

# MOORCROFT K-8 SCHOOL PARENT/STUDENT HANDBOOK



2020-2021

2020– 2021 Crook County School District #1 Elementary Schools Handbook  
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## Entrance Into School

A child must have reached the age of five on or before September 15<sup>th</sup> of the current school year to enter kindergarten, or the age of six on or before September 15<sup>th</sup> of the current school year to enter first grade. As stated in WS 21-2-203 documentary evidence of date of birth and place of residence will need to be furnished upon enrollment. The compulsory attendance law in Wyoming does not require entrance until a child has reached the age of seven.

## School Day

School begins at 8:00 A.M. for elementary students. At that time all students should be in their classrooms preparing for the school day. School dismisses at 3:50 P.M. for all students on Monday through Thursday.

## Daily Announcement

Please give your child instructions about special after-school arrangements before they come to school in the morning. If there is an emergency message or plans change, please contact the school office by 3:00 PM to ensure time for delivery.

## Excused Absences

An excused absence is one in which the school district, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences, those with prior notice and those without prior notice.

**Absences with prior notice:** Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

**Absences without prior notice:** Illness of the student, family emergency & accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, 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.

A maximum of 8 excused absences will be allowed in any one semester. Each absence beyond the 8 excused absences per semester will be unexcused. Exceptions will be certification from a doctor, orthodontist, dentist, school nurse, or medical clinic stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than four consecutive days absent), prior to the student's return, the student must provide certification from a medical authority (as stated above), stating he/she is free from the disease or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within two days after returning to school.

## Unexcused Absences

All absences falling into this category are trancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal. An 'F' grade or equivalent will be recorded for each class and activity missed during the student's truancy.

Trancies according to CCSD Policy JED:

Each school will establish procedures regarding disciplinary action for unexcused absences. The district will establish additional actions for trancies applying differently to compulsory and non-compulsory students.

When a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the students' attendance and prevent future trancies.

Compulsory Students:

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the principal will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting, the principal will explain state statutes regarding trancies and possible future actions. Upon the third truancy, the principal will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur

Any student who has accumulated five or more days of truancy in any one school year will be referred to the superintendent by the building principal. The superintendent will schedule an informal hearing. Upon conclusion of the hearing with the parties of interest, the superintendent may recommend the student be classified as a habitual truant and reported to the county attorney's office. The superintendent can request court intervention as per W.S. 21-4-106

Non-Compulsory Students:

Non-compulsory students are those who are not yet 7 or who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant students, his/her parents, and appropriate building staff. At this meeting, the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more trancies in any one school year will be considered as a continued, willful disobedient student and as such could be scheduled for an expulsion hearing.

Adopted: September 19, 1991, Revised: April 22, 2013

## Absences

Eight days of approved absence are allowed each semester. A parent's written or verbal excuse is required and the work will need to be made up. The eight days includes illness and other family business. Any absence accompanied by an official signed doctor's note will not be counted

against the eight days if it is given to the school office within ten school days of the appointment. Students' tardiness may take away from their leave days. Persistent tardies do affect education.

### Illness/Family Funerals

Illness and family funerals are excused absences when a note is written from a parent, nurse, or doctor. These excuses are subject to the following limitations: a doctor's excuse is required after 4 consecutive days of illness and after 8 cumulative days of illness each semester. These absences do apply toward the overall 8 absences per semester. Extended medical leave may be approved by the principal in special circumstances.

### Homebound Instruction

Crook County School District will provide homebound instruction for children who are absent from school for an extended time due to any injury or illness requiring hospitalization or home confinement by a doctor.

### Special Leave

Additional approved absences may be granted by the principal for pre-arranged family business or emergencies. This provision will allow for family trips or other special circumstances. Making arrangements with the teacher prior to leaving for make-up work will be helpful.

### Due Process

A parent who disagrees with the consequences their child receives because of their child's attendance has 48 hours to request a due process hearing with the principal. The principal will review the student's attendance record and may grant exceptions for special cases or may develop a performance agreement to ensure future attendance. Parents who are not satisfied with the principal's decision after the review have 48 hours to appeal the decision to the superintendent and the Board as stated in Board Policy.

### Absences and Make-up Assignments

Students will be required to complete make-up work for each day they are absent from school. Work should be completed in advance for planned absences.

### Leaving School during the Day

Students are not to leave school during school hours unless they have parent permission and they check out through the office. Students will be paged to the office and the parents can check them out there.

### Showing of Videos

Our policy concerning videos shown at school is that, first and foremost, the videos must be educational. There are several Science, Phonics, Music, Spanish and Social Studies videos that correlate with our standards in those areas.

### Homework

Homework is one appropriate means of **practicing** or **applying** learned concepts and skills. Therefore, if homework is assigned by the teacher, it will have a definite purpose. Parents' supervision of and assistance with homework is greatly appreciated.

## Sixth Grade Sports Eligibility

Any student missing two or more assignments by the end of the school day on Friday, will be ineligible for the following week. Eligibility runs from Monday-Saturday.

## Reporting/Grading

Standards-based grading measures your child's mastery of the essential standards for a class or how well your child understands the material in class. At the beginning of every unit, the teacher will break down the standards for the unit into smaller learning outcomes and criterion using a detailed rubric. During the unit, your child is assessed to see if they truly know the material using a variety of assessments, such as traditional pencil-and-paper tests, projects, discussions, or reports. Your child's level will be based on evidence the teacher collects demonstrating mastery of the essential learning outcomes.

The goal of this approach is to provide the teacher, student, and parent as accurate a picture as possible of the student's learning and to encourage a dialogue about how the student can master the material for the class. In particular, because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next, and the student will be allowed to retake assessments. If the new assessments show a higher level of mastery, that new score replaces the old one.

### 4 Point Scoring Scale:

- **4.0 (Exceeding Standards):** A "4" indicates the student is exceeding grade level standards. A student receiving a "4" demonstrates academically superior skills in that specific area. This student shows initiative, challenges him/herself, and demonstrates this advanced knowledge at school by going beyond what was taught. A "4" is difficult to obtain and indicates unusually high achievement.
- **3.0 (Mastery of Standards):** A "3" indicates the student has mastered grade level standards. We want all of our students to reach a level "3." A student receiving a "3" is right on track with our high academic expectations. A "3" is something to be celebrated!
- **2.0 (Approaching Standards):** A "2" indicates the student has basic understanding and is approaching grade level standards. A student receiving a "2" understands the basic concept or skill, but has not yet reached the mastery level. A "2" should indicate that the student's performance varies in consistency with regards to accuracy, quality, and level of support.
- **1.0 (Not Meeting Standards):** A "1" indicates the student has minimal understanding and does not meet grade level standards, even with support.

The calculated overall scores of 1.5, 2.5, and 3.5 are used to show that a student has shown partial mastery of the next level of learning.

You can receive more detailed information on Standard's Based Grading by referencing the guide located on our webpage at [www.crook1.com](http://www.crook1.com)

## Withdrawal from School – Check Out

The following is the procedure you are encouraged to follow if your child is to move outside your school's attendance area:

- Notify the school office at least a week in advance of the move, in person, in writing, or by phone.
- Come to the school office on your child's last day to get a transfer form and make certain all other details are handled.

Your child's records will be mailed to the new school upon receipt of a request from that school's official personnel.

### School Breakfast Lunch & Milk Programs

The school has a hot breakfast and lunch program available to all students. The prices for students, K-12, are: **breakfast - \$1.90 and lunch - \$2.75**. Adult prices are: **breakfast - \$4.00 and lunch - \$5.00**. Extra milk is available at .30 cents per carton for students and .35 cents per carton for adults. A student may super-size a meal for .75 cents extra. Money for breakfast and lunch may be left at the school office by parents or by the child, or you can pay online via E~Funds, accessible at [www.crook1.com](http://www.crook1.com). **THERE WILL BE NO CHARGING OF MEALS ALLOWED.** When your child's lunch balance is getting low, you will either get a call from the school or a note will come home with your child. You are also able to check your child's balance using Power School.

### School Lunch Medical Statements

Federal regulations require the school receive written instruction from an appropriate medical authority when students require modification of the school menu. A recognized authority must complete one of the following forms to document your student's current special dietary needs:

Medical Statement form Student with Special Dietary Need Due to Disability: If the student has a disability that affects his/her diet; a licensed physician must complete this form.

Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance: If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

Medical Statement Option: If a student has a prescription/note from a physician with all of the medical information needed, including foods to be omitted and substitutions, a school nurse may complete the appropriate medical statement and have the parent/guardian sign.

Forms and related letters can be obtained through your school office. If you have any questions or need assistance please call Mark Broderson, Superintendent of Schools at 307-283-2299.

The United States Department of Agriculture (USDA) prohibits discrimination in the administration of its programs. To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250 or 202-720-7327 or 202-720-1127 (TDD).

### Student Health

Parents need to fill out a health information form when their child is first enrolled in our school. Please assist the nurse by keeping the child's health record up to date. Notify the nurse of changes in your child's condition that may affect his/her academic progress.



## Student Immunization

According to CCSD Policy JHCB, all children entering the schools of the district for the first time will be required to present their medical records at the time of admission. All children attending or entering school for the first time must be immunized according to the State of Wyoming Department of Health Rules and Regulations for mandatory school immunizations.

If a child is unable to have the required immunizations for religious or medical reasons a Wyoming Department of Health Exemption must be granted by the state. A copy of this exemption must be kept on file at the school.

## Communicable Diseases

According to CCSD Policy JHCC, it is the policy of the Board of Education to protect students from any risk of contagion of communicable diseases in the schools governed by the board. Students showing symptoms of communicable disease, an infectious condition, or unusual eruption of the skin, soreness of throat or condition of the eyes, shall be referred to the school nurse. Students having a communicable disease shall be excluded from school and school activities, at least temporarily, as determined by the school nurse.

## Head Lice

Students with head lice will be excluded from school until treated with appropriate medicated shampoos. The school nurse will examine students and determine when a child may return to school.

## Administering Medicine to Students

According to CCSD Policy JHCD, school personnel will not administer any form of drugs or medication to pupils without a written request from the student's parents and written instructions from the student's physician.

- Medication must be in a pharmacy labeled or manufacturer's container. All medications will be stored in the Nurse's medication cabinet and is to remain locked when not in use. Students must take all medications in the presence of designated school personnel.
- Students are not allowed to keep medications with them in their pocket or backpack. It is not possible to prevent these medications from getting lost, stolen or "shared" with other students.
- EXCEPTION: Inhalers may be carried by the student if the "EXCEPTION" has been signed on the Request for Administration of Medication Form and is on file in the school nurse's office.
- A Request for Administration of Medication Form must be filled out and signed by physician and parent/legal guardian for every medication that is to be given at school.

## Alternative Medications/Natural Remedies

According to CCSD Policy JHCD, the FDA does not approve oils or natural treatments. Since these do not have FDA approval, and due to a possible health risk to others, no alternative medication/natural supplements will be given by any school personnel. This includes but is not limited to essential oils, rubs or diffusers. CCSD#1 does not allow student(s) to carry alternative medication and/or natural supplements, or apply such products to themselves. Parent(s) are allowed to come into the school to apply these products to their child. However, if health problems arise to other students or staff members because of these products (i.e. asthma attacks, migraines,

etc.), CCSD#1 reserves the right to modify the situation, as needed, to ensure a safe environment for all individuals.

### Throat Culture Program

According to CCSD Policy JHCE, in compliance with the rheumatic fever program in operation throughout the state, all students with symptoms of streptococcus infection will be required to have throat cultures. The district will require the removal of a student with a positive reaction to the throat culture test until the student has been treated according to current medical standards of care by a licensed physician (M.D. or D.O.) or has a negative culture.

Revised: February 19, 1998

### Insurance

Since the school district does not cover the medical cost for accidental injury, a student accident insurance program is available at minimal cost to parents. For further explanation of this student insurance, please see the insurance brochure. Application forms and information brochures are on the school district webpage.

### School Volunteering

If you are wishing to volunteer within the school or on school field trips, you must be fingerprinted through Human Resources at the Crook County School District Office in Sundance- this will include an FBI background check. No volunteers/parents/guardians will be allowed to ride the school bus at any time, unless prior arrangements have been made with the school administrator. All volunteers must obtain a pass from the office and make sure it is visible at all times. Volunteers must remain active during the course of the school year, as deemed by the building administrator, or may have to go through the fingerprinting process every year.

### School Visitation

Parents/Guardians are welcome to visit their child's school during special events. These events could include things like music concerts, lunch with child, classroom parties or plays, and other brief celebrations. Visitation by friends and relatives of students is not allowed during the school day, unless prior arrangements have been made with the administration. All visitors must obtain a pass from the office and make sure it is visible at all times.

All visitors and volunteers are required to stop at the office to obtain a visitor's pass prior to going anywhere in the building or onto the playground.

### Building/Student Security

To help assure a higher level of student safety, only the front doors of the school will be unlocked during the school day from 7:30 AM – 5:00 PM. During these times, all parents/guardians and school visitors/volunteers must enter through the front school doors.

**It is not our intent to inconvenience parents/guardians or other visitors, but we do want to take the necessary steps to ensure a safe school environment for every child.**

### Playground Rules

The playground is supervised during all recess periods and in the morning from 7:45 A.M. until the students are admitted to the building. Once on the playground, children are not allowed to leave for any reason unless given permission by a playground supervisor. In order for children to enjoy the playground with safety, we ask that these rules be followed:

- Students must play within the designated playground area. Any student needing to leave the playground must ask permission from the supervisor.
- Rough contact games are not allowed.
- No objects such as sticks, stones, or snowballs will be thrown.
- Abusive or profane language or gestures will not be tolerated.
- Fighting will not be tolerated.
- All playground equipment must be used safely and appropriately.
  - Swings must be used in a sitting position (no doubles, bailing out, or twisting).
  - Slides must be used one person at a time going down feet first.
- Students are not permitted on the ice.
- Skateboards and roller blades are not allowed.

The playground is not supervised after school, on weekends or school vacation days. Those playing on the playground or using playground equipment during these times do so at their own risk. Children are encouraged to leave the school campus as soon as school is dismissed. We do not provide after school supervision, unless they are involved with the after school program.

### Busing

Any questions or problems concerning the buses should be directed to the high school principal, Kirby Baier, at 307-756-3446. As with any school personnel, bus drivers have authority over children. Students' misbehavior on the bus, particularly if it threatens the health and safety of other students or diverts the attention of the driver, may result in students losing bus riding privileges on a short-term or permanent basis. A summary of the bus rules are as follows:

- Obey driver directions promptly and without argument.
- Sit where assigned.
- Always keep limbs and head inside bus windows.
- No loud talking or music while in transit.
- No profanity.
- No horse-play, scuffling, or throwing things.
- Remain seated until the bus comes to a complete stop.
- No controlled substances are allowed for any riders.
- Other rules stipulated by drivers as needed.
- Notify the bus driver if you are not riding the bus in the morning or afternoon.
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### Bus Routes and Drivers

Thorne Divide	Janell DuBeau
Buckmiller	Nicole Duxbury
Pine Ridge	Katy Wiseman
D Road	Susan Miner
Gray Road	Gary McDowell
HK Road	Pam Kunz
Keyhole	Kris Nelson
Liberty Lane	Jody Sisson

### Bus/Faculty Parking

Only buses are to use the bus loop in the bus loading zone (the south west entrance). Buses are loading and unloading students every morning and after school. This area needs to stay open for bus travel only. The bus loop parking lot is for faculty parking only. Parents are to use the designated parent parking to drop off/pick-up their children. All of the parking areas are designated with proper signage for parents to see.

### Parent/Visitor Parking and Student Pick-Up/Drop-Off

Parents should use the parent loop and parking lot to pick up and drop off their children. If you are going to wait outside for your child, please park in one of the designated parking areas. Your child will be outside the school entrance waiting for you to pick them up at that location. We want to make sure that all children are picked up in a safe manner without any disruption of the flow of traffic. All of the parking areas are designated with proper signage for parents to see.

### Animals/Pets

Prior arrangements must be made with the principal before animals are brought to school. Vaccination records must be provided in advance to the visitation.

### Student Dress

Children are expected to play outside during all recesses. Please dress your child appropriately. Label your child's coats, gloves, hats, and snow boots in order to prevent the loss of such articles of clothing. Neat, clean, and appropriate will be the guide to regular student dress. Any clothes that become a distraction to the educational process, will be prohibited. Shorts and skirts are allowed at school, but the length must fall at fingertip length of the longest finger. Clothing depicting drugs, bars, alcoholic beverages, sex or violence will not be allowed. The building administrator may determine the appropriateness of dress. **Students and guests are requested to remove hats upon entering the building.**

### Personal Belongings

The school does not take responsibility for children's personal items. Students should only bring items to school that are a part of the education program. **Parents need to label their child's personal belongings (coats, backpacks, lunch boxes).**

### Lost and Found

If your child has left or lost something, please have your child check the lost and found box. Please put your child's name in their clothing so it can be returned to them. Unlabeled items remaining in the lost and found will be disposed of from time to time.

### Telephone Use

Students may only use the school telephone to call parents concerning important, school related matters. Students must have teacher permission to make a call. Students will not be taken out of class (unless there is an emergency) to accept a phone call – a message will be taken by the office personnel and forwarded to the student. If you need to contact your student during school hours, please contact the school office. Students will be asked to make "social" arrangements at home. Responsible use of cell phones is allowed before and after school. They should be turned off and put away in lockers or backpacks during the school day. The school does not take responsibility for children's personal items, including phones.

## Student Conduct – Discipline

Students are expected to behave in a safe, orderly, and appropriate manner. Individual classroom teachers will establish and post class rules and consequences. Both parents and students will be informed.

When a student chooses unacceptable behavior, there are a number of consequences that will come into effect depending on the nature, severity, and frequency of the unacceptable behavior.

Parents will be contacted by the teacher and/or the principal if a child displays reoccurring behavior problems, or if a child is involved in a single serious incident.

## Harassment, Intimidation and Bullying

In order to provide a safe learning environment for every student, harassment/bullying will not be tolerated. Harassment, bullying, or intimidation 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:

- Harming student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage.
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school.
- Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, spoken or physical actions. "Intentional acts" refers to the individual's choice to engage in that act. "Written" acts include, but are not limited to, handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications.

This is especially true when a person has made it clearly known that they don't like it. Incidents of harassment bullying must be reported to a supervising teacher immediately or to the principal as soon as possible. Students referred to the office for harassment bullying will be given a warning by the principal on the first offense, the 2<sup>nd</sup> offense will result in In School Suspension and on the 3<sup>rd</sup> offense the student will be given Out of School Suspension. Refer to board policy JFCB for more information.

## Suspensions and Detentions

When a student misses class time because of a consequence for inappropriate behavior, this is a suspension. A student may be suspended in-school (ISS) or out-of-school (OSS). Parents may not be notified of short in-school suspensions. Parents will be notified in advance of all out-of-school suspensions.

If a student is detained in the classroom or in the office during non-class time, these are detentions. Student may be assigned detentions during recesses or after school (usually 30 minutes or one hour). If a student is assigned after school detention, they are allowed two days to serve the detention. This allows an opportunity for them to inform parents and make arrangements for transportation if needed.

## District Rules Concerning Suspensions and Detentions

The following is a list of rules concerning student suspension and expulsion as established by the Crook County School District:

- Students shall not attempt to damage or damage school property or private property or attempt to steal or steal school property or private property.
- Students shall not attempt to cause or cause physical injury to another person. (No Fighting).
- Students are not allowed to possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or tobacco of any kind.
- Students shall not willfully disobey or display open and persistent defiance of proper authority.
- Students shall not display behavior that may be injurious or harmful to the welfare, safety, and/or morals of other students.
- Students shall not sexually harass other students. (See board policy on Sexual Harassment.)
- Students will not be allowed to continually disrupt the educational process so that others have difficulty learning.
- Students shall not possess, use, transfer, carry, or sell a deadly weapon within any school bus or on school property. (Penalty may result in expulsion from school.)

## School Cancellation-Early Dismissal-Late Start

Buses are seldom sent home early and school is seldom cancelled. However, if circumstances warrant early dismissal or cancellation, it will be posted on the district website and Facebook, announced over the radio stations, broadcast on the television stations and parents will be contacted by School Messenger. The following radio stations will announce cancellation:

KIML Radio	Gillette	AM 1270
KAWL Radio	Gillette	FM 96.9
KGWY Radio	Gillette	FM 100.7
KASL Radio	Newcastle	AM 1240
KSQY Radio	Rapid City	FM 95
KBSF Radio	Belle Fourche	AM 1450
KWDT Radio	Sundance	FM 103.1
KBHB Radio	Sturgis	AM 810
KSLT Radio	Rapid City	FM 107.3
KEVN TV	Rapid City	
KOTA TV	Rapid City	

**Every effort will be made to contact parents in the event of early dismissal, late start, or school cancellation due to emergency conditions using School Messenger.**

## Parent – Guardian Concerns

Parents will occasionally have a concern about what is happening at school. If you have a particular concern, please contact your child’s teacher first. If further assistance is needed, contact the principal.

## Rights of Non-Custodial Parents

The Family Educational Rights and Privacy Act of 1974 (FERPA) set out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: (1) provide a parent access to records that are directly related to the student; (2) provide a parent an opportunity to seek correction of records he or she believes to be inaccurate or misleading; and (3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

The definition of parent is found in the FERPA implementing regulation at 34 CFR 99.3. "Parent" includes a parent, guardian, or an individual acting as a parent of a student in the absence of parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the Act unless the agency or institution has been provided with evidence that there is a state law or court order governing such matters as divorce, separation, custody, or a legally binding instrument which provides to the contrary.

This means, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes the parent's FERPA rights.

## Non-discrimination Statement

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Crook County School District #1 are hereby notified that this District does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person with concerns regarding the District's compliance pertaining to nondiscrimination with the regulations implementing Title VI, Title IX, Section 504 of the Vocational Rehabilitation Act 1973 or the Americans with Disabilities Act is directed to contact, The Section 504 Coordinator, Crook County School District #1, PO Box 830, Sundance, Wyoming 82729, or phone (307)283-2299. Inquiries can also be made to the Office of Civil Rights, U.S. Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, Colorado 80204-3582, or phone (303)844-5695, facsimile (303)844-3417, email [ocr.denver@ed.gov](mailto:ocr.denver@ed.gov).

## Federal Laws

The two federal laws, No Child Left Behind Act of 2001 (NCLB) and Family Educational Rights and Privacy Act (FERPA), require Crook County School District #1 (CCCS#1) to notify you of the following:

- Schools receiving Title I funds must inform parents of their right to obtain information on the professional qualifications of their child's/children's teacher(s). If you wish to obtain this information, please contact your school principal.
- Parents and eligible students have a right to:
  - Inspect and review education records.
  - Request an amendment of education records.
  - Know that CCSD#1 will only disclose student records to other schools or institutions with a legitimate educational interest, unless parents/eligible students direct CCSD#1 otherwise.
  - File a complaint with the Family Policy Compliance Office (FPCO).

If you need to know more about any of the above requirements, please contact your school principal.