100,000 per injury
Benefit Period: Two (2) year Benefit period in which to meet the deductible
Extended Care Facility Maximum: $365,000 per calendar year
Combined Home Health Care/Custodial Care Maximum: $100,000 per calendar year
Maximum Physical Therapy Benefit: $50,000 per calendar year
Accidental Death Benefit: $10,000
Cash Benefit: $10,000 (for Paralysis, including Quadriplegia, Paraplegia or Hemiplegia)
Lifetime Special Expense Benefit: $100,000 first decade; $50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation
Lifetime Adjustment Expense Benefit: $50,000 Lifetime for family counseling, training, travel and loss of earnings of parents
Lifetime Education Expense: $50,000 for tuition, room and board and other related expenses
Total Disability Benefit: A catastrophically injured student who is totally disabled at age 18 may receive $1,000 per month for remainder of life
Partial Disability Benefit: A catastrophically injured student who is partially disabled at age 18 may receive $750 per month for remainder of life
Exclusions: This policy does not cover, and no payment will be made for any loss or expense arising out of injury caused by or resulting from:

- illness or disease, except:
  - as may be specifically provided for in the policy;
  - as may result from an injury sustained in a Covered Accident;
  - a cardiovascular accident, stroke, or other similar traumatic event caused by exertion while participating in a Covered Event;
- suicide or intentionally self-inflicted injury while sane;
- an act of declared or undeclared war;
- participation in a riot or engagement in or attempt to commit a felony or being engaged in an illegal activity;
- charges which exceed the Reasonable and Customary charges;
- charges incurred for services or supplies not specifically provided for in the policy;
- charges incurred for cosmetic procedures, unless made necessary by a Disablement;
- charges incurred for care, treatment or service, which is not medically necessary to the diagnosis or treatment of a Disablement;
- charges incurred for the professional services of a person who either resides with or is an immediate family member;
- charges incurred for experimental or investigational treatment or procedures;
- routine medical examination and related medical services

This is a brief, general listing of the exclusions. See the policy for specific exclusions.

Secondary Coverage

All coverage is excess/secondary of other valid and collectible insurance, including, but not limited to:

- Parents' Medical Insurance
- Individual Medical Insurance
- Medicaid
- Auto Insurance – Medical
- Schools' Accident Policy, if applicable

Reporting Potential Claims

If a student suffers an accidental injury under the above-described circumstances and might incur $100,000 or more in medical expenses within two years from the date of the injury, contact:

Dissinger Reed, LLC
8700 Indian Creek Pkwy, Suite 320
Overland Park, KS 66210
(800) 386-9183 or (913) 491-6385
www.dissingereed.com

Instructions for filing the claim will be forwarded to the school district.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION
6571 EAST 2ND STREET
CASPER, WYOMING 82609

MEMBERSHIP APPLICATION AND ACTIVITY ENROLLMENT

School District No. ____ of _____County, of _____, Wyoming, hereby makes application for membership in the Wyoming High School Activities Association. The applicant district submits that its official and legal governing board has read the Constitution, rules and the interpretations of the rules of the Association, and hereby agrees to abide by the covenants there set forth.

As per WHSAA Constitution, Article XIII, Membership Item 2, **"All member schools will pay dues by September 1. Schools that fail to submit dues by October 1 will forfeit all contests to that date and will be excluded from participation in culminating events until dues are remitted."**

RESOLUTION: Be it resolved, by the Board of Trustees, that School District No.____ of _____ County, of _____, Wyoming, that the application for membership in the Wyoming High School Activities Association be submitted to the Board of Directors of the said Association. Be it resolved that _____ shall act as the OFFICIAL WHSAA REPRESENTATIVE of this district in the affairs of the Association. This action taken in REGULAR/SPECIAL meeting of the Trustees of School District No. ____ of _____ County of Wyoming, on _____, 2013.

CLERK'S SIGNATURE_____

PRESIDENT'S SIGNATURE_____

SUPERINTENDENT'S SIGNATURE_____

membshp.d/1-2

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: June 4, 2013

TO: Board of Trustees

FROM: Coree Kelly, Technology Director

SUBJ: **Request Permission to Bid Technology Equipment for 2013 - 2014 School Year** *(Action)*

The Information Technology (IT) Department would like permission to bid technology equipment on an as needed basis throughout the next fiscal year, just as we did during the current fiscal year. It is difficult to set specific dates for bidding this type of equipment, and most of the technology needed for the next fiscal year will be bid during the summer months for technology needed for the next fiscal school year. I will request that you take action to approve this request to bid technology equipment for the 2013 - 2014 school year.