Our purpose is to ensure high levels of learning for all students in a safe and positive environment.
**Fremont County School District #6**  
**Calendar for 2019.20 School Year**

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**COLOR CODES**  
- **Red**: Holidays  
- **Green**: First and Last Day of School  
- **Blue**: School in Session  
- **Yellow**: PD  
- **Gray**: Workdays  

- 1st Qtr. Oct. 17th (39 days)  
- 2nd Qtr. Dec. 20th (37 days)  
- 3rd Qtr. Mar. 12th (42 days)  
- 4th Qtr. May 29th (47 days)

**165 Student Days**  
**179.5 Teacher Days**  

**Parent Teacher Conference will be the October 24th PM ONLY, 25th AM ONLY, March 26th PM ONLY**
This booklet is a collection of important information.
Please take the time to review this booklet with your child.
If you have any questions, please call the office.

SCHOOL TELEPHONE NUMBERS
Office ……….. 856–7970 – Ext. 3
Bus Garage ……….. 856-5446

Office Hours
Monday – Thursday 7:00 A.M. – 5:00 P.M.
Note: Friday school follows Monday-Thursday Schedule

Crowheart Elementary Hours
Monday – Wednesday 7:45 A.M. – 4:15 P.M.
Thursday 7:45 A.M. – 3:45 P.M
Note: Friday school follows Monday-Wednesday Schedule
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Wind River Elementary Mission Statement
Fremont County School District #6 2019-2020 Calendar

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ACCIDENTS

Any student who is injured at school should immediately report the incident to the nurse or another staff member so that appropriate care can be given and an accurate accident report can be completed. The school nurse will provide written notice to the school principal regarding any student involved in an accident or incident that results in a recommendation to seek further medical attention. The school principal will follow up with a phone call to the parent/guardian at a later time to check on the status of the student.

As outlined in district policy JLCE First Aid and Emergency Medical Care – no treatment of injuries, except emergency first aide, 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.

ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances.

The reference herein to “other substance” is intended to prohibit the use, possession or distribution, including smoking, huffing, in haling, consuming, absorbing or otherwise ingesting a substance for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off, petroleum products, “spice”, “K-2”, “Black Mamba”, “Puff”, “Sugar Sticks”, herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to their intended use or purpose.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling service that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.
ATTENDANCE POLICY & INFORMATION

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life. The more absences a student accumulates, the less he or she can be expected to adequately participate in and understand classroom activities. Statistics nationally, as well as directly in this district, verify that students with fewer absences generally earn higher grades and are more successful. Learning to regularly attend and to be on time is a tool which is not only beneficial in school but will help students to be successful in college as well as business.

The primary responsibility for ensuring regular attendance at school rests with the parent and the student. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors.

Students who are absent from school may not attend student activities, as a participant or spectator the day of the absence. The student must attend at least 2/3 of the academic day in order to participate or attend extracurricular activities on the day of the absence unless a written note from a licensed physician/dentist is received and/or with the approval of the principal.

Tardy:
Any student who is not in class by the time the final bell rings shall be tardy unless a written note excuses the tardy is provided by another teacher or administrator. Students with habitual tardies, (10 or more in a semester) or arriving late to school and/or repeatedly late to class may be subject to discipline. Excessive early check outs will also be considered.

Reporting Absences:
If your child is absent from school, call the school office between 7:45 a.m. and 8:05 a.m. the day he/she is absent. If you call, a note is not needed when your child returns to school. This practice is also a safety precaution for your child.

Truancy:
A student who is absent (see definition below) without the consent of his/her parent and/or school officials is truant. Truancy will be considered cause for disciplinary action. Per Wyoming Statute 214-107 the district will notify the district attorney regarding any student determined to be habitually truant

Absences:
When a student has accumulated four (4) absences during any semester, the principal shall send written notification to the student and parent stating the days the student has been absent and notifying the parent of the importance of complying with the attendance policy.

When a student has accumulated six (6) absences during the semester, the principal shall send written notification to the student’s parent stating the student has been absent six (6) times, specifically notifying the parent of the importance of attendance and the attendance policy.

After the student has accumulated eight (8) absences during the semester, the parent and student shall be given final written notice of the number of absences. A meeting with the parents/guardians, the principal, and/or the teachers involved will be scheduled. Documentation of this meeting and the student’s attendance record will be forwarded to the superintendent.

Student in excess of ten (10) absences shall be reported to the Board of Trustees. The Superintendent may contact the county district attorney. Administrative recommendation to the Board of Trustees may include but not limited to retention of your child.

Absences with accompanied medical note from a licensed physician or the school nurse sending a student home will not count towards the accumulated absences.
ASSAULT OF STAFF

A student who assaults any staff member will automatically be suspended for an indefinite period of time and the appropriate authorities will be called. Assault is defined as: An unlawful attempt, coupled with the existing ability to commit a violent injury on the person of another, or any aggressive act toward another which places the victim in fear of harm to his/her person.

BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycles must be parked in the designated area. All bicycles should be provided with locks. Bicycles are to remain in the designated area until school is dismissed. Scooters and skateboards that are a means of transportation to the school must be left in designated area until school is dismissed.

BUILDING INTERVENTION TEAM

Any staff member or parent may refer students to the building intervention team. These referrals may be for academic, behavior or physical reasons. The building intervention team will meet to discuss the individual student and possible interventions to make the student successful in the school environment. A second team meeting will be held to assess if the interventions are successful, interventions need modification, student should be referred to special education testing, the student needs a 504 plan, or if the student is ready to have intervention stopped. Further building intervention team meetings may be scheduled to monitor the student’s progress. The building intervention team will be made up of at least two regular educators, one who is the referring staff member and the building principal or at risk coordinator.

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation and harassment of students at school is prohibited. Bullying, intimidation and/or harassment means any intentional gesture, 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 a substantial disruption in, or substantial interference with, the orderly operation of school; or (3) is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or group of students.

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

Students who witness bullying, intimidation and/or harassment of another student shall report that conduct to a teacher, principal or other school staff member as soon as possible. Once a staff member receives a report of bullying, intimidation and/or harassment the report shall immediately be given to the building principal who shall initiate an investigation or designate another staff member to investigate the complaint. Students can also report bullying through the Safe To Tell Wyoming student hotline posted on the district website at www.k12.wy.us. All reports through the hotline are screened by an independent firm and forwarded to the building principal. Parents will be notified if anyone reports that his/her child has been a potential victim of bullying.

Students may anonymously report any bullying, intimidation and/or harassment, however disciplinary action shall not be taken against a student based solely on the basis of an anonymous report.
Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of bullying, intimidation and/or harassment is prohibited and shall not be tolerated.

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.

**BUSSING INFORMATION**

Bus transportation is provided in accordance with the general policies of School District No. 6. Students riding buses to and from school will be required to observe the bus rules. Failure to behave in an acceptable manner will cause the loss of privilege of riding the bus.

**General Bus Rules:**
Rules for all students riding School District No. 6 buses are as follows:
1. Students shall be on time to their designated pick-up area.
2. Students shall follow the instructions of the bus driver.
3. To help keep the bus safe:
   - Keep noise low, avoid rowdiness and objectionable language.
   - Keep body parts to self and in the bus.
   - Remain in assigned seats until bus is stopped.
4. To keep the bus clean and safe:
   - Eating and drinking on the bus will be at the discretion of the driver.
   - Tobacco, drugs, alcohol, firearms, and animals are prohibited.

**Boarding Rules:**
The driver may set rules as needed and take appropriate disciplinary action to ensure the safety and wellbeing of all bus riders. Riders and driver are to be courteous to one another. Students boarding the bus:
1. Will be ready to board the bus in the morning ten (10) minutes before anticipated arrival time. The bus will stop, blow the horn, wait thirty (30) seconds; if the student cannot be seen, the bus will leave. Promptness is necessary so that the bus can arrive at school on time.
2. Will be ready to board the bus immediately after school is dismissed. If the student does not board within a reasonable period of time – five minutes – the bus will depart. It will then be the parent’s responsibility to ensure that the child finds a way home.
3. A student wishing to ride a bus other than his/her regular route or activity bus must bring a permission slip from the parent or guardian. This slip must be shown to the student’s regular bus driver and to the bus driver that he/she will be riding with after school. **The office must see the permission slip.** The office will issue the student a bus pass. This procedure is to eliminate students getting on the wrong bus and helping to avoid “lost” students.

**Bus Discipline Procedure:**
The bus driver will work with students through redirection and coaching to ensure that the child understands the driver’s expectations and general bus rules. Coaching could also include the transportation director or school counselor working with students as well as assigning term mentors and/or use of positive reinforcement strategies. Parent input will also be important.

While redirection and coaching will continually be part of the Discipline Procedure, the following progression of consequences may also be applied to ensure student safety.
1. **Verbal warning** from the bus driver & contact to parent/guardian by the bus driver or transportation director.

2. **First official referral** from the bus driver, referral to the office and an in-school consequence assigned by the principal.
   - **Note:** A student guilty of a flagrant action may be subject to more severe disciplinary action even if the offense is the first one committed. Copies will be sent to the principal, transportation supervisor, and parent.

3. **Second official referral** one (1) day suspension from the bus.

4. **Third official referral** up to (5) days suspension from the bus. Copies to be sent to the superintendent, principal, transportation supervisor, and parent.

5. **Fourth official referral** up to (10) days suspension from the bus. A conference with the parent or guardian. Should further action be required, the student may lose his/her riding privileges for the remainder of the year.

**Important**

During the time a student is suspended from riding on the bus, transportation to and from school will be the **responsibility of the parent**. Suspension will include route buses and activity buses.

**Activity Trips:**

Transportation Regulations – **To the Event**

1. Transportation for approved school activities will be provided by the school. Students must travel in school owned vehicles. Only with prior permission from the principal may a student travel to an activity with his/her own parent or adult authorized by the parent. Parents must notify the principal of the extenuating circumstance leading to their request to transport their child at least one day prior to departure. Students will not be allowed to drive their own vehicles on a school-sponsored activity trip. Students will be required to board the bus at Wind River Middle/High School and/or the Crowheart campus. Buses will not stop at any other location to pick up students.

Transportation Regulations – **After the Event**

2. Students must travel in school owned vehicles with one exception. With the sponsors’ or coaches’ permission, a student may travel from an activity with his own parent or another adult authorized by the parent. Parents are asked to notify the sponsor or principal of their intentions to transport their child.
   a. A parent/legal guardian must sign a release form, preferably **after the event**, instructing the sponsor(s) to allow the child to travel home with them.
   b. In the event that a parent/legal guardian is authorizing another adult to pick up his/her child, written notification of this must be made to the principal **the day prior** to departure from Wind River Schools. The approved designee will be required to sign a release form at the event as noted in item (a) above.
   c. A specific activity permission form must be on file in the school’s office **24 hours prior to departure from Wind River Schools**.
   d. Students may be dropped off at approved drop off points after the event. These drop off points will be decided annually by the transportation supervisor and may vary by event location. Parents wishing to pick students up at these drop off points, will be required to sign the release form noted in item (a) above. If the parent wishes another adult to pick their child up at a designated drop off point then the requirement noted in item (b) above apply.
   e. Parents are asked to be responsible for picking up their child upon the return to the Wind River campus in a timely manner. Coaches are prohibited from transporting student in private vehicles.
f. All bus riders will help to keep the bus clean on the inside. Any damage to the bus will be paid for by the rider inflicting the damage. “Horsing around”, loud talking, shouting, fighting, or any other inappropriate behavior on the “bus or activity” will not be permitted.

CHANGE OF ADDRESS/INFORMATION

Any change in a student’s residence, mailing address or telephone number during the school year must be reported immediately to the office.

CHECK-OUT/CHECK-IN

When checking your child in/out of school, during the school day, you need to check (in/out) in the office first and your child will be called down. If someone else will be picking up your child, the school must be notified in advance and a photo I.D. is required. If you are picking up your child at 3:40 p.m. you will need to meet your child inside the school at the front office. This is for their safety as it is very congested when buses are loading.

CLASSROOM VISITATIONS

Parents are always welcome to visit our school. Parents and visitors are required to check in at the office upon arrival at school and obtain a visitor’s badge before proceeding to a classroom. Please be sure that the younger siblings do not distract the learning.

Students are not to bring school age friends or relatives to visit classes during the regularly scheduled school day.

Visitors, other than parents, may visit teachers and staff during non-instructional time only.

SCHOOL CLOSURE PROCEDURES

Decisions to close the schools and cancel or alter the normal operating schedule of the district school system shall be the responsibility of the superintendent of schools. In the absence of the superintendent, this responsibility shall pass to the middle school/high school principal.

If the reason for considering closure of the school involves weather or other circumstances that may make transporting children a hazardous situation, the administrator making the decision about school closure shall involve the director of transportation in all decisions and the publication of such changes or cancellations to the patrons of the district.
The superintendent or other administrator making a school closure decision shall contact other administrators and department supervisors to advise them of the decision. Each other administrator and department supervisor is then responsible for the proper notification of persons under their supervision.

Public notice of school schedule alterations or school closure shall be announced on the radio and media sources including but not limited to: KOVE, Lander, Wind River Radio Network, County 10 News, District Facebook, email, text messages and automated phone calls.

Whenever possible, and with the cooperation of these stations, announcements of school closure and schedule adjustments will be made as close to 6 a.m. as is possible.

Staff members charged with the operation of the Crowheart School may establish alternative plans for parent notification with the approval of the elementary school principal.
Drivers of regular school bus routes are to establish a phone tree or other system of notification of passengers. In the event of an alteration of schedule or closure of schools, the driver is to activate this system of notification so that all families can be made aware of relevant information.

In the event that school closure is implemented after children have arrived at the school, notification will be made through the listed radio outlets, and students will be assisted in contacting parents and/or guardians to advise them of these changes.

**IMPORTANT**

It is the responsibility of parents and guardians, who may not be able to pick up or supervise their children when early release of school closures take place, to arrange for and educate their children about alternative plans for such situations.

**COMPLAINT/GRIEVANCE PROCEDURE**

A person with a complaint should FIRST approach the party with whom he/she has the problem, unless the complaint falls within district policies for bullying, intimidation and/or harassment. If the complaint cannot be resolved the student and/or parent should ask the building principal to explain the process which should be followed to resolve the situation.

Reach out to your child’s teacher if you have questions, before they become concerns. A teacher and parent working together leads to positive results for students.

**Go For It!, “COUGAR-RAND” & COUGAR 200 CLUB**

In preparing Wind River students as 21st Century learners beyond academics, our district finds great importance in teaching, modeling, and recognizing positive social skills. We have implemented the Go For It! Program to teach these social skills. Go For It! builds seven keys to success emphasized around student, school, and family: The student comes to school mentally ready to learn, the school provides academic knowledge, and the family provides life skills, values, and discipline. Further promoting academic and social skills, the staff will distribute post-it note sized “Cougar-rands” to recognize positive behavior in the areas of responsibility, respect and safety. Once students receive 25 “Cougar-Rands”, their picture is placed on the Cougar 200 Club chart in the cafeteria. Finally, we invite parents and community members to celebrate elementary students progressing through the Go For It! keys and earning Cougar-rands at quarterly assemblies.

**DAILY SCHEDULE**

The offices at Wind River Elementary School are open from 7:00 a.m. until 5:00 p.m. Monday through Thursday. On Fridays, when school is in session, the offices will follow the Monday through Thursday schedule. If you need to contact the school before or after these hours, call the school at 856-7970 to leave a message on the office voice mail.

**School Day**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:50-8:05 a.m.</td>
</tr>
<tr>
<td>First Bell</td>
<td>8:05 a.m.</td>
</tr>
<tr>
<td>Tardy Bell/ School Begins</td>
<td>8:10 a.m.</td>
</tr>
<tr>
<td>School Dismissal</td>
<td>3:40 p.m.</td>
</tr>
<tr>
<td>Buses depart</td>
<td>3:50 p.m.</td>
</tr>
</tbody>
</table>
Outdoor playground supervision begins when the door opens at 7:50 a.m.

At Crowheart Elementary the office hours are 7:15 a.m. to 4:15 p.m. Monday through Wednesday and 7:15 a.m. to 4:15 p.m. on Thursday. On Fridays, when school is in session, the offices will follow the Monday through Wednesday schedule. If you need to contact the school directly before or after these hours, call the school at 486-2202 to leave a message on the office voice mail.

**School Day**
- Breakfast: 7:15 a.m. - 7:55 a.m.
- School begins: 7:55 a.m.
- School dismissal: 3:20 p.m.
- Bus Departs: 3:25 p.m.

**DISCIPLINE INFORMATION:**

**Philosophy**
Student discipline relies on the cooperative effort of students, staff and parents. Rules established for classroom behavior will be discussed with students and the consequences for inappropriate behavior reviewed at the beginning of each school year. Reinforcement of these ideas will continue as needed throughout the year.

Consequences for misbehavior may include verbal/written warning, issuance of a Disciplinary Notice or Detention, In-school Detention (ISD), or Out of-school suspension (OSS), depending on the severity of the infraction. Teachers also have the option of working out specific plans with the student or his/her parent. Such plans would be aimed at correcting certain student behaviors.

Detentions must be served. If a parent objects to a detention, a conference with the parent, teacher and principal will be held. The student may also be required to attend.

If a situation warrants, students may be required to contact their parents during the school day regarding infractions. At the discretion of the administrator, parents may be required to remove their child from school for the balance of the day. An administrator will contact a parent if a student commits any offense warranting suspension or recommendation for expulsion. Consequences may also include exclusion from extracurricular activities or field trips.

Students who misbehave during assemblies, concerts, POWR (Parents of Wind River) sponsored activities, and/or sporting events will be removed from the respective activity with possible loss of future attendance privileges. This policy is in effect during and after school hours.

**Student Responsibilities**
Students will be responsible:
1. For **getting to class on time** and being ready for instruction. You must be at school unless properly excused by a parent or sent home by the nurse. Parents must notify the school in order to excuse the absence.
2. For **checking out** and **checking in** through the office when leaving or returning to the campus during school hours. This includes tardies at the beginning of the day.
3. For **completing assigned work** and making up missed work.
4. For displaying **courteous and considerate** behavior to adults and peers.
5. For **good character** in and outside the classroom. Cheating will result in a zero. Parents will be contacted.
6. For their **own** possessions.
7. For **respecting school property** and the property of others.
8. For their **own behavior** in every part of the school.
9. For the **safety** of themselves and others in all school settings.
10. For knowing and understanding the following school procedures and rules:
   - Students will walk in the halls.
   - Throwing of objects such as snowballs, rocks, etc. is not permitted in any area of the school or grounds.
   - Hats are to be taken off in the building.
   - No pop is allowed in the lunchroom. Please do not bring pop to the school.
   - Students must have a note from a parent daily to stay indoors during any recess time.
   - Students must have a note from their teacher to use the telephone, except in an emergency situation.
   - Students are expected to enter and leave the school in an orderly manner.
   - Students will walk their bicycles on and off the school grounds during school hours.
   - Potentially dangerous items (examples: knives, ammunition, pea shooters, etc.) are not allowed on the school grounds.
   - Students will be aware of and follow all playground rules as established by the playground supervisors.
   - Students are expected to dress appropriately for school. The principal reserves the right to ask students that disruptive attire be changed.

Classroom Discipline

Each teacher will establish a student discipline plan for their classroom. These plans will be individualized for the needs of the classroom. These plans will be turned into and approved by the principal.

| Teachers will communicate with parents regarding behavior concerns. |

Serious Behaviors:

The administrator has the authority to impose consequences based on the severity of the infraction. The following offenses are serious and will result in the consequence outlined below:

1. Disrespect towards a teacher, other school personnel or student.
2. Fighting, hitting, pushing, kicking, biting.
3. Refusing to obey a teacher or other school employee.
4. Writing notes or drawing pictures that are obscene, profane or suggestive.
5. Possessing obscene, profane or suggestive literature or pictures.
6. Using inappropriate language.
7. Lying.
8. Forging a parent signature
9. Misbehavior for substitute teacher. A substitute need only leave the student’s name for the regular teacher.
10. Stealing.
11. Cheating.
12. Use of or possession of tobacco, alcohol, or other drugs.
13. Habitually disruptive students – defined in paragraph below.

Verbal threats are considered a form of harassment and will not be tolerated.

Did you know? Parents may now access discipline referrals and disciplinary records through Infinite Campus. For more information, contact Cindy Parkhurst @ 307-8567970 Opt. 1 for more information.
**Violations and Consequences (office referrals):**

The following is a list of possible infractions and the consequences that will be imposed when the infraction occurs. This list is not intended to be all inclusive and the administrator reserves the right to change the consequence at any time. These consequences will be imposed when the student is referred to the office.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Dishonesty</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Profanity</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Obscenity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Use of Electronic Equipment (will be confiscated)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Use of Electronic Equipment (will be confiscated)</td>
<td>5+</td>
</tr>
</tbody>
</table>

**Category 2**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect towards Teacher/Staff</td>
<td>1</td>
</tr>
<tr>
<td>Insubordination (Refusal to follow directions)</td>
<td>2</td>
</tr>
<tr>
<td>Inappropriate Physical Contact - (pushing/shoving)</td>
<td>3</td>
</tr>
<tr>
<td>Verbal Assault – Student to Student</td>
<td>4</td>
</tr>
<tr>
<td>Verbal Assault - Staff</td>
<td>5+</td>
</tr>
</tbody>
</table>

**Category 3**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Assault – Student to Student</td>
<td>1</td>
</tr>
<tr>
<td>Fighting – Mutual Altercation</td>
<td>2</td>
</tr>
<tr>
<td>Theft (consequence determined by item(s) taken)</td>
<td>3</td>
</tr>
<tr>
<td>Destruction of School Property/Vandalism</td>
<td>4</td>
</tr>
</tbody>
</table>

**Category 4. (law enforcement will be notified)**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Attack of Staff</td>
<td>5 days OSS/Conference w/Parents/ possible expulsion.</td>
</tr>
<tr>
<td>Verbal or written threat toward staff or student(s). Physical threat towards staff or student</td>
<td></td>
</tr>
</tbody>
</table>
Physical threat to self or another’s life
Sexual Harassment
Gang related offenses
Alcohol- Drugs (points only, Alcohol/Drug Policy p. 3)
Weapons – Possession or Use (consequences – see pgs. 27-28)

**DEFINITIONS OF DISCIPLINE CONSEQUENCES:**

**Detention**
Detention may result in loss of recess and/or group or classroom activities. Academic expectations will be met with student working in isolation.

**In-School Detention (ISD)**
A student spends the day in a designated area working on classroom work being supervised by the principal or his/her designee.

**Out of School Suspension (OSS)**
When a student has behavior that falls into categories 3 or 4 (see above) or at principal discretion, he/she may be removed from school. A suspended student may not be on the school grounds or attend after-school activities during suspension. A student with “Out of School” suspension can not make up their work and will receive zeros for missing days.

**Habitually Disruptive Students**
A habitually disruptive student is one causing disruption of the educational and/or activity process more than five times during the school year on school controlled property, at District sanctioned activities, or on District sponsored transportation. Disruptive behavior is that behavior initiated by a student which is willful and overt and interferes with the normal progression of academics and/or activities. The principal will make the final decision as to whether an incident is classified as disruptive behavior.
DISMISSAL

Teachers will not dismiss their pupils earlier than the regularly scheduled time without permission of the principal. A student must have parental permission and adult supervision to leave the school campus at any time during the school day.

Students are asked to leave the building after dismissal times unless they are directly involved in an activity or athletic event scheduled for that day.

DRESS CODE & STANDARDS

Clothing should be suitable for classroom and school activities. It is the parent’s responsibility to see that their children are dressed appropriately for school and weather (coats, boots, hats, gloves, etc.). Students are required to have an additional pair of gym shoes or tennis shoes for P.E. classes.

It is hereby forbidden for students to wear styles which:
1. Are distractive and disruptive to the educational process
2. Are obscene or vulgar
3. Are a possible threat to safety and health
4. Promote disrespect for school authorities

Such styles include but are not limited to:
- Spaghetti straps, short shorts, and shirts above the naval or other clothing that the Administrator deems inappropriate.
- Any apparel including jewelry, which displays vulgar, offensive or profane words, symbols or sayings.
- Clothing, jewelry, emblems, badges, symbols, signs or any other things which denote affiliation or membership, either knowingly or unknowingly with any gang or cult.
- No coats or hats shall be worn within the school building.

Students are expected to recognize standards of decency and appearance.

The enforcement of the Dress Code shall be as follows: a.) a phone call will be made and the student may be sent home to change clothing, or if that is not possible, the principal will determine where and under what conditions the student will remain in school; b.) repeated offenses will require a parent conference and could lead to suspension.

DROP OFF PROCEDURE

If you are driving your child to school please enter the drive off of N. Cherry St., heading east towards the bus garage, follow that road around to the front of the Elementary building. You will find parking available or you may come around to the curb and drop off your child. Please then exit the area the same way you came in. There will be signs directing you to the drop off and parking area. This area will make a loop. Your child may then enter the building through the front doors. For students safety do not enter the bus drop off area. Vehicles are prohibited from driving through or parking in the bus lane. Violation of this policy may result in the issuance of a citation(s).
ENCOURAGEMENT

Encouragement is to inspire courage, spirit, or hope. The action of giving someone support, confidence, or hope.

- Merriam-Webster

Encouragement is a powerful tool to keep students, teachers, staff, administrators, and parents moving in a positive direction. Take time to let others know they are appreciated – and STAY CONNECTED!

EXTENSION OF SCHOOL AUTHORITY

All students are subject to the rules and regulations of Fremont County School District #6 and the lawful authority of school district personnel at any time on the school grounds and during school functions on or off the Fremont County School District #6 campus. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds and at school functions. Students and fans attending any school function are expected to show good sportsmanship and courtesy. Students may be denied the privilege to attend Wind River School activities if they fail to observe these regulations. Wyoming law requires school employees to report suspected abuse, neglect, or child exploitation to appropriate authorities.

EMERGENCY EVACUATION/LOCKDOWN DRILLS

Emergency evacuation and lockdown drills are required by Wyoming State Law to provide practice in evacuating and locking down quickly and safely. When the alarm is sounded, students will follow directions of their classroom teacher.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 or attending post-secondary school have the right to see, correct and control access to their individual student records.

It also prohibits general distribution of school records without parent consent, but provides for the release of directory information. Directory information released from Wind River Schools may include: Student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous school attended by the student.

If you do not wish to have this information released, you must notify the principal of the school your child attends.

A more detailed explanation of this act is printed in the School District Policy Handbook. This information is available at the District Administration Office.

FIELD TRIPS

The district appreciates parents volunteering to chaperone during day field trips. Please be aware that field trips are designed for a specific grade and/or class. Preschool children are not allowed to ride on school buses, therefore if parents of preschool age children are chaperoning a field trip, transportation arrangements for your child will need to be made. Overnight trips will be chaperoned by district certified staff only. Exceptions involve medical need.
GANGS WITHIN A SCHOOL SETTING

The Board of Trustees believes that a safe and orderly environment is essential to effective teaching and learning. Because the presence of gangs represents a substantial disruption of the physical and psychological environment and a potential threat to the well-being of students and staff alike, the Board of Trustees prohibits students from participating in perceived gang activity and/or gang-related behavior within the school setting. Individuals, who initiate, advocate or promote gang activities which threaten the safety or well-being of persons or property on school grounds or at school-related activities or which disrupt the school environment, are harmful to the educational process. Actions such as the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, indicates or implies membership or affiliation with a gang will not be tolerated. These actions/behaviors are contrary to the school environment and educational objectives by creating an atmosphere where unlawful acts or violations of school policies, rules or regulations may occur.

Conduct involving initiations, hazing, intimidations, activities of criminal or illegal gangs which are likely to cause bodily danger, physical harm, personal degradation, humiliation resulting in physical or mental harm to students, or intimidations that affect the attendance of another student is prohibited.

Furthermore, no student on or about school property or any school activity shall:

1) Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;

2) Commit any act or omission or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;

3) Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to –
   - soliciting others for membership in gangs;
   - requesting any person to pay protection or otherwise intimidating or threatening any person;
   - committing any other illegal act or other violation of school district policies;
   - inciting other students to act with physical violence upon any person.

Students shall conduct themselves in a manner appropriate to their age and maturity levels and with respect and consideration for the rights of others while on school controlled premises, while on school owned and/or operated or chartered buses, while attending or engaging in school activities, and/or while away from school controlled property.

GENERAL TERMS AND DEFINITIONS

The following definitions are important to know and understand. Students who engage in prohibited activities are subject to discipline which may include suspension or expulsion. This policy applies to all students at all school district operated or controlled buildings, playgrounds, vehicles, or any other property owned or controlled by the school district and at all activities conducted, sponsored, or participated in by students of Fremont County School District #6.

This list is not meant to be all inclusive, but it does indicate many of the more common and/or serious types of prohibited conduct.

Prohibited conduct that is attempted but not completed may subject the student to discipline to the same extent as if the conduct was completed.

The categories of prohibited conduct are meant as guidelines only and are not intended to limit the District’s ability to discipline students nor to limit the type of disciplinary measures administered. The
Board of Trustees, administration, and teachers shall have the right to impose disciplinary action for other types of misbehavior when conditions warrant.

**ACADEMIC DISHONESTY** - Includes but is not limited to cheating on a test, changing grades, plagiarism, or unauthorized collaboration with another person in preparing written work.

**ACCESSORY** - Offering assistance to another in the commission of a violation.

**AFFECTION, PUBLIC DISPLAY OF** - Lewd and obscene behavior, acts of kissing, embracing, and/or sexual contact.

**ALICE**—Alert, Lockdown, Inform, Counter, Evacuate

**ARSON** - Starting a fire or attempting to set fire to any substance which would endanger the physical and psychological well-being of students and school personnel.

**AUTOMOBILE MISUSE** - Driving on school grounds in a careless or reckless manner, speeding, illegal parking, or using an automobile for any purpose prohibited by District Policy or rules and regulations.

**ASSAULT** - An unlawful attempt, coupled with the existing ability to commit a violent injury on the person of another, or any aggressive act toward another which places the victim in fear of harm to his/her person.

**BULLYING** – any intentional gesture, 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 inference with, the orderly operation of school; or 3) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

**BATTERY** - The willful and unlawful use of force or violence upon the person by another.

**BURGLARY** - The unauthorized entry of any vehicle, school building, or other structure or portion thereof which belongs to the school, or onto any property or portion thereof lawfully possessed or controlled by another person, with the intent to commit any felony, theft, or other prohibited act.

**BUS MISCONDUCT** - See Bussing Information.

**DEFIANCE** - Willful disobedience or defiance of authority of any District Policy, rule, regulation, or of any reasonable request by school personnel.

**DISCIPLINE** - All forms of corrective action or behavioral intervention, including suspension or expulsion.

**DISRESPECT** - To insult, call derogatory names, dishonor, defy, or in any other manner abuse any member of the district staff or a student verbally or in writing.

**DISRUPTION OF ENTIRE SCHOOL** - To incite, participate in, or perpetuate forms of civil disobedience such as sit-ins, walk-outs, boycotts, or other disruptions of the normal operation of classrooms, other parts of the school premises or school activities. Under no circumstances should dissent interfere with the health, safety, or educational opportunities of members of the school community. Students will not provoke or participate in disruptions at another school building or school site.

**DISTRACTIVE OR DISRUPTIVE DRESS AND APPEARANCE** - Styles which are distractive and disruptive to the educational process, those which are obscene or vulgar, those which constitute a possible threat
to safety and health, and those which promote disrespect for school authorities. Students are expected to recognize standards of decency and appearance.

**DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS** - Distributing unauthorized materials on school property in violation of Board Policy or individual school policies.

**DUE PROCESS** - Constitutional process which provides an opportunity for a student to be advised regarding misconduct and to present his/her defense against charges of misconduct which may lead to disciplinary action as provided by law and/or policy.

**EXPLOSIVES** - Possession of explosives, fireworks, stink bombs, or other substances which have the potential to do damage to others, school or personal property, or which cause interruption of the normal school process.

**EXPULSION** - Exclusion from and denial of the right of attendance at any school in Fremont County School District #6 for up to one full school year not to exceed two semesters, which may also encompass summer school, which includes a denial of the right of admission to and entry upon any real or personal property owned, leased, rented, or controlled by the school district during the period of expulsion as defined by decision of the Board of Trustees.

**EXTORTION** - taking, or attempting to take, personal property or money from any other person, by means of force or fear. Extortion may also include attempts, utilizing force or fear to extract information, or an act, or to force an individual to refrain from revealing information or doing an act, despite the individual’s legal rights.

**FALSE REPORTS** - Falsely reporting incidents, making false accusations, or giving false statements to school personnel. All false reports are harmful and illegal. False reports include:

1) Improper release of a school fire alarm;
2) Tampering with or discharging a fire extinguisher or fire hose;
3) Bomb threats or false 911 calls;
4) Any report which may cause interruption to the normal school process; or
5) Any oral or written report containing a false statement of fact.

**FIGHTING** - Students engaged in physically striking each other in an aggressive manner.

**FLYING OBJECTS** - Any paper objects, snowballs, rocks, coins, bottles, etc., thrown or propelled, which may cause injury to persons or property.

**FORGERY** - Falsely using in writing the name of another person, or falsifying time, dates, grades, addresses, or other data.

**GAMBLING** - Participation in games of chance with hopes of winning something of value; i.e., dice, cards, pitching coins, and betting. This does not apply to approved academic or extracurricular activities.

**GANG** – Any ongoing organization, association or group of two or more persons, whether formal or informal, having as one of its activities the commission of one or more disruptive or criminal acts or whose members, individually or collectively engage in or promote activities prohibited by law, policy, or rules and regulations.

**HARASSMENT / DISCRIMINATION** - To insult, call derogatory ethnic names, dishonor, or in any other manner abuse verbally, physically, or in writing. This includes negatively imitating physical mannerisms of any person based on their race, color, national origin, religion, sex or handicapping condition.
HATE ACTIVITY - Any act or attempted act that may cause physical injury, emotional suffering, property damage through intimidation, harassment, racial or ethnic slurs, bigoted epithets, vandalism, force, or threat of force, motivated in whole or in part by hostility to the victim’s real or perceived race, ethnicity, religion, or sexual orientation.

HAZING - Verbally or physically torturing, tormenting, abusing, or maltreating another student.

INCITING OTHERS TO VIOLENCE, DISRUPTION OR DISOBEDIENCE - Giving encouragement by words, acts, or deeds to demonstrations or protests which disrupt the normal educational process of a class or any other operation or activity of a school. This includes inciting or encouraging a fight.

INDECENT EXPOSURE OR IMMORAL ACTS - Any lewd, indecent, or offensive act that would be disruptive or distractive to the educational process as determined by school personnel.

INSUBORDINATION - The failure to obey a lawful rule, directive, order, or policy.

LAWFUL RESTRAINT - The act of controlling students when their actions may inflict harm to others or the student himself / herself, or when the students’ actions are distractive or disruptive to the learning process.

LITTERING - Willfully leaving trash on school property.

LOITERING - Being in or about any school building, or in specifically restricted areas of the school building or campus at unauthorized times or without specific authorization of the school’s personnel. This refers to students, non-students, suspended, or expelled students.

HABITUALLY DISRUPTIVE – As defined by Wyoming statute 21-4-306(b) 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 required the attention of a teacher or other school personnel.

PARENT - Person(s) having legal custody of the child.

POWR – Parents Of Wind River Group

PHYSICAL ATTACK - The act of physically assaulting another person with the intent of causing injury.

POSSESSION - A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) is found on the person of the student, in his/her locker, on school property assigned to, used by, or under the control of the student, property owned or being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school.

PROFANITY / OBSCENITY - Using language and/or gestures which are offensive or vulgar to students or school personnel, in verbal or written form, or in pictures or caricatures as interpreted by school officials.

PROGRESSIVE DISCIPLINE - A philosophy whereby students receive lesser consequences for first time minor misconduct and more serious consequences for chronic misbehavior.

PROHIBITED PRINTED MATERIALS - Possession or use of materials which contain obscene language or pictures; spoken or written language which is slanderous, libelous or defamatory; language which incites students to create a clear and present danger; or language which is a disruption or distraction.

RESTROOM - Restrooms are not to be used as meeting places, eating places, or smoking lounges.

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SEXUAL HARASSMENT - Any type of unwelcome personal attention which is coercive or offensive to another person including, but not limited to, unwelcome touching, patting, pinching; sexually offensive language or pictures; derogatory or sexually based humor; disparaging remarks to a person about his/her gender; suggestive references about a person’s appearance; or unwanted notes, calls or requests for dates or sexual favors. Students are to report any allegations of sexual harassment to their appropriate counselor, school nurse, social worker, teacher, or an administrator.

STALKING - The persistent following, contacting, watching, or any other threatening actions with compromise the peace of mind or the personal safety of the individual.

STUDENT - Any person enrolled in Wind River School District #6.

SUBSTITUTE TEACHERS - Persons serving in an official capacity temporarily, or permanently, replacing the regular teacher. Students shall display special courtesy and cooperation, together with good behavior, when substitute teachers are in the classroom.

SUSPENSION - Denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a period of time. A suspension also may include a denial of admission to or entry upon any real personal property which is owned, leased, rented, or controlled by the school district during the period of the suspension.

TARDINESS - Being late to school, class, or any other part of the student’s schedule.

TELEPHONE HARASSMENT - General nuisance calls, non-emergency 911 calls, bogus bomb threats, or telephone calls for the purpose of intimidation, harassment, making threats, causing disruption of any part of school operations, or calls made for any other purpose prohibited or prescribed by law or policy.

THIEVERY - Theft of private, school, and/or personal property of students or school personnel, possession of stolen property, or possession of property without the owner’s permission.

THREATENING OR INTIMIDATING ACTS - Verbally or by gesture threatening the well-being of any person on any school owned or controlled property or enroute to or from school.

TOBACCO, ALCOHOL, AND OTHER DRUGS - Possession, sale, use, transfer, ingestion of, or being under the influence of any stimulating, depressing, or behavior-altering substance including any form of tobacco, hallucinogenic drug, or marijuana, not possessed under a lawfully issued prescription from a person licensed to practice medicine, or an over-the-counter substance taken without compliance with school policy.

TRESPASS - Entering or remaining unlawfully in any school building, portions thereof, or other school property without the permission of the school personnel in lawful control of the premises.

TRUANCY OR UNAUTHORIZED ABSENCE FROM CLASS - Absence from school or class without the knowledge and consent of parents, guardians, and school personnel.

UNAUTHORIZED ITEMS IN SCHOOL - Bringing any unauthorized objects to school which may be disruptive or distractive and which are not related to the educational process.

UNAUTHORIZED PETITIONS - Presenting or distributing petitions which contain obscenities, libelous statements, and those which are disruptive or the distribution of which is prohibited by law, policy, rule, regulation, or order of a school official.

UNAUTHORIZED REENTRY - Once a student leaves a school activity, he/she will not be readmitted to the activity without the permission of the administrator or the teacher in charge.
UNAUTHORIZED SALE OR DISTRIBUTION - Selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the designated school official.

UNAUTHORIZED STUDENT PROTEST - Protesting which results in disruption of the educational process.

UNAUTHORIZED GATHERINGS - Participating in gatherings which disrupt the educational process.

UNAUTHORIZED USE OR POSSESSION OF ELECTRONIC EQUIPMENT - The use or possession of radios, tape recorders, cassette players, electronic games, electronic pagers, cellular phones, or other such devices, will not be permitted in school buildings unless authorized by the principal, nor will they be used to commit any act which violates any law, policy, rule or regulation.

VANDALISM - Willful destruction of school property or property belonging to others.

WEAPONS - To possess, handle, transmit, or conceal any object that could be used as a weapon or is capable of causing harm to another person. This definition includes any item that could be construed as a weapon such as guns of any type, water and toy guns that resemble the real thing, Ninja stars, screw drivers, ball bats, slingshots, bludgeons, knives, or any pocket knife with the blade in the open position.

### GRADING SYSTEM

Kindergarten and 1st Grade will use the following reporting system:

1. ............... Needs Intensive Support
2. ............... Shows Growth/progress
3. ............... Meets Expectations
4. ............... Exceeds Expectations

Students in 2nd – 5th grade will be graded by the letters A, B, C, D, F. These grades relate to the following percentages equivalents given for tests and classroom assignments:

- A ............... Excellent ............... 90 -100
- B ............... Above Average .......... 80 – 89
- C ............... Average .................. 70 – 79
- D ............... Below Average .......... 65 – 69
- F ............... Failing .................... Less than 65

Classroom teachers may contact you regarding your child’s progress at any time during the school year. We invite you to contact us as well. Report cards will be given to parents during parent-teacher conferences at the end of the first grading period. Report cards will be sent home at the end of the remaining grade periods.

### HARASSMENT AND DISCRIMINATION

It shall be the policy of School District No. 6, Fremont County, Wyoming that all employees have a right to work, and all students have a right to pursue an education in an environment free from physical or sexual harassment, discrimination and bullying.

**Specifically, this policy prohibits the following:**

1. Any conduct that has the purpose of creating a hostile environment.
2. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made to any employee or student.
3. Discrimination against any employee or student based on race, age, gender, religious affiliations, or personal handicaps.

All employees and students must avoid offensive or inappropriate behavior, regardless whether it be employee to employee, employee to student, student to employee, or student to student. Anyone who believes that he or
she has been subjected to harassment or discriminatory actions is urged to report such conduct to the appropriate principal or supervisor along with substantiating evidence. In the event that principal or supervisor may be involved in the alleged incident, the report is to be made to the district superintendent of schools.

All complaints will be investigated and when confirmed, appropriate corrective actions will be taken. Corrective action may include dismissal of employees or suspension or expulsion of students. This school district will have a zero tolerance for threats to students or employees of this school district.

HAZING/INITIATION

Hazing is expressly prohibited in Wind River School District #6. No initiation activity of any school organization or group shall contain any element of such practice. School officials shall exercise their full influence and legal authority to assure total compliance with this policy.

“Hazing” means any intentional, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in an organization. The term includes:

1) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity,
2) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student,
3) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student,
4) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision,
5) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the student handbook, district policy, or Wyoming/Federal laws.

HEALTH INFORMATION

State law requires that all students be immunized for D.P.T., polio, measles, rubella, mumps, and Hepatitis B before entering school. Dates of immunizations are required.

Any contagious or infectious illness such as impetigo, ringworm, chicken pox, strep throat, etc. requires treatment before returning to school.

During inclement weather, playground times may be reduced or eliminated altogether. Otherwise, students will go to the playground during recess times. If your child needs to stay in because of health reasons, a note to the child’s teacher is required. Notes must be written on a daily basis.

No student health records will be on hard copy file in the Cougar Community Health Clinic unless the child is an enrolled patient.

Fremont County School District #6 in partnership with Community Health Centers of Central Wyoming offers an on-campus medical clinic staffed by a nurse practitioner who also serves as the school nurse. Given the split locations on campus, the nurse practitioner serving as the school nurse will be present for a physical observation of the student for serious medical issues, as listed in the table below.
<table>
<thead>
<tr>
<th>Head trauma and/or loss of consciousness</th>
<th>Questionable fracture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lacerations when bleeding not controlled w/Bandaid or any questions regarding the need for stitches</td>
<td>Breathing issues including obstruction</td>
</tr>
<tr>
<td>Seizures</td>
<td>Allergy encounters</td>
</tr>
<tr>
<td>Cardiac issues and/or choking</td>
<td>Situations with chronic illness</td>
</tr>
<tr>
<td>Fainting</td>
<td>Eye injuries</td>
</tr>
<tr>
<td>Psychiatric emergencies</td>
<td>Poisoning or overdose</td>
</tr>
<tr>
<td>Uncontrolled bleeding from anywhere</td>
<td>Suspected child abuse</td>
</tr>
<tr>
<td>Extremely high fevers</td>
<td>Altercations</td>
</tr>
<tr>
<td>Chemical exposures</td>
<td>Suspected drug use</td>
</tr>
</tbody>
</table>

**MEDICATION POLICY**

All medications sent to school must be in prescription/store labeled bottles. Students are prohibited from carrying medication including over the counter medications and vitamins without the expressed written communication with building administration and school nurse. This must be noted and on file. Under no circumstances are students to store medications in their lockers. Requirements for prescription medications:

1. You may come to school and give your child the medication.
2. If prescription medications are to be given by school personnel, the medication must be in a pharmacy or doctor labeled container. (The pharmacist will label a separate bottle for school if asked.)
3. Ask your doctor if it is possible to have a schedule so the medication is not given at school.

Requirements for over the counter medications:

1. All over the counter medications, (cough medicines, antacids, eye drops, etc.) must have parent permission for the nurse or trained designee to administer.
2. Students are prohibited from carrying vitamins and over the counter medications without the expressed written communication with building administration and school nurse.
3. The only exception is those asthma students who may have permission from their doctor and parent to carry an inhaler or epi-pen. All must first be approved by the nurse.

**Accidents:**
Any student who is injured at school should immediately report the incident to the nurse or to another faculty member so that appropriate care can be given and to have an accident report completed.

**Student Insurance:**
District No. 6 students are NOT covered by a school insurance policy. The cost of any injuries that occur at school must be paid by you or your insurance. Uninsured children may qualify for “Kid Care” through the State of Wyoming; information may be obtained in school offices.

**HOMEWORK**

Homework is an assignment made by the teacher to be completed at home. Parents are encouraged to remain aware of their children’s homework and encourage their children whenever possible as this work is vital for students to practice new skills they have learned in the classroom.

**INFORMATIONAL FLYERS**

Non-school produced informational flyers must be left at the office. The students will be notified in the school’s daily bulletin and will be allowed, at the end of the day, to pick up a flyer to take home if they so desire.
INTERNET POLICY

The intention of the district is for internet access and use to be used for academic purposes. The district does not allow or condone internet use for illegal, immoral, or improper use of the internet. Any such uses may result in denying use of the internet for those involved in such activities, as well as other disciplinary or legal action. A user agreement and permission form will be signed and returned before a student may access network, per District Policy IJNDA-E.

LOCKERS

All students will be assigned a specific locker for the school year. Lockers are the property of Fremont County School District #6, and the School District retains exclusive control over the lockers. Lockers are subject to administrative search. Student notice is not required for any locker search. The student will be made aware of the search, if possible, and in the absence of the student a second party will witness the search.

LOST ARTICLES

For identification purposes, it would be helpful to label your child’s belongings as each year we collect many unclaimed items of clothing. Lost And Found areas are located in the cafeteria. Please check this area if your child has misplaced something. Small items or jewelry will be turned into the office. The district and its employees are not responsible for articles of student apparel or personal belongings that are lost, stolen, damaged or otherwise not in the possession of the student.
LUNCH – National School Lunch Program – Meal Substitutes

Federal regulations require NSLP schools to make substitutions to the standard meal requirement for students who are considered disabled and whose disability restricts their diet. Determinations of whether a participant has a disability that restricts his or her diet are to be made on an individual basis by a licensed physician. The physician’s determination of the participant’s disability must be based on the regulatory criteria for a “disabled person.” (7 CFR 15(b)(3)) Students with disabilities will be referred to the district Special Education Director and/or Building Principal to determine if the student is eligible for Special Education or 504 services.

A participant whose disability restricts his or her diet shall be provided substitutions in foods only when supported by a medical statement signed by a licensed physician. The medical statement shall identify:
1. The participant’s disability and an explanation of why the disability restricts the participant’s diet.
2. The major life activity affected by the disability.
3. The food or foods to be omitted from the participant’s diet, and the food or choice of foods that must be substituted. If the disability would require caloric modifications or the substitution of a liquid nutritive formula, for example, this information must be included in the statement.

Food Allergies – Generally, participants with food allergies or intolerances are not “disabled persons” and school districts are not required to make substitutions for them. However, if a physician assesses that food allergies may result in severe, life-threatening reactions (anaphylactic reactions), the participant may then meet the definition of “disabled person” and the foodservice personnel must make the substitutions prescribed by the physician.

LUNCH TICKETS

Lunch tickets should be purchased in the school’s office between 7:45 a.m. and 8:10 a.m. Lunch tickets for students in grades kindergarten through fifth are $2.65 per meal. Milk tickets are available for $.50 cents per milk and can be purchased in the office. Breakfast is $1.30. Students wanting seconds will be charged $1.25. Parents are always welcome to come and each lunch; adult lunches can be purchased for $4.95. Adult breakfasts can be purchased for $1.80. We ask that you please notify the office by 9:00 am if you are planning on eating school lunch so that we may get an accurate count. A student will be allowed a maximum of $28 charged to his/her account. Once the maximum number of charges has been reached, the student will not be allowed to charge any more lunches until the account has been brought current. The students will be informed of the status of their account as to days available. Once the account has reached $28, a phone call will be made to the parents notifying them of the child’s account status. It is the parent’s and student’s responsibility to see that the account is kept current. There is a free and reduced lunch program available through the school. If you feel you qualify or would like more information, please contact the office. You may apply at any time.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**MAKE-UP WORK**

Students will be allowed **one day for each day of excused absence** in which to complete and turn-in assigned make-up work. In the case of an extended absence, or absence at the end of a grade period, incomplete grades will revert to zero (0) two weeks after the grading period.

**NOTICE OF NONDISCRIMINATION AND COMPLIANCE**

—Fremont County School District Number 6 does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access, or treatment or employment in, its programs and activities. Any person having inquiries or complaints regarding compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 and all other federal or state rules, laws, regulations and policies is directed to contact Barney Lacock, the Civil Rights Compliance Officer for Fremont County School District #6, 223 North Cherry Street, P.O. Box 10, Pavillion, Wyoming 82523, 307-856-7970. Inquiries or complaints may also be directed to the Office of Civil Right, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800)421-3481 or (877) 521-2172 (TTY)

**NON-RESIDENT STUDENT**

Non-resident students must apply annually for admission to Fremont County School District #6. See district policy – JFAB

**PARTY INVITATIONS**

Party invitations will **not** be allowed to be passed out during the school day unless all of the students in that particular class are being invited to the party.

**PERSONAL POSSESSIONS**

Students are asked to avoid bringing personal possessions such as toys, electronic games, balls, etc. to school. The school **will not accept** responsibility for damage to or loss of such items. Cell phones, iPods, MP3 players, iPhones, Gameboys, or other such electronic devices are considered a disruption of the educational process and will therefore not be allowed during the school day 8:10 – 3:40. These items will be confiscated by the classroom teacher, other staff, or administration and may be picked up by the student and/or parent at the end of the day.
RIGHT OF SEARCH - STUDENT’S PERSON

School principals and/or administrators may conduct searches of a student’s person and/or personal belongings, if they believe the student may be concealing on their person prohibited objects or substances, such as alcohol, drugs, weapons, or stolen property.

SCHOOL NOTICES / COUGAR NEWS

Notes concerning school information (early out, calendar date changes, monthly lunch menu, Lights On calendar and calendar) will be sent home with students or mailed to appropriate address. Email, texts messages, and school website postings are regularly used as well. Please check with your child daily so you will be informed of upcoming information.

SNACKS

Parents are welcome, however not required, to bring store purchased birthday treats on their child's birthday. However it is important to note that there can be No homemade treats.

SPORTS

Students in 5th grade are eligible to participate in the following sports at Wind River Schools: volleyball, basketball, wrestling, and track. Season schedules are posted on the district’s website. Students are encouraged and expected to maintain high academic and behavioral standards as outlined in the activities handbook. If a student athlete is failing a class, the teacher will work with the coaches to improve student performance.

STUDENT INSURANCE

The School District does not provide health or injury insurance for students. Each family is responsible for the coverage of students enrolled in district programs, activities, etc. Uninsured children may qualify for Kid Care through the State of Wyoming. Information is available in the elementary office.

All staff members will report injury of students to the school nurses. Our nurses will keep records of such accidents and insure that proper reports are made to appropriate authorities and school officials.

SUBSTITUTE TEACHERS

During the school year, we use substitute teachers for regular teachers who may be ill or involved in an activity. Students are reminded that substitute teachers have the same authority as the regular teacher. Substitute teachers are required to report any student who does not follow the class rules or causes a disturbance.

TELEPHONES

The telephone in the office is available for student use. Students must receive permission from their teacher to use the telephones.

Messages about medical appointments will be handled by the secretary in a timely manner. Students will be called out of class to the telephone only in an emergency.

Other messages for students concerning rides home, etc. will be delivered to the student the last 10 minutes of the school day (3:30 p.m.).

TEXTBOOKS

Students will be issued numbered textbooks. Any student, who loses or damages a book, will be required to pay for the loss or damage.
TOBACCO FREE DISTRICT

The Board recognizes it has a legal obligation pursuant to Federal Law (103-22, Title X, Part C, #1042, 108 STAT 271, 3-31-94) to provide schools that are tobacco-free.

Accordingly, the Board enacts:

1. The use of any tobacco product—cigarette, cigar, snuff, dip, chew, e-cigarettes, vapor, vaping devices and/or other tobacco product is prohibited. This prohibition includes students, all school staff, parents and visitors or any other person on a FCSD #6 site.

2. This tobacco policy extends to all school property (indoors and outdoors), in school vehicles and at school-sponsored functions away from school property.

3. FCSD #6 students in possession of tobacco products while on school property or at school sponsored events will be referred to the school principal for discipline or referral to law enforcement. The school administration will direct students who are cited for tobacco use or break school tobacco policy to a school sponsored program designed to help them quit tobacco.

4. Enforcement of the policy will be the responsibility of:
   a. The employees of the District, and
   b. All employees are authorized to communicate this policy with courtesy, to anyone in the facility, vehicles or district grounds. Corrective action for any employee violating this policy will be handled through established disciplinary procedures.

TRUANCY

A student who is absent without the consent of his/her parent and/or school officials is truant. Truancy will be considered cause for disciplinary action including but not limited to: in-school suspension, suspension, expulsion or legal action. You are truant if you:

   i. Leave school without being checked out through the office.
   ii. Are absent from school without the permission of your parents.

USE OF SCHOOL PROPERTY

Each student is responsible for the care and upkeep of all desks, textbooks and other school property that may be assigned to them or that they may use throughout the school year. Fremont County School District #6 reserves the right to suspend the privilege of using any or all school property if it is mistreated, vandalized or abused in any manner. In addition, student desks, lockers and other school property may be searched at the discretion of school administration.

WALKERS AND RIDERS

The school does not provide student supervision before and after school hours, whether on campus or at bus stops. Parents/guardians of walkers or those dropped off and picked up at the school are responsible for his/her child(ren) until the child crosses the threshold into the school building at the beginning of the school day and upon exiting the building at the end of the school day. Parent/guardians of students riding the bus are responsible for getting their children to the bus and are responsible for the child until the child boards the bus in the morning and upon exiting the bus at the end of the school day or activity.

Parents with students residing one mile or under from the school or from a bus route, will be responsible, at their own expense, for transporting their children to the nearest route or to school. Parents with students living over one mile, will be responsible for transporting their children to the nearest school bus route and may be eligible for isolation payments. Mileage will be paid to the nearest bus route or school, whichever is closer. Isolation payments will be established by the Board of Trustees in compliance with the Wyoming State Board of Education regulations. Please contact the central office at 856-7970 regarding any concerns.
WEAPONS IN SCHOOLS OR ON SCHOOL PROPERTY

Section 1: Definitions

a. “Weapons” as used in this policy are defined in the following categories:
   i. Type 1: Firearms as defined in 18 USC 921 and/or deadly weapons as defined under Wyo. Stat. § 6-1- 104 (a) (iv) (1999).
   ii. Type 2: Articles other than firearms which are used, or designed to be used, to inflict bodily harm and/or to intimidate other persons. Such articles include, but are not limited to, knuckle gear, switch blades, butterfly knives, chains, clubs, stars, etc.

b. “Possession” means having a Type 1 and/or Type 2 weapon on campus, on any school vehicle, or at a school sponsored event. A weapon will be considered to be in possession if it is actually in a student’s personal possession or in his or her desk, locker or vehicle.

c. “Use” means threatening to inflict, or actually inflicting, injury on another person with a weapon.

d. “Campus” means within the boundaries of real property used by the school district for the education of any child or group of children in any age group with grades K through 12.

Section 2: Prohibited Acts

a. Possession of a Type 1 and/or Type 2 weapon on campus, within any school vehicle, or at any school sponsored event or activity, is prohibited.

b. Use of any type of weapon on campus, within any school vehicle or at any school sponsored event or activity is prohibited.

Section 3: Penalties for violations of this Policy

a. Any student who is determined to possess, use, transfer, carry, or sell a Type 1 weapon onto the school campus, into any school vehicle, or to the site of a school sponsored event or activity, shall be expelled from the school district for a period of not less than one (1) year. The District Superintendent, with the approval of the Board of Trustees, may modify this expulsion requirement for a student on a case-by-case basis.

b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action, which action may include suspension and/or expulsion for a period of up to one (1) year.

c. A student using any type of weapon, or using materials of any type as a weapon, shall be suspended immediately. The duration of the suspension or possible expulsion of up to one year shall be determined by the superintendent and/or the Board of Trustees.

WITHDRAWAL FROM SCHOOL

Students withdrawing from the Wind River School District for any reason must do the following:

1. Pick up checkout/withdrawal form at the school’s office.
2. Return all books, equipment, and supplies to the classroom teachers.
3. Secure teacher’s checkout approval for each class.
4. Clean out desk.
5. Pay any outstanding debts.
6. Receive final approval from the principal.
VIDEO SURVEILLANCE

This is to inform staff, students, and parents/guardians that Wind River Elementary and Crowheart School does use Video Surveillance to assist in maintaining a safe and orderly environment.

The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 or attending post-secondary school have the right to see, correct and control access to their individual student records.

It also prohibits general distribution of school records without parent consent, but provides for the release of directory information. Directory information released from Wind River and Crowheart Schools may include: Student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous school attended by the student.

It is the practice of Fremont County School District #6 to include students’ photographs/video images in school publications, media releases and educational related purposes.

Federal regulations require districts make student names and addresses accessible to branches of the United States military and institutions of higher education.

If you do not wish to have this information released, you MUST notify the principal in writing of the school your child attends.