



# Elementary School Parent/Student Handbook 2018-2019

## **Henry A. Coffeen Elementary**

1053 South Sheridan Ave.

307-674-9333

Principal: Paige Sanders

[paige.sanders@scsd2.com](mailto:paige.sanders@scsd2.com)

## **Meadowlark Elementary**

1410 DeSmet Ave.

307-672-3786

Principal: Christy Spielman

[christy.spielman@scsd2.com](mailto:christy.spielman@scsd2.com)

## **Story School**

103 Fish Hatchery Rd.

307-683-2316

Principal: Troy Lake

[troy.lake@scsd2.com](mailto:troy.lake@scsd2.com)

## **Highland Park Elementary**

2 Mydland Road

307-672-2113

Principal: Scott Cleland

[scott.cleland@scsd2.com](mailto:scott.cleland@scsd2.com)

## **Sagebrush Elementary**

1685 Hillpond Dr.

307-672-9059

Principal: Brett Dahl

[brett.dahl@scsd2.com](mailto:brett.dahl@scsd2.com)

## **Woodland Park Elementary**

1010 E. Woodland Park Rd.

307-674-7937

Principal: Alison Vold

[alison.vold@scsd2.com](mailto:alison.vold@scsd2.com)

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*Sheridan County School District No. 2*  
*201 N Connor St.*  
*Sheridan, Wyoming 82801*  
*Phone: (307) 674-7405 Fax: (307) 674-5041*  
*Craig Dougherty, Superintendent*

August 2018

To: The Sheridan Elementary School Parent Community

This handbook has been especially prepared for the parents of Sheridan's elementary school students to serve as a means of communication between home and school. The handbook provides valuable information designed to maximize your child's educational experience. 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 your child's school and we sincerely appreciate your involvement. Sheridan County School District No. 2 believes that informed parents are extremely valuable partners in any student's education.

To promote the success of all students, all staff are committed to actively engage the parent community. We aim to accomplish this through ongoing 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,



Craig Dougherty  
Superintendent

## **BOARD OF TRUSTEES**

Ann Perkins, Chairman

Sue Wilson, Vice Chair

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### **District Mission**

*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.*

### **School Board Goals**

**Teaching and Learning Goal:** SCSD2 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 many other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

**Leadership Capacity Goal:** SCSD2 will exhibit and monitor the district role in promoting academically-focused leadership. The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results. The Board of Trustees holds regular and proactive communication with stakeholders as a top priority, including communication from Trustees and district administration.

**Resource Utilization Goal:** By their very nature, school districts consider human capital (teachers and other staff) their most valued resource. SCSD2 will continue to recruit and retain high quality teachers and staff. Model professional development programs, with the support of Professional Learning Communities (PLC), which build teachers' capacity for success and learning for all students, will be used to develop and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the Every Student Succeeds Act (ESSA) mandates for highly qualified teachers. SCSD2 will continuously monitor the financial aspects of the District.

**Communication Goal:** SCSD2 will foster ongoing and timely communication with stakeholders. The Board of Trustees believes that as a public entity responsible for the learning of youth, the District must actively communicate with students, parents/guardians, district personnel, and the public.

# 2018-2019 ACADEMIC CALENDAR



August 2018 - July 2019  
www.scsd2.com

August 2018

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

September 2018

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2018

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

December 2018

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

January 2019

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- ◆ New Teacher
- Teacher In-Service Days (No School)
- Vacation
- △ Snow Days
- Begin/End of School Year/End of Quarter
- Early Dismissal Day

The first day of school will be a full day.

- 8/17 First Day New Teachers
- 8/21 First Day Teachers
- 8/21-8/27 Teacher In-Service (NO SCHOOL)
- 8/28 School Begins (Full Day)
- 9/3 Labor Day
- 10/8 Teacher In-Service (NO SCHOOL)
- 11/1 K-12 Parent/Tchr Conf. (early dismissal)
- 11/2 K-12 Parent/Teacher Conferences
- 11/21-11/23 Thanksgiving Break
- 12/24-1/4 Christmas Break
- 1/18 Teacher In-Service (NO SCHOOL)
- 2/28 K-12 Parent/Tchr Conf. (early dismissal)
- 3/1 K-12 Parent/Teacher Conferences
- 3/25-3/29 Spring Break
- 4/19 Good Friday (early dismissal)
- 5/25 Fort Mackenzie Graduation
- 5/26 SHS Graduation
- 5/27 Memorial Day
- 5/31 School Ends
- 6/3 Teacher In-Service (NO SCHOOL)
- 6/4 & 6/5 Snow Days
- T1 – 58 – 10/20
- T2 – 54 – 2/22
- T3 – 63 – 5/31

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

- 1<sup>st</sup> Quarter Ends 10/26 - 42 days
- 2<sup>nd</sup> Quarter Ends 1/17 - 45 days
- 3<sup>rd</sup> Quarter Ends 3/22 - 44 days
- 4<sup>th</sup> Quarter Ends 5/31 - 44 days

February 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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March 2019

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23	24	25	26	27	28	29
30	31					

April 2019

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30	31					

May 2019

S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30	31					

June 2019

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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July 2019

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## **VISITORS**

Parents, grandparents, and legal guardians are all encouraged to visit our schools. 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 pass, 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. In addition, your confidentiality is necessary specific to students and staff. Visits deemed disruptive by the principal will not be allowed. No children will be allowed to make visitations without a parent present. Because our school is focused on quality instruction every day, we try to avoid any disruptions to the normal school day routine. Therefore, children who are not students of SCSD2 will not be allowed to attend classes with friends, cousins, etc. during the regular school day.

## **SCHOOL IMPROVEMENT**

Sheridan County School District No. 2 is district driven by systematic teacher collaboration. Every school develops and lives by norms that support student learning. Each week, SCSD2 teacher teams convene to ensure student learning by answering these questions:

What do we want students to learn?

How do we know that they learned it?

What do we do with kids who didn't get it?

What do we do with kids who got it right?

Through structured teacher collaboration and high quality training, we ensure that teachers grow and that all children learn at the highest levels.

## **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 is designed for high-ability 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 may be 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 supplemental support in schools eligible for Title I services, for students requiring extra help in reading and/or math. The District uses teacher as well as computer-assisted

instruction for students who qualify for assistance. For more information, please see Board Policy KBDA-E.

**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 struggle in 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 program exists to provide early intervention for low-achieving first grade students. Math Recovery assessment consists of two interview-based assessment schedules. These assessment profiles are used to select students for the program.

**SPECIAL EDUCATION:** Special Education classes provide students with specialized instruction and support based on individual needs through a comprehensive evaluation. 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.

## **HIGHLY QUALIFIED STAFF**

If you have any questions in regards to any staff member’s qualifications, please contact the principal.

## **REPORTING PERIODS AND CONFERENCES**

Grading and reporting to parents have two main purposes:

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

Report cards for grades K-5 are issued at the end of each trimester. Parent-Teacher Conferences are held twice each school year. Conferences are an opportunity for teachers and parents to discuss individual pupil progress. In addition to the regular reporting periods, other conferences may be scheduled throughout the school year according to each individual student’s needs.

## **FOOD SERVICE**

Breakfast Prices for the current school year are:

Regular	\$1.00
Reduced	\$0.30

Adult meals are not served for breakfast.

Lunch prices for the current school year are:

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

SCSD2 schools provide *Offer vs. Serve* lunches. Students are not required to take all items being served on their lunch tray. They must take at least one half cup of fruits or vegetables and two other items. Please make sure that all lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Parents are encouraged to come to school and eat lunch with their children. Please notify the school in advance if you will be coming to have lunch.

## **RECESS**

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

## **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 WATCHES & OTHER DEVICES**

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

## **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. Classroom teachers may have parents assist with holiday parties and refreshments. It is our policy not to allow gift exchanges between pupils. Likewise, gifts from children to teachers are not encouraged.

## **PARENT-TEACHER ORGANIZATION (PTO)**

Our schools are privileged to have many parents who volunteer time in classrooms and on school-wide projects. The PTO 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. Information is available through the school secretary.

Volunteer efforts may take you in many different and exciting directions. Book fairs are held at least yearly for our families. Fundraising is conducted to generate funds, which are used to develop PTO 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. In addition, please check the school website for up-to-date information.

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

## **PARENT LIAISON PROGRAM**

Each elementary school has a parent liaison assigned to their respective school. The Next Level Parent Liaison (PL) supports students, families, and school staff and promotes the academic and social health of students. The PL is responsible to assist in developing enhanced parent and school communications, increasing opportunities for parents to participate as partners with schools in the academic and social growth of their children, and assisting parents in connecting them with community resources.

## **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 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, weight, height, blood pressure, and dental. If you desire your child NOT to be screened, you must provide the principal with written notification. The school nurse will notify you should any of these screening results indicate a concern.

## **IMMUNIZATIONS**

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

## **FIELD TRIPS**

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

## **TRANSPORTATION**

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

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

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

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

## **PEDESTRIAN AND BICYCLE SAFETY**

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

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

## **SCHOOL CLOSINGS**

If any of the schools in SCSD2 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), on the District's website at [www.scsd2.com](http://www.scsd2.com), and through phone call, email, and text (if this was provided to the school in your demographic information). Parents are urged to develop plans with their children, so they will know what to do and where to go when school is dismissed early.

## **MAKE-UP WORK**

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

## **SICK DAY GUIDELINES**

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

- Fever of 100.4 degrees or higher (keep home until fever is less than this without pain/fever reducer for 24 hours (per CDC guidelines))
- Has been vomiting (keep home for 24 hours after vomiting ends)
- Has had diarrhea (more than one watery stool, keep home for 24 hours after last loose stool)
- Rash (until cleared by a physician)
- Red painful eye with thick drainage (until cleared by a physician)
- Has symptoms that prevent him or her from participating in school:
  - Excessive tiredness
  - Productive coughing, sneezing
  - Headache, body aches, earache
  - Severe sore throat

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

### **Does my child have the flu?**

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

- High fever (over 100.4 degrees)
- Chills
- Headache, body aches, earache
- Nausea, vomiting
- Dry cough
- Sore throat
- More information is available at <https://www.cdc.gov/flu/school/guidance.htm>

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

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

### **How can I keep my child healthy?**

- Encourage *frequent* and *thorough* hand washing. Use soap and warm water. Rub hands together with soap for at least 20 seconds. Hands should be washed before, during, and after preparing food, before eating food, before and after caring for someone who is sick, before and after treating a cut or wound, after using the toilet, after changing diapers or cleaning up a child who has used the toilet, after blowing your nose, coughing, or sneezing, after

touching an animal, animal feed, or animal waste, after handling pet food or pet treats, after touching garbage.

- Everyone should cover their coughs and sneezes with a tissue or their sleeve.
- Keep your child's environment tobacco free.
- Minimize time spent with others who are ill.
- Keep frequently touched household surfaces clean (phones, cell phones, countertops, door knobs, keyboards, remotes, toys). On a regular basis clean these items with an antibacterial wipe.
- Make sure your child gets a sufficient amount of sleep each night and remove the TV from the bedroom. Research shows that children with a TV in their room do not rest as well.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

The word *discipline* comes from the Latin root which means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning of and throughout the school year. "Be Safe", "Be Respectful", and "Be Responsible" are expectations that create a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan County School District No. 2.

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

### **Code of Respect**

Respect must be a shared pursuit. This means that students will be shown respect by all staff, and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you would 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.*

## PBIS EXPECTATIONS

Area/ Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Ask for help when needed</li> <li>• Report unsafe actions to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions immediately</li> <li>• Use kind words and actions</li> <li>• Respect property of self and others</li> <li>• Remove hats when indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Take proper care of all personal belongings and school equipment</li> <li>• Be honest</li> <li>• Pick up trash and throw it away, even if it is not yours</li> </ul>
<u>Hallways &amp; Stairs</u>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands and feet to self</li> <li>• Walk facing forward</li> <li>• Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Use kind words and actions</li> <li>• Be aware and respectful of classes in session</li> </ul>	<ul style="list-style-type: none"> <li>• Use hall passes</li> <li>• Move to class on time</li> <li>• Use trash cans and recycling containers if available</li> <li>• Consume food or drink in designated areas with permission</li> </ul>
<u>Restrooms</u>	<ul style="list-style-type: none"> <li>• Wash your hands</li> <li>• Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give privacy</li> <li>• Respect property</li> </ul>	<ul style="list-style-type: none"> <li>• Use teacher pass</li> <li>• Flush toilets after use</li> <li>• Return to class promptly</li> <li>• Report any problems to an adult</li> <li>• Keep restrooms clean</li> </ul>
<u>Arrival/ Dismissal</u>	<ul style="list-style-type: none"> <li>• Once at school, stay at school</li> <li>• Stay in designated areas until bell rings</li> <li>• Pay attention to traffic and buses</li> <li>• Keep hands and feet to self</li> <li>• Carry skateboards/scooters on school property</li> <li>• Walk bicycles and park them in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Follow community rules</li> <li>• Follow directions of supervising teachers/staff</li> <li>• Respect others' property</li> <li>• Respect the personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time and leave on time</li> <li>• Report to designated areas promptly</li> <li>• If entering school early obtain pass from front office</li> <li>• Stay behind painted line at bus drop/pick up area</li> </ul>
<u>Lunchtime</u>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep feet on floor</li> <li>• Remain seated while eating</li> <li>• Keep hands to self</li> <li>• Choose a table and stay there for the duration of lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly and respectfully</li> <li>• Wait in line patiently</li> <li>• Use quiet voices</li> <li>• Allow anyone to sit next to you</li> <li>• Use "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>• Clean your table before leaving</li> <li>• Return your trays and empty your trash as expected</li> <li>• Stay seated until dismissed</li> <li>• Recycle</li> </ul>
<u>Playground</u>	<ul style="list-style-type: none"> <li>• Follow directions immediately</li> <li>• Keep hands and feet to self</li> <li>• Ask permission to enter school building</li> <li>• Stay within designated grade-level boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Include everyone</li> <li>• Play fair</li> <li>• Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly &amp; orderly</li> <li>• Ask for help when needed</li> <li>• Report any problems to an adult on duty</li> <li>• Return equipment promptly and appropriately</li> </ul>
<u>Assembly</u>	<ul style="list-style-type: none"> <li>• Walk into assembly as a class</li> <li>• Sit together as a class with teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Use audience manners</li> <li>• Applaud appropriately</li> <li>• Keep feet off the back of chairs</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Remain quiet throughout assembly or presentation</li> <li>• Remain attentive to the performers</li> </ul>
<u>Classroom</u>	<ul style="list-style-type: none"> <li>• Hands/feet to self</li> <li>• Keep all legs of chair on floor</li> <li>• Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Follow directions immediately</li> <li>• Respect others' belongings</li> <li>• Keep a positive attitude</li> <li>• Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>• Be there, be ready, and be ready to learn every day</li> <li>• Complete assignments thoroughly and on time</li> <li>• Talk to your teacher immediately when you are having difficulty in the classroom for any reason</li> </ul>
<u>Office</u>	<ul style="list-style-type: none"> <li>• Walk quietly</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for your turn</li> <li>• Talk quietly and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Use passes</li> <li>• Go directly to the office</li> </ul>

		<ul style="list-style-type: none"> <li>• Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Return directly to classroom</li> </ul>
<u>Library &amp; Computer Lab</u>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Keep all legs of chair on floor</li> <li>• Only use designated computer sites in the lab</li> </ul>	<ul style="list-style-type: none"> <li>• Respect library/computer lab property</li> <li>• Follow instructions. Only be on those sites designated by your teacher</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Use passes</li> <li>• Use time wisely</li> <li>• Ask for help when needed</li> <li>• Return materials on time</li> </ul>
<u>Bus</u>	<ul style="list-style-type: none"> <li>• Wait at least 10 feet away when waiting for the bus</li> <li>• Stay seated in your seat, facing forward</li> <li>• Wait for driver to motion you on, walk only</li> <li>• Keep aisle clear</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself (inside the bus)</li> <li>• Choose to be nice to each other and other's property</li> <li>• Students are expected to follow all bus rules and accept feedback from the driver</li> <li>• Use an inside voice with appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Remind other to follow the rules (school materials only)</li> <li>• Bus at bus stop 3-5 minutes before the schedule route time, know bus number</li> <li>• Note signed by parent/guardian or teacher is required if going to different stop</li> <li>• Enter and exit in order</li> </ul>

## DISCIPLINE

Sheridan County School District No. 2 believes a major objective is to aid students in developing self-discipline and to take pride in one's 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 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.

## CONSEQUENCE GUIDE

Behaviors	Correctional Opportunity	Detention – Recess, Lunch, and/or other designated times	ISS/OSS 1 day	ISS/OSS 3 days	ISS/OSS 5 days	ISS/OSS 10 days
<b>Level 1</b> talking in class; off task behavior; minor disruptions; lack of preparation/ materials; name calling; throwing paper; sleeping; dishonesty; passing notes; backtalk; writing on school property; etc.	Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.					
<b>Level 2</b> 4 STEPs; cheating; repeated cell phone/electronics use; profanity; continued class disruption; throwing food; minor disrespect/defiance; etc.	1 <sup>st</sup> Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Level 3</b> bullying/threats/harassment; insubordination; gross disrespect/defiance; profanity directed at staff; computer misuse; major class disruption; etc.	1 <sup>st</sup> Offense		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Level 4</b> fighting; theft; vandalism; false alarms; weapon possession/use (could lead to suspension/expulsion)				1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense

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

<b>Incomplete School Work</b>	Students that have not completed their homework and/or have missing work may be relocated to the office or another area to complete this work.
<b>Truancy/Ditching</b>	May result in disciplinary action.
<b>Tardies</b>	Unexcused tardies may result in disciplinary action.
<b>Cheating/Plagiarism</b>	See related section in handbook.
<b>School Resource Officer</b>	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.

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

# DIGITAL CITIZENSHIP

Sheridan County School District No. 2 strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool, not a toy or means of entertainment. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

## Be Safe

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

## Be Respectful

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

## Be Responsible

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



## Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences.

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

**In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian. Please refer to district Policy IJNDA for further detail about student technology use.**

## **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.

## **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 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 No. 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.

## **DISTRICT ATTENDANCE PROCEDURE (POLICY JH)**

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 makeup work for days absent, the daily teacher-to-student interaction and focused teaching cannot be replaced. As a result, the Wyoming State Legislature has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.

### ***Excused Absences***

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

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

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

### ***Excessive Absences***

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

### ***Checking in After an Absence***

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

### ***Unexcused Absences/Truancy***

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

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

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

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

### ***Tardiness***

Getting to class on time is a life skill. Unexcused tardies may result in disciplinary action. Alternative consequences will be arranged for students who are habitually tardy.

### ***Pre-Arranged Absences***

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

## **BULLYING AND HARASSMENT (POLICY JICFA)**

Sheridan County School District No. 2 does not tolerate bullying and harassment, sexual or otherwise. The school's overriding goal is for all students to look forward to coming here each day and for them to feel safe while they are at school.

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

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

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

## **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 file server 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 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.

## **NONDISCRIMINATORY STATEMENT and TITLE IX**

Sheridan County School District 2 does not discriminate on the basis of race, color, sex, national origin, sexual orientation, age, or disability in programs 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 Traci Turk or John Camino, Coordinators for the Office of Civil Rights, Sheridan County School District 2, 201 N. Connor Street, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office or Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218. The Title IX Coordinator for each school is the Principal. The District Title IX Coordinators are the Special Services Director and Human Resource Director.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (Board Policy JRA-E3)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

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

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

## **Sheridan County School District No. 2**

### **Board Policies for Parents**

This section of the Student and Parent Handbooks contains policies on which the school district must provide annual notification to parents. Policies are adopted to meet the United States and Wyoming Constitutions, federal and state statutes, case law, and State Board of Education rules and regulations, as well as federal regulations.

Please take this opportunity to review these important policies. If you desire to review additional policies they can be accessed on the School District website under Board Policies.

<a href="#"><u>AC</u></a>	<a href="#"><u>NONDISCRIMINATION/EQUAL OPPORTUNITIES</u></a>
<a href="#"><u>EFDA</u></a>	<a href="#"><u>PAYMENT/DEBT SCHOOL LUNCH COLLECTION</u></a>
<a href="#"><u>IJNDA</u></a>	<a href="#"><u>STUDENT TECHNOLOGY USE</u></a>
<a href="#"><u>JB</u></a>	<a href="#"><u>EQUAL EDUCATIONAL OPPORTUNITIES</u></a>
<a href="#"><u>JBA</u></a>	<a href="#"><u>DISCRIMINATION - STUDENT COMPLAINT PROCEDURE</u></a>
<a href="#"><u>JH</u></a>	<a href="#"><u>STUDENT ABSENCES AND EXCUSES</u></a>
<a href="#"><u>JICFA</u></a>	<a href="#"><u>HARASSMENT, INTIMIDATION, AND BULLYING</u></a>
<a href="#"><u>JLCD</u></a>	<a href="#"><u>ADMINISTERING MEDICATION TO STUDENTS</u></a>
<a href="#"><u>JRA</u></a>	<a href="#"><u>STUDENT RECORDS</u></a>
<a href="#"><u>JRA-E2</u></a>	<a href="#"><u>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</u></a>
<a href="#"><u>JRA-E3</u></a>	<a href="#"><u>NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</u></a>
<a href="#"><u>JRA-P</u></a>	<a href="#"><u>PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS</u></a>
<a href="#"><u>KBDA-E</u></a>	<a href="#"><u>PARENTAL INVOLVEMENT (Title I Schools)</u></a>
<a href="#"><u>KI</u></a>	<a href="#"><u>VISITORS TO SCHOOLS</u></a>
<a href="#"><u>KIB</u></a>	<a href="#"><u>REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY</u></a>