

EAST SIDE ELEMENTARY 2018-2019



203 North 15th Street
Worland, WY 82401
307-347-4662
www.wsh1.k12.wy.us

STUDENT/PARENT HANDBOOK

Table of Contents

Board of Education -----	4
East Side Staff List -----	5
The School Day -----	6
Registration & Enrollment -----	7
School Dress Code -----	7
Supplies and Materials -----	8
School Lunch Program -----	8
School Pictures -----	8
Grade Level Schools -----	8
Transportation -----	9
Classroom Assignment -----	9
Attendance -----	9
Health Services -----	11
Immunization Information -----	11
Kindergarten Students Only -----	11
Grades 1-6 -----	11
Special Circumstances -----	11
Wyoming Immunization Law Strengthened -----	11
Administering Medicines to Students -----	12
Policies on Communicable Diseases -----	13
General -----	13
Most Prevalent -----	13
Pediculosis (lice) -----	13
Healthy Kids Policy -----	13
East Side Health and Wellness Plan -----	14
Nutrition Education -----	14
Physical Activity -----	15
Physical Education Standards/Health Standards Taught -----	15
Other School Based Activities -----	15
Parents can Help -----	15
East Side Parent/Teacher Organization (PTO) -----	15
Volunteers -----	16
Student Arrival -----	17
Dismissal -----	17
Student's Papers -----	17
Children Visiting School -----	17
Pets -----	17
School Rules and Regulations -----	18
Conduct -----	18
Announcements -----	18
Homework -----	18
Toys/Electronics -----	18
Use of Cell Phone -----	18

Use of telephone -----	19
Leaving During School Hours -----	19
Room Parties -----	19
Birthday Party Invitation-----	19
Traffic Safety -----	19
Bicycles, Scooters, Skateboards-----	19
Field Trips and Excursions -----	20
Riding the School Bus -----	20
Bus Discipline Procedures -----	21
Discipline and Control -----	22
K-5 Discipline Grid -----	25
Recess Rules-----	27
Anti-Bullying Policy-----	28
District Bullying Policy-----	29
District Anti-Bully Procedure-----	29
Drills and Practices -----	30
Keeping Safe During a Lockdown-----	31
Keeping Our Doors Locked-----	31
Crisis Plan-----	31
Reporting, Marking and Grading -----	32
Report Cards -----	32
Physical Education Classes -----	32
Swimming-----	32
Elementary Guidance Program -----	32
Program Procedure -----	33
Referral Procedure-----	33
Parent Referral-----	33
Parental Consent -----	33
Consultation -----	33
Child Find-----	33
Helpful Links-----	34
School Calendar -----	34

**WASHAKIE COUNTY SCHOOL DISTRICT NO. 1
WORLAND, WYOMING**

BOARD OF EDUCATION

Mr. Don Bryant, Chairman
Mr. Duane Whitlock
Mrs. Terri Logan
Mr. Dean DuPree
Mr. Joe Bishop
Mr. David Tommerup
Mrs. Anna Venable

Mr. David Nicholas, Superintendent
Mr. Jack Stott, Business Manager
Jody Rakness, Curriculum Coordinator/Grant Manager

EAST SIDE STAFF

Principal	Chris Peterson
Secretary	Amber Ray
Nurse	Gina Miller
Beginndergarten	Lori Michaels
Kindergarten	Sarah Bishop
Kindergarten	Carla Bryant
Kindergarten	Cindy Huhnke
Kindergarten	Sally Miller
Kindergarten	Brittany Tidemann
First Grade	Rachel Cruz
First Grade	Lori Feather
First Grade	Kim Moore
First Grade	Jamie Snyder
First Grade	Deb Winkler
Art	Stephanie Montgomery
Physical Education	Charity Glanz
Music	Amy Wright
Reading Specialist	Mary Ann Sapp
ESL Teacher	Quintal Arnold
Counselor	Rebecca Luhm
Learning Support	Dione Townsend
Learning Support	Amy Reid
Life Skills Teacher	Rebecca Draus
Occupational Therapist	Michelle Doyle
Speech Pathologist	Kay Munsterteiger
Technology Teacher	Stacy Martinez
Media	Suzanne Dorn
Media Paraprofessional	Patt Hilmer
ELL Paraprofessional	Rufina Perez
Paraprofessional	Brenda Kroger
Paraprofessional	Guylah Martinez
Paraprofessional	Nikki Martinez
Paraprofessional	Charlie Sweeney
Paraprofessional	Teresa Brown
Paraprofessional	Janet Lloyd
Paraprofessional	Open
Speech Paraprofessional	Cindy Micheal
Title Paraprofessional	Robyn Jones
Paraprofessional	Open
Cook	Ialene Dangel
Cook	June Warilla
Cook	Dezire Kiser
Custodian	Lora Peterson
Custodian	Pablo Perez
Custodian	Open

MISSION STATEMENT

East Side School is here to ensure high levels of learning through opportunities that are purposeful in a positive, safe environment.

VISION STATEMENT

- Be Kind
- Be Safe
- Be Helpful
- Be a Lifelong Learner

Core Values/Collective Commitments:

-Coming this Fall

THE SCHOOL DAY

- Early Morning Recess/Breakfast 7:45-8:05 a.m.
- First Bell 8:05 a.m.
- School begins at 8:10 a.m.
- Morning Assembly at 8:10 a.m.
- Dismissal at 3:15 p.m.

Approximate lunchtimes are as follows:

Grade	Lunch Time	Recess Time	Class Resumes
Kindergarten	11:30	11:55	12:15
1 st Grade	11:10	11:35	11:55

SKILLS NECESSARY FOR SUCCESS IN SCHOOL AND LIFE

Each student should come to school each day equipped with the following skills.

- 1. Follow directions.**
- 2. Obey (reasonable) requests by any adult in the building.**
- 3. Follow the Golden Rule: Treat others the way you want to be treated.**
- 4. Do quality work and complete assignments.**
- 5. Be polite by responding with common words of courtesy.**
- 6. Be problem solvers.**
- 7. Learn to work in groups to solve problems.**
- 8. Be on time.**
- 9. Learn to responsible.**

To make sure that all kids leave school with these skills, we will practice them every day during the school year.

REGISTRATION & ENROLLMENT

Kindergarten Entrance Age

In accordance with the school laws of the State of Wyoming, all children entering Kindergarten must be **5 years of age on or before September 15**. Birth certificates and immunization records are required of all kindergarteners. The same applies for all Beginningergarten children as well.

First Grade Children

In order to be eligible for 1st grade enrollment, a child must be **6 years of age on or before September 15**. Birth certificates and immunization records are required of all first time 1st grade children at the time of registration.

School Dress

Elementary children should be dressed in clean, neat, respectable clothing. Be sure that all coats, caps, overshoes, mittens and gloves are plainly marked with the child's full name. If your child has lost an item, please have him/her check the lost and found bin. Children are not allowed to wear clothing that advertises alcohol or tobacco products. For reasons of good manners, **students should not wear caps or hats while in the building.**

It has become necessary to set standards of appropriate dress. Please be aware that the following dress code is in place for the 2018-19 school year:

- 1) Shorts and skirts must be at least fingertip length.
- 2) Shirts must be long enough so when arms are fully extended directly overhead, no skin will show.
- 3) Spaghetti strap tank tops must be covered with an additional shirt/blouse (not another tank top).
- 4) No halter-tops.
- 5) Bare midriffs and skintight clothes are inappropriate.
- 6) Hats, including head covers (scarves/bandanas) will not be worn in the building.
- 7) No "sagging" of pants is permitted.

SUPPLIES AND MATERIALS

Furnished by the School District

All text materials are furnished by the school district. This includes textbooks, workbooks and numerous instructional supplies and teaching devices. Art paper and art supplies are furnished by the school district, as are a wide selection of library books and reference books.

Furnished by the Pupil

A list of other supplies and materials to be individually purchased will be provided prior to the start of the school year. If you need assistance with purchasing these items, please let the office secretary know.

SCHOOL LUNCH PROGRAM

Washakie County School District No. 1 operates a lunch and breakfast program at all elementary schools. The charge is \$3.00 per lunch in grades K-5 and \$2.25 for breakfast per student. Adult price is \$4.35 for lunch and \$3.10 for breakfast. Milk is served with all purchased meals at no extra charge. The salad bar will also be furnished at no additional charge. Students bringing a sack lunch at noon will be able to purchase milk for \$.30. (Please note that lunch prices are subject to change).

We strive to make the school lunch a pleasure and an educational experience for the children. The importance of good healthy eating habits and table manners is emphasized. Parents can help by encouraging their children to use good manners in the lunchroom. Parents and patrons are welcome to dine at school. Please call the school secretary at the beginning of the day and let her know if you plan to eat.

SCHOOL PICTURES

All school pictures will be handled on a pre-pay basis. **Payment must be brought at the time pictures are taken.** The photographer handles all finances. All pictures will be full price regardless of the number of children in the family. The date for pictures will be announced no later than two weeks prior to taking them.

Grade Level Elementary Schools

The elementary school educational facilities are provided by the Washakie County School District No. 1 with three schools: East Side (K-1), South Side (2-3) and West Side (4-5). Students in these grades will attend their designated school.

TRANSPORTATION

It has become necessary to place multiple cameras on each bus. Be aware that you children are being recorded on camera the entire time they are on the bus and that this information may be retrieved at the discretion of the Transportation Supervisor.

Children who live in the rural areas will be provided with bus service. Children are expected to conduct themselves as good citizens at all times. Parents should check with the bus drivers concerning student behavior.

According to the Wyoming Bus Code, the privilege of riding the bus depends upon the child's conduct and behavior. The driver is in complete charge of bus and passengers. The driver has a great responsibility and the distraction caused by student misbehavior could lead to a serious accident and possible injury to a great number of children.

Discipline referrals may be written based on what is seen on the cameras.

It is not possible to take children off the bus after the buses are ready to leave the school. Please do not attempt to stop the buses. Buses stop only at authorized points and cannot load or unload children at other places.

Children should learn the time when the buses arrive and leave. Buses will not be able to wait for children who are late.

The Worland Middle School will be used as the districts central hub. Parents may use this area to pick up or drop off their children. A shuttle bus will be provided at each elementary school to take students from one school to another.

If you have questions concerning pick up and return times, you may contact Brad Feather, Transportation Supervisor at the Bus Garage, at 347-2841. He can provide an approximate time that the school bus will pick up children in your area. In the event of inclement weather, the district will follow an established procedure for continuing or dismissing school. The safety of children will be the prime concern for the decisions made.

STUDENT CLASSROOM ASSIGNMENT

Students will be assigned to a classroom and grade by the building principal. If you would like to request a teacher for the next school year, you must notify the office on or before May 15th. A meeting with the principal will be required of any parent wishing to request a specific teacher. These assignments will be released at school registration in August.

SCHOOL ATTENDANCE

The following information comes directly from the school board policy manual. All parents or guardians are expected to follow these rules in reference to reporting and dealing with absences. All school personnel are also expected to follow these rules.

2.1 Attendance

Pupils are expected to be punctual, and to attend school regularly. Truancy shall be reported to the supervising administrator for immediate action. Accurate attendance records shall be maintained for all pupils. Attendance shall be recorded each marking period on the report card. A summary report of attendance shall be furnished to the superintendent's office on the 60th and 175th day. An enrollment report will be submitted to the superintendent each month.

1-8 Attendance

Overview

Attendance is an important component of a student's education. Attendance plays a role in all areas of a student's everyday life. It allows for interaction between students and teachers, students and staff, and students and other students. This is why we in the Worland Schools believe that every student needs to be in school every day. For these reasons and more we have instituted the following rules governing attendance.

Definitions

1. Absence - the non-attendance of a student on those days and half days in which the school was in session
2. Excused absence - any absence that is excused by the parent or guardian within two (2) school days of the student's return to school. Reasons for excused absences may include sickness, accidents, or other unavoidable circumstances. Absences due to scheduled events are discouraged. Such absences, in order to be excused, need to be prearranged with both the school and the student's teachers.
3. Unexcused absence - any absence that is not excused by the parent, in writing, by phone, or in person within two (2) school days of the student's return to school. In addition, any absence the parent is not aware of will be considered unexcused (i.e., playing hooky).
4. Habitual truant - any child with five (5) or more unexcused absences in any one (1) school year. (W.S. 21-4-101)
5. Attendance officer - the principal or principal designee of each building.
6. Notification – any oral or written communication between the attendance officer and parent or guardian. Home visits will also be regarded as communication between the involved parties.

Rules

1. A valid excuse, from a parent or guardian, must be received by the school office within two (2) days after the student's return to school in order for that absence to be considered as an excused absence. The excuse should contain the following information: student name, grade level, teacher's name, date of absence, and reason for absence
2. Any absence that has not been approved as being an excused absence will be considered as an unexcused absence.
3. Unexcused absences will result in parental notification. Cases of habitual truancy will be handled as per state statute.
4. The parent or guardian of any student who accumulates five (5) absences (excused or unexcused) will be notified by the attendance officer. This notification procedure will also occur when any student accumulates eight (8) and twelve (12) absences. In addition, conferences with the student and their parent or guardian may be scheduled in an event to intervene and improve student attendance.
5. Upon a fifteenth (15th) absence (for the year), the parents will be notified about the continued attendance issue. In addition, unless exceptional circumstances warrant otherwise, the case will be referred to the County Attorney.
6. Reasonable accommodations to the attendance policy will be made for students whose attendance issues are a manifestation of their disability in accordance with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

SCHOOL HEALTH SERVICE

The purpose of the school health program is to keep children well, and help those who are not well.

The district provides the service of a full time school nurse. The office for the school nurse, Mrs. Gina Miller, R.N., is located at East Side. Gina visits all schools in our district and directs the numerous school health programs and services.

Some of the projects for the school year include the vision and hearing clinics, other general health care related trainings, and services. Each child will be weighed and measured once a year. This information is entered into the child's permanent health record by the school nurse.

Immunization is Mandatory in Wyoming

Kindergarten students only

- 4 DTP minimum, the last dose must be administered on or after the 4th birthday.
- 4 POLIO minimum, unless the 3rd dose is given after 4th birthday; then 3 doses are required. The last dose must be administered on or after the 4th birthday.
- 2 MEASLES, MUMPS, and RUBELLA on or after 15 months of age; the 2nd dose by school entrance (can be given as soon as age 4)
- 3 Hepatitis-B vaccines given over a 6-month period.
- 2 Varicella (or history of the disease)

Grades 1-6

- 4 DTP minimum
- 4 POLIO minimum
- 2 MEASLES, MUMPS, and RUBELLA on or after 12 months of age.
- 3 Hepatitis B
- 2 Varicella (or history of disease)

Special Circumstances

For those students above, if the 4th DTP and the 3rd Polio doses were administered after the 4th birthday, no additional doses are required. For those students who did not start or adequately complete preschool immunization according to schedule and are 7 years of age or older, need only a total of 3 DTP, 3 POLIO, 2 MEASLES, MUMPS & RUBELLA, 3 HEPATITIS B Vaccines and 2 VARICELLA.

Wyoming Immunization Law Strengthened

On February 14, 1991, the Governor signed into law W.S. 21-4-309, Mandatory Immunization for Students Attending Public and Private Schools in Wyoming. The major changes in this important amended legislation are as follows:

1. **Exclusion of students who have not received the basic immunizations** of DTP, Polio, Hepatitis B, Measles, Mumps and Rubella within 30 days of school

attendance. (Exemptions are allowed for documented medical or religious reasons.)

2. This legislation applies to all students attending full or part-time private and public schools in Wyoming. No grandfather clause is allowed.
3. Students who need an immunization series that requires more than 30 days to complete are allowed to attend school but must present written documentation as to when the immunization will be completed in the time period medically recommended. This documentation must be signed by a private physician or other professional health care provider so that school officials can monitor scheduled immunization for compliance purposes.

Physicians' records, public health records, school records **that show dates** of immunization will be accepted as evidence that immunizations have been given.

Public Health holds an Immunization Clinic every Thursday from 1:00 p.m. to 4:00 p.m. at the Public Health Nurse's Office.

A special health service for the control and prevention of rheumatic fever is conducted in the Worland Schools. This program is under the sponsorship of the Wyoming Heart Association, the Wyoming Department of Public Health, Washakie County Medical Center, and the Washakie County Medical Association. **A child who is symptomatic for strep throat will be referred to a physician and must have a note from a physician to return back to school. Please be advised that the school nurse will no longer be able to swab throats.**

Administering Medication to Students

Oral Medication in Schools: Please read the following carefully

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follows:

1. The school's medication form signed by parent and physician will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Time to be administered
 - e. Possible side effects
 - f. Termination date for administering the medication
 - g. Dosage
 - h. Medication must be in the original prescription bottle
2. The School nurse will:
 - a. Inform appropriate school personnel of the medication.
 - b. Keep a record of the administration of medication.
 - c. Keep medication in a locked cabinet.
 - d. Return unused medication to the parent only.
3. The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.

4. The parent understands that it is the child's responsibility to report to the office for this service.
5. **The school district retains the discretion to reject requests for administration of medicine.**
6. The principal shall see that specific procedures in compliance with this regulation are provided to parents in his building upon their request for administration of medication in the school.

School Health Policies on Communicable Disease

General

Follow the regulations set up by the State Department of Public Health and Wyoming Department of Education Joint Committee on School Health.

Most Prevalent Diseases

1. Chicken Pox - at least 7 days and until all scabs of face, hands and arms are gone, and others on body are completely dry.
2. Impetigo, ringworm and other communicable skin diseases - restricted from school until under treatment from a doctor.
3. Throat culture positive to Strep A - must see a doctor, receive treatment and have a form signed by the doctor before being admitted back to school.
4. Scarlet Fever - restricted from school until free of fever for 24 hours, and can show signed statement of treatment.

Pediculosis (lice)

1. Exclude from school until proper treatment is completed. Proper treatment is: The hair is to be shampooed with regular shampoo followed by a shampooing with a lice treatment shampoo. A rinse to loosen the nits is recommended. The parent will need to comb through the hair with a fine-tooth comb included in the box of shampoo. This will rid the hair of nits. All linens, combs, brushes, towels, headband, and any items used in the hair need to be washed in hot water. All chairs and sofas need to be vacuumed. Any item the child plays with that cannot be washed should be placed in a plastic bag and put in the freezer for 48 hours. All family members need to be examined and so treated if found to have lice or nits. The school nurse will furnish information for treatment if the parent wishes. Shampooing with the medicated shampoo has to be repeated in 7 days.
2. Since none of the shampoos are 100% effective in killing all nits, the student will remain out of school until hair is free of nits.

Healthy Kids

(Policy 2.12 adopted 3-27-2006)

Washakie County School District No. 1 shall promote student well being and academic achievement by supporting a school environment that encourages and models nutritious eating habits and physical activity. We believe that this type of school environment will lead to a healthy lifestyle.

The five basic components of this healthy school environment include:

- a. Nutrition Education – students will learn to use appropriate resources and tools to make informed and educated decisions about healthy lifelong eating habits; students are provided a model of a nutritious breakfast and lunch each school day, which follows federal guidelines. In the lunch program, student’s select a minimum of three of the five food groups provided (protein, fruit, vegetable, bread, and milk). In the breakfast program, student’s select a minimum of two of the three food groups provided.
- b. Physical Activity – support/schedule daily opportunities for physical activity throughout the school day and encourage students to make healthy lifestyle decisions in reference to a variety of physical activities.
- c. Physical Education Standards/Health Standards – teach/incorporate standards into our school community, emphasizing the importance of healthy lifestyle choices.
- d. Other School-Based Activities – recognize the various influences (i.e. family, community, culture, marketing and advertising, and peers) on nutrition and physical activity choices.
- e. District Wellness Advisory Board – maintain a district wellness advisory board to monitor and review the policy.

East Side Health and Wellness Plan **2018-2019**

The East Side Health and Wellness Plan follows the district criteria set forth in the District Wellness Policy.

Nutrition Education

East Side students will have access to appropriate resources/tools to allow them to make informed and educated decisions about healthy lifelong eating habits.

- In the 2nd grade (South Side), students will design a class project that will promote healthy eating and lifestyle choices.
- Utilizing the Marty Moose health education program, students in the 3rd grade (South Side) will be given the tools to make healthy food choices.
- Throughout the year, the staff for the hot lunch program will put up posters and discuss the benefits of making good choices in eating. The staff will encourage all students to at least try the food selections offered at school.
- Books are available in the media center about healthy lifestyle choices in eating.
- Principal newsletters will contain healthy food choice ideas for parents to share with their children.
- Fourth and fifth graders (West Side) will elicit help from the school lunch program personnel in order to propose/write healthy menus for school lunch.
- Students will select a minimum of three of the five food groups provided by the hot lunch program. For the breakfast program, students will select a minimum of three of the four food groups provided.
- Every effort will be made by the Food Service staff to offer well-balanced and nutritious meals.

Physical Activity

- P.E. and recess schedules will support daily opportunities for physical activity and encourage students to make healthy lifestyle decisions in reference to a variety of physical activities.
- All classroom teachers are urged to find a way to incorporate movement into their classes as part of everyday learning experiences.
- Spark (including yoga, brain based and crossover activities) will be used by various teachers.
- Fitness tests will continue to be a part of the P.E. plan.
- Annual Jump Rope for Heart/Hoop Shoot for Heart activities will continue to be promoted in the course of the school year.
- The school will continue to promote student activity through providing interesting/exciting playground equipment and games. As a recommendation, it is suggested that staff find ways to encourage high-energy activities during recess.

Physical Education Standards and Benchmarks/Health Standards and Benchmarks

- At East Side, Physical Education and Health Standards and Benchmarks are taught and are the basis for the Physical Education and Health Curriculum.
- Currently, Physical Education Standards and Benchmarks are recorded and are a part of every student's permanent cumulative folder.

Other School-Based Activities

- All classroom teachers will be urged to seek out community nutrition experts to come in and offer students tools for making healthy lifestyle nutrition choices.
- Staff will encourage healthy food choices for students' lunches brought from home and for classroom party snacks/treats.
- It is recommended that healthy choice challenges for staff, students and families be made throughout the year (i.e. Family bike ride night).

PARENTS CAN HELP THE SCHOOL

EAST SIDE PARENT/TEACHER ORGANIZATION (PTO)

We are very privileged at East Side Elementary School to have a parent group. It is easy to join (just come to the meetings) and we encourage your participation. Meetings are usually held the **first Tuesday** of the month at 6:30 PM.

Programs and activities the Parent Group has helped to support include the Ice Cream Social, Back to School BBQ, Box Tops, school fundraiser, playground improvements and family movie night.

All of these programs, throughout the year, depend on involvement by many family members and teachers. To provide our children with a happy, safe, and exciting learning environment, your time and energy, no matter how great or small, is both needed and appreciated.

BEING INVOLVED IN YOUR CHILD'S EDUCATION MAKES A DIFFERENCE!!!

Volunteers (as stated in the School Board Policy Manual)

1.19 VOLUNTEER-COMMUNITY RESOURCE PERSONS-TIERED VOLUNTEER POLICY

The practice of bringing volunteers and/or resource people into the District as a part of the instructional/activity programs is encouraged provided the person's qualifications are adequately reviewed and prior approval is granted.

The following procedure applies to the use of volunteers at school and for school related activities.

A. Volunteer Tiers

1. Tier One- an occasional volunteer activity in a highly public setting under reasonable supervision by a WCSO #1 employee with little or no contact with students, does not require a volunteer application or a criminal background check. School administrators must take reasonable measures to ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - a. School fairs, field days, book fairs
 - b. Occasional classroom visits or speakers
 - c. PTO meetings and fundraising events
 - d. One-day field trips
 - e. Volunteers to work interscholastic middle and high school level activities such as running the official book and/or score clock.
 2. Tier Two- A regular volunteer activity and volunteer activity with student contact taking place under reasonable supervision by a WCSO #1 employee require completion of a volunteer application and confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - a. Room parents
 - b. Class readers
 - c. Front office volunteers
 - d. Volunteer coaches who do not travel with teams
 3. Tier Three-Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the WCSO #1 administration office or submission to the administration a report detailing the results of a prior fingerprinting. The administration office will also conduct background checks as prescribed under state law through other reporting agencies. The cost of fingerprinting for volunteers will be borne by the District. Tier three activities may include:
 - a. One-on-one tutoring
 - b. Overnight field trip chaperones
 - c. Group leaders/chaperones for day field trips outside a school employee presence
 - d. Volunteer coaches who travel with teams
- B. Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to the safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include, but not be limited to the following:
1. Appearance on any sex offender registry
 2. Conviction of/pleading no contest to/pretrial diversion of any felony
 3. Conviction of/pleading no contest to/pretrial diversion of any misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment
 4. Conviction of/pleading no contest to/pretrial diversion of DUI, Reckless Driving, or other related offenses

5. A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity of safety of the school environment
6. An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.

Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any conviction of a felony or misdemeanor other than a minor traffic violation. Upon notification, if the volunteer wishes to continue participation shall be reviewed under the standard described in paragraph B, above. The privilege of volunteering may be revoked from an individual at any time. **(Policy 1.19 adopted November 27, 2017)**

(Volunteer Applications are available in the school office)

Student Arrival

Do not send children to school too early in the morning. Our normal schedule is such that all children should not be on the playground before **7:45 a.m.** The breakfast bell will ring at 7:45 and the kids can come into the gym to eat when that bell sounds. The bell to bring the children into the building will ring at 8:05 a.m. The tardy bell rings at 8:10.

Please drop your kids off in front of the school building. This door will have adult supervision and all students will enter the building through this door unless they are bus riders. Bus riders enter the north doors. After the initial start of school day with the tardy bell ringing at 8:10, if you're dropping off your child after the tardy bell, please bring your student through the front door to check in at the office.

Dismissal

Encourage children to come home directly from school. If the child wishes to play with a friend, the child must go home first. If you want your child to go home with another student afterschool, please make sure that these plans are made in advance. This will help limit messages in the office and help avoid any miscommunication. If children are allowed by parents to play on the playgrounds after school, they should return only with the parent's knowledge and that the school is not responsible or involved in anyway. Please be prompt about picking up your children after school. When school is out, there is no supervision on the school grounds.

Students' Papers

From time to time, teachers send examples of the child's work home. Encourage your child to bring this work home for your examination. Plan with your child how it is to be disposed of after your examination.

Visiting Children

The school is not equipped to care for visiting children, younger brothers and sisters or friends. Please do not allow them to come to school except when accompanied by their parents, unless prior arrangements have been made with the classroom teacher. Children visiting school are allowed to spend up to ½ day at school with the classroom teacher's permission.

Pets

Children who wish to bring pets to school should first get permission from the teacher. When pets are brought unannounced, they could be a most disrupting influence in the school. Remember that there are numerous children with allergies to various animals (i.e. cats, dogs, bunnies).

School Rules and Regulations

Encourage your child to observe school rules and regulations. They are necessary for the child's safety and well-being and for the efficiency of the school organization.

Conduct

Good conduct at school is expected. Courtesy and consideration go hand-in-hand with good conduct and proper behavior. The use of please and thank you cannot be said enough.

Announcements

From time to time, your child will bring home various announcements about school activities and policies. A monthly newsletter will be out around the third Tuesday of each month. It will be posted on our school's Facebook page and emailed home through Infinite Campus. We will also communicate with parents through the Infinite Campus text and voice message service.

Homework

Homework is an assignment, which has been made by the teacher in class, under classroom supervision, and completed or to be completed at home because time in the classroom was limited. Parents are encouraged to remain aware of their children's homework, show an interest, and encourage their children as much as possible.

Toys/Electronic Devices

Children should **not** bring toys to school without permission from the teacher. Keep in mind that the toy may become lost or broken.

Children should **not** bring electronic devices to school without prior permissions from the teacher. As with toys, electronic devices may become lost or broken. These devices have proven to cause great disruption among children in the classroom and on the playground.

Use of Cell Phones

Students may bring cell phones to school, but the phone must be turned off and left in the student's backpack or other secure place during the day. If a student is observed with a cell phone, whether in use or not, it will be confiscated. Cell phones have proven to be very disruptive in the classroom and cause numerous social problems in the elementary school setting.

Use of Telephone

To avoid classroom interruptions, we prefer that children not be called to the telephone during school hours unless absolutely necessary. The teacher's do have telephones in the classroom but **please** try to inform your child before school what they are to do after school. Please try to keep the phone calls down to a minimum in the front office at the end of the day.

Leaving During School Hours

If you have to take your child from school during the school hours, **please sign your child out in the front office and inform your child's teacher**. If an absence can be scheduled around your child's core instruction, please make an effort to do so (Doctor, Dentist, Ortho, etc.).

Room Parties

Four room parties have been traditional in the Worland Elementary Schools: Halloween, Christmas, Valentine's Day and the "End of the School Year" party. The principal may approve special parties.

Birthday Invitations & Parties

Students are not allowed to hand out birthday party invitations at school. This is a very disruptive practice and has other implications and complications, such as hurt feelings, lost invitations, requests for room lists, etc. Please do not ask your child's teacher to pass out the invitations. We urge your cooperation in this matter since it does upset the school day for the elementary school-aged child. It is up to the teacher to allow a birthday celebration for a student during the school day. Only the students from that classroom within the building are able to attend this event. A student from another classroom cannot be pulled out of his academic schedule for another student's birthday celebration at school.

Traffic Safety

One of the most dangerous times for traffic safety is after school. When picking up your children, always encourage them to cross the street at the cross walks, not between cars! Students also need to walk on the other side of the yellow line closest to the school building. This will help keep students safe from the parent and bus drop-off and pick-up areas in front and side of the school building.

Bicycles/Scooters/Skateboards

The children must not ride bikes, scooters, and skateboards on the playground during school hours. Please encourage your child to park their bike in the bike rack on the north side of the school where the bus drop-off and pick-up is located. A bike helmet and bike locks are also highly recommended.

Field Trips and Excursions

Field trips are planned for the children throughout the school year. The parents must sign a permission slip. The schedule of field trips will depend on the grade level. In some cases, these are walking trips while others include short bus trips. Parents may be informed about these trips when transportation is involved.

Riding the School Bus

Rules governing pupils riding the bus:

In order to keep the buses running on schedule, and to prevent accidents or injury to riders and others, it is necessary for us to have rules governing the use of the bus.

1. In all behavior and disciplinary matters, the school bus is considered an extension of the school day. Discipline problems on the school bus will result in regular school discipline. In addition, measures will be taken in relation to bus riding privileges.
2. The privilege of riding a school bus is based upon the continued observance of the rules and regulation. Student conduct must not divert the driver's attention from his/her primary duty of safely transporting students.
3. Students must ride the bus assigned unless the principal gives authorization.
4. Students are to be on time. The bus must maintain its schedule.
5. Students are not to stand in the roadway while waiting for the bus.
6. Students are to take their seats as soon as they get on the bus. Students are not to move or change seats unless instructed by the driver.
7. The bus driver is in full charge while transporting students.
8. The bus driver or principal may assign seats on the bus. Students will take the seats as assigned when told to do so.
9. Students must not extend hands, arms or heads out of the windows.
10. Students are to refrain from unnecessary conversation with the bus driver.
11. Any damage done to the seats or other equipment will be paid for by the offender.
12. The use or possession of tobacco, controlled substances, and alcohol is prohibited on the bus.
13. The buses are to be kept clean. There is to be no throwing or shooting of any article at any time. Food and drink carried on the bus will remain in the proper containers.

14. The driver is to load or unload students at assigned stops only. The exception to this is the written authorization from proper school officials whereby students are to use only another established bus stop.
15. Students are not to leave the bus without the driver's consent. The emergency exit will not be used unless the driver gives instructions to do so.
16. When it is necessary to cross the road after leaving the bus, students must wait for the driver's instructions to cross the road in front of the bus.
17. Please extend the proper courtesy to your drivers; they have a big job to do.
18. A student who is temporarily suspended from riding privileges and subsequently found riding any bus will be issued another misconduct notice and the related discipline.
19. Students will give their correct names and addresses when requested to do so. If students do not give the correct information they will receive the next level of misconduct notice.
20. Large, potentially dangerous objects are not to be brought on the bus.
21. Animals of any type are not to be brought on the bus.

BUS DISCIPLINE PROCEDURES

Proper pupil control on buses is essential to the safety and well-being of all bus riders. Unruly riders will not be tolerated and will be dealt with in a manner that places responsibility on the student and parents, as well as the school. The following procedures shall be adhered to in regard to student misconduct on the bus.

GENERAL INSTRUCTIONS

1. In all behavior and disciplinary matters, the school bus is considered an extension of the school day. Discipline problems on the school bus will result in regular school discipline. In addition, measures will be taken in relation to bus riding privileges.
2. Students will be given a written copy of the rules and regulations regarding their conduct on the bus.
3. These rules will be discussed by parents and students. Riding privileges are contingent upon obeying the rules.
4. Drivers have complete authority over the bus at all times and will issue misconduct reports to students who misbehave.
5. The school principal will be responsible for disciplinary action when students receive misconduct reports from the bus driver.
6. If the misbehavior is severe enough, the student's bus riding privileges may be suspended at any time.

MISCONDUCT NOTICE #1

Parents will be notified.

MISCONDUCT NOTICE #2

Riding privileges will be suspended for 3 days. Parents must have a conference with the school principal before riding privileges are reinstated. The principal or their designee will send a bus riding pass to the bus barn to reinstate the pupil's riding privileges.

MISCONDUCT NOTICE #3

Riding privileges will be suspended for 10 days. Parents must have a conference with the school principal before riding privileges are reinstated. The principal or their designee will send a bus riding pass to the bus barn to reinstate the pupil=s riding privileges.

MISCONDUCT #4

Bus riding privileges will be suspended for the remainder of the year. Parents and pupil may appeal the suspension to the Transportation Committee. The appeal must be in writing and addressed to:

Jack Stott
Washakie County School District No. 1 1900 Howell Avenue
Worland WY 82401

DISCIPLINE AND CONTROL

While the term “*discipline*” has different meanings to different people, it is used here to describe action taken to help students gain self-control, self-mastery, insure an efficient and cordial working atmosphere in the school, promote the welfare of all while respecting the rights and dignity of each individual, and promote a safety awareness for all.

Reasonable accommodations to the discipline/conduct policy will be made for students whose behavior is a manifestation of their disability in accordance with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

At East Side Elementary, our discipline plan is broken down into the following types: “minor” discipline referrals, “major” discipline referrals, and matters of law.

The majority of discipline measures are handled by the staff members in terms of reminders of school rules and measures to help students remember school rules (e.g., running in the hallway → the student will practice walking in the hallway). This type of discipline would be a “minor” discipline measure and unless it became an excessive problem, would not be referred to the principal.

If one of those “minor” problems becomes excessive, the student may need to be referred to the principal. Now this problem becomes a “major” discipline referral. Other types of “major” problems include: rude and discourteous behavior, disobedience (not doing what they are asked to do), fighting, and excessive roughness. All “major” discipline referrals would be reported to the principal. The referral would be documented in the school database (Infinite Campus) for the classroom teacher, principal and parent. The teacher or principal may or may not choose to call the parent and inform them of this referral. Most major cases parents will be notified. All matters of law parents will be called and a conference will be set up.

On the playground, the staff member on duty has two options when dealing with discipline: 1- a simple reminder to obey playground rules (warning with a time-out), or 2-write the student a playground referral: a simple form describing the problem that this student was involved in and consequences to be served. This form is used as a communication device for others who may see the same type of behavior.

Bus Drivers also issue referral forms for discipline. After the student has a behavior problem, the driver informs them of the problem (if they can locate them) and fills out a “Bus Referral” that goes to the principal. The principal will call the student in for due process and proceed with appropriate discipline. That discipline may include a simple warning to change inappropriate behavior, loss of recess time, time after school, types of suspensions, or loss of riding privilege. When the student receives his/her 4th “Bus Referral,” after due process, they are suspended from riding the school bus for the rest of the school year. Bus referrals are also documented in Infinite Campus.

Objective Criteria for “Major Discipline Referrals”

“Major Discipline Referrals” include but are not limited to: rude and discourteous behavior (to staff or students), harassment (to staff or students), disobedience (to staff), excessive discipline concerns (the student continues to have the same problem), excessive roughness (to staff or students), fighting (usually involves hitting or kicking; may become a “matter of law”), and inappropriate language (depending on the degree and frequency, this may be a “minor” or “major” discipline referral).

All “major discipline referrals” will be dealt with by the building principal. Discipline may include the following: loss of recess, loss of accumulated recess, loss of all recesses (depending on the circumstances), alternative classroom placement (ISS) or out-of-school suspension (OSS). If the principal perceives the student would benefit from a different type of suspension, he/she may substitute a day or more of out-of-school suspension at any time. The principal will not suspend any student for more than 10 consecutive school days without the permission of the school board or superintendent.

“Matters of Law” are behaviors that constitute breaking school rules in addition to a violation of law. The most common type is bringing a weapon to school (e.g. bring a knife of any size to school). “Battery” (extremely brutal fighting) is all too often a common discipline concern. “Drug use or abuse” (including giving others your prescription drugs or misuse of over the counter drugs) can be a matter of law. The illegal use of common household supplies to induce a “high” (e.g., inhalants) is a matter of law. “Terrorist Threats” are made when a student threatens extreme harm to other students, staff, or destruction of the building or school facilities. These threats can be made directly or by means of technology outlets. Dangerous or extreme threats, harassment, or intimidation may also be matters of law. “Battery” on a staff member is a matter of law that is becoming more frequent (a student striking a staff member).

The principal or superintendent will deal with all “matters of law”. Local authorities (the police or school resource office) may be notified. Parents will be notified. Depending upon the severity of each case, discipline may include alternative classroom placement, out-of-school suspension, a combination of the two, and/or a referral to the school board for additional days or a recommendation for expulsion.

All students are given their due process rights before discipline is administered.

The superintendent of schools will serve as the discipline review officer.

The seriousness of the weapon issue in schools today has prompted our school board to enact the following policy:

“It is a policy of Washakie County School District #1 to provide the best appropriate education for all school age children of the district within the resources available to the district. In order to provide the best appropriate education, the district must operate in a safe and orderly environment. Any person who causes disruption to this safe and orderly environment is subject to reasonable and appropriate discipline. The disruptive individual shall be reported or held for the appropriate civil authorities for suspected violation of any laws of the city of Worland, State of Wyoming, or the Federal Government. The following additional policies are added to clarify certain specific areas but do not limit the scope of the above policy in any way: No student shall possess or use a weapon, any other object displayed as a weapon or any object which can disrupt the educational process on any school property or while on any school sponsored activity. Such a student may be suspended or expelled from school which may be accompanied by a corresponding removal from school events.”

Weapons will be considered to be knives of any length, ammunition, fireworks, guns, matches, lighters or any object that may be used as a weapon.

Student desks and lockers are school property and therefore are not the private property of students. Further, under established inspection programs, searches generally can occur at regular intervals and at random, in addition to searches that occur when reasonable suspicion or probable cause exists. Searches will be nondiscriminatory and no group of students can nor will be singled out due to race, religion, gender, or other characteristics protected by federal or state statute.

K-5 Discipline Grid

Worland Elementary School - DISCIPLINE GRID

Violations of School Policy

Listed below are the probable consequences for violations of school policy. The administrator may **CHOOSE** from the options listed. The Administration has the responsibility to determine the best way to bring about the desired change in student behavior and may, in special cases, select an option not listed on this sheet adjust consequences based on the severity of the infraction. Where several options are listed, the Administration may **CHOOSE ANY OR ALL** of the items listed. A School Service task may be assigned as well. Some examples of School Service tasks are: picking up trash on the playground, cleaning lunchroom tables, picking up rocks off the concrete, etc. These tasks allow for students to help give back to the school by maintaining our school's appearance and cleanliness. The student also learns a greater appreciation for the learning opportunities the school provides.

	First Incident	Second Incident	Repeated Incidents
Cell Phone/Electronic Device Violation	CONFISCATION OF PHONE AND PHONE RETURNED WITH STUDENT AT END OF DAY.	CONFERENCE/PARENT CONFISCATION OF PHONE RETURNED WITH STUDENT AT END OF DAY. LOSS OF RECESS K-1 (3 RECESS) 2-3 (3 RECESS) 4-5 (3 RECESS)	CONFERENCE/PARENT CONFISCATION OF PHONE RETURNED TO PARENT. LOSS OF RECESS K-1 (6 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)
Major Disruptions, Major Disrespect, Insubordination at School and/or field trips.	CONFERENCE/PARENT LOSS OF RECESS K-1 (3 RECESS) 2-3 (5 RECESS) 4-5 (5 RECESS)	CONFERENCE/PARENT LOSS OF RECESS K-1 (5 RECESS) 2-3 (7 RECESS) 4-5 (7 RECESS)	CONFERENCE/PARENT I.S.S. / O.S.S. OR LOSS OF MULTIPLE RECESSES
Theft/Vandalism/Defacing property on school grounds	CONFERENCE/PARENT K-1 (Warning) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT I.S.S. OR LOSS OF MULTIPLE RECESSES	CONFERENCE/PARENT I.S.S. OR O.S.S. NUMBER OF DAYS DEPENDING ON INCIDENT
Inappropriate Language/Profanity	POSSIBLE CONFERENCE/PARENT K-1 (Warning) 2-3 (3 RECESS) 4-5 (3 RECESS)	CONFERENCE/PARENT LOSS OF RECESS K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT I.S.S. OR LOSS OF MULTIPLE RECESSES
Scuffling (pushing, shoving, no violent acts resulting in injury, minor inappropriate touching)	POSSIBLE CONFERENCE/PARENT K-1 (Warning) 2-3 (3 RECESS) 4-5 (3 RECESS)	CONFERENCE/PARENT LOSS OF RECESS K-1 (3 RECESS) 2-3 (5 RECESS) 4-5 (5 RECESS)	CONFERENCE/PARENT I.S.S. OR LOSS OF MULTIPLE RECESSES

	First Incident	Second Incident	Repeated Incidents
Fighting (violent acts resulting in injury)	CONFERENCE/PARENT K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT K-1 (9 RECESS) 2-3 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS) 4-5 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS)	CONFERENCE/PARENT I.S.S. OR O.S.S. OR LOSS OF MULTIPLE RECESS.
Bullying Behavior	CONFERENCE/PARENT K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT K-1 (6 RECESS) 2-3 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS) 4-5 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS)	CONFERENCE/PARENT I.S.S. OR O.S.S. OR LOSS OF MULTIPLE RECESS.
GENERAL INAPPROPRIATE BEHAVIOR	POSSIBLE CONFERENCE/PARENT K-1 (Warning) 2-3 (3 RECESS) 4-5 (3 RECESS)	CONFERENCE/PARENT LOSS OF RECESS K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT I.S.S. OR LOSS OF MULTIPLE RECESSES
PHYSICAL ALTERCATION	CONFERENCE/PARENT K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT K-1 (9 RECESS) 2-3 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS) 4-5 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS)	CONFERENCE/PARENT I.S.S. OR O.S.S. OR LOSS OF MULTIPLE RECESS.
MAJOR INAPPROPRIATE TOUCHING	CONFERENCE/PARENT K-1 (3 RECESS) 2-3 (6 RECESS) 4-5 (6 RECESS)	CONFERENCE/PARENT K-1 (9 RECESS) 2-3 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS) 4-5 (I.S.S. OR LOSS OF ACCUMULATIVE RECESS)	CONFERENCE/PARENT I.S.S. OR O.S.S. OR LOSS OF MULTIPLE RECESS.

FOR ANY OTHER MISBEHAVIOR NOT MENTIONED IN THE DISCIPLINE GRID - The Administration will select the most appropriate discipline options to correct the misbehavior.

RECESS RULES

→ **NO FIGHTING**

→ **FOLLOW THE DUTY PERSON'S RULES WITH NO ARGUING**

SWINGS

→ No bumper swings or swinging sideways

→ No twisting

→ No jumping

→ No cradle (two people on two swings)

→ Spider and standing on swings is not allowed

→ Swings are not allowed to be twisted/thrown over bar to make shorter

JUNGLE GYM

→ No tag

→ Sit on slide, bottoms only with feet first

WAVE RIDE

→ No standing on equipment

ZIP LINE

→ Only one person at a time

WIGGLE WALK

→ Only one person at a time

→ Only one direction

SPINNER

→ Only one person on each spinner at a time

→ No hanging on the side bars

WALL BALL

→ May be played on the northeast brick wall with the cement pad

→ May use the southeast brick wall if no one is playing basketball

***NO THROWING or PLAYING with ROCKS, SNOWBALLS, or DIRT CLOUDS**

ICE SLIDING and WATER PLAY

→ Is **NOT** allowed

NO TACKLE FOOTBALL

NO CLIMBING on or over the FENCE

NO SKATEBOARDS, ROLLER BLADES, OR ROLLER SHOES. NO HAND HELD GAMES, CELL PHONES, IPODS, PAGERS, MP3 PLAYERS, PDAs, DIGITAL CAMERAS OR CD PLAYERS DURING SCHOOL HOURS.

FIELD GAMES: Play appropriately and **NO PLAY FIGHTING**

Anti-bullying Policy

Bullying is the buzzword in education in today's world. All children are the victims of occasional teasing behavior or aggression, but some children are repeatedly targeted. True bullying is repeated exposure over time to negative actions. Bullying means there is an imbalance of power so that the child being victimized has trouble defending, him or herself. Bullying is aggression and a step above teasing. It can take many forms, including physical verbal, or psychological. Bullying is when one person or group of people uses power in a willful manner with the aim of hurting, demeaning or taking power away from another individual repeatedly.

As a school, we will use this method as a criteria for determining if it is truly a bullying issue.

Is it on purpose?
Is it harmful?
Is it repeated?
Is it one-sided (imbalance of power)?

If the answer is "no" to any of these questions, then the behavior is not classified as bullying. It may be rude, mean, and/or inappropriate behavior that needs to be addressed.

Who are bullies?

Bullies are not always just boys. Boys however, are more likely to admit to being one and are also easier to spot and identify because of the tactics they generally use.

Bullies have friends, especially other children who empower them and are empowered by their association with the bully.

- Bullies value the rewards that meanness can bring.
- Bullies lack caring for his or her victim and have difficulty feeling compassion.
- Bullies lack guilt. They usually believe that the victim has provoked the attack and deserves the consequences.
- Bullies like to be in charge, to dominate, and to assert with power. A bully always likes to win.

Bullying is not...

Bullying is when a child is the target, over time, of repeated negative actions. It is not bullying when two children of approximately the same age, strength, or developmental level fight or quarrel.

Bullying vs. Inappropriate Behavior

Remember that not all conflicts are considered bullying behavior. The conflict may be inappropriate in nature but it may not be a matter of bullying.

Olweus

Our school and district has adopted the Olweus Bullying Prevention Program. It is designed to help schools deter and identify bullying behaviors. It also gives students the skills to prevent/limit such behaviors.

The District Bully Policy for dealing with Bullying

Washakie County School District No. 1 supports a school climate conducive to teaching and learning that is free from harassment, intimidation or bullying, and from reprisal or retaliation against a victim, witness or person who reports information about an act of harassment, intimidation or bullying. The purpose of this policy is to create a climate in which all types of bullying are regarded as unacceptable.

Definitions

1. "Harassment, intimidation or bullying" means any intentional gesture, an intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:
 - a. *Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;*
 - b. *Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school;*
or
 - c. *Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.*
2. "School" includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stoop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.
3. "Retaliation" means any verbal or physical action taken against any person who reports or makes a complaint of harassment, intimidation or bullying, or who participates in an investigation of the same.

District Anti-Bullying Procedure

Keeping all of the above things in mind, please see our district procedure in dealing with bullying.

1. A student or his or her parents/legal guardian, who believes that the student is the recipient of harassment, intimidation or bullying from another student, staff member, or volunteer is encouraged to report the incident to any staff member on duty at the time, the student's teacher, or the building administrator. Information may be presented anonymously. Any teacher or other staff member who observes students engaging in harassment, intimidation or bullying shall report the incident to the building administrator. Said reports may be in writing or verbal. Each school shall have available at its office a form to be utilized upon request of a complaining party to initiate an investigation of the allegation.
2. For each school, the superintendent shall appoint a disciplinarian to receive and consider any allegation received of harassment, intimidation or bullying. Said disciplinarian shall, based upon the sufficiency and reliability of the complaint, conduct an appropriate

investigation. The conclusion of the disciplinarian shall be communicated to the complainant within a reasonable time under the circumstances and will advise the complainant if the district intends to take corrective action or if the district does not have adequate evidence to conclude that harassment, intimidation or bullying occurred. The disciplinarian shall maintain a separate file for each allegation which shall include findings of fact and a justification for the conclusion reached.

3. An allegation of harassment, intimidation or bullying may be made anonymously; however, no formal disciplinary action shall be taken against a student alleged to have committed said acts solely on the basis of an anonymous report.
4. Reprisal or retaliation against a person who reports or who makes a complaint of harassment, intimidation or bullying is prohibited. The building administrator shall direct staff to make reasonable efforts to monitor the reporting party and to communicate with him or her to determine the possibility of reprisal or retaliation. If it appears that reprisal or retaliation is occurring, then staff shall make referral to the disciplinarian who shall then make appropriate contact with the party or parties responsible for the reprisal or retaliation and make necessary efforts to insure that it does not continue.
5. The disciplinarian shall establish a strategy for protecting a victim of harassment, intimidation or bullying. Dependent upon the individual circumstances involved, this may include counseling, education, mediation or other opportunities for problem solving between all parties.
6. If a person who is found to have made a false accusation, report or complaint of harassment, intimidation or bullying, upon proper investigation, the disciplinarian shall, dependent upon the circumstances involved, impose the appropriate consequence. This may include counseling, education, mediation or other opportunities for problem solving between all parties.
7. Any person found to have violated the board's prohibition of harassment, intimidation and bullying shall be subject to the appropriate sanction, which will depend upon the circumstances involved, including but not limited to the age and maturity level of the offender, the nature of the offensive act, the relationship of the parties, and any other matter the disciplinarian believes relevant. Consequences may include mandatory counseling, education, mediation, or other opportunities for problem solving between the parties. Severe incidents may require immediate or formal disciplinary action, including suspension or expulsion, in accordance with Board Policy 2.7.

DRILLS & PRACTICES

We currently have unscheduled safety drills (like fire drills) each month. They are unscheduled with our school because we want to make sure that this is as close to a real life situation as possible. We practice and we learn from the practice. The drills we currently practice include the following: Fire drills, inclement weather/earthquake (shelter) drills, lockdown, lockout, hold in place, and evacuation drills. We may find it necessary to have other drills if a safety issue is raised that we didn't think of before. We also like to practice these drills with our police and fire departments as it makes us work as a team and thus provides a greater degree of safety for our children and staff.

If you come to school and find us in a lockdown, lockout, fire drill, or other safety drill, please be patient; the drill will be over soon and you may enter the building at the culmination of this exercise. If you are in the building when a drill occurs, please follow the practices of the other adults you see around you.

KEEPING SAFE DURING A LOCKDOWN

A **lockdown** is a situation that indicates a serious threat to the safety of the students and staff. It may be brought on by a threatening person with a gun sighted on or near the school grounds, a person threatening or abducting a student imminent danger. During an announced **lockdown**, staff and students are to take cover in the classroom, teaching is suspended, all doors will continue to be locked, the building is secured, buses will not run and walking students will not be released until the area is cleared. Parents cannot enter the building, **should listen to KWOR 1340AM for information and instruction.**

We have several additional safety measures for our school. We will be using the Standard Response Protocol (SPR) program and we are using their guiding principles to help us keep our school safe. It is a nationally respected school safety program that all of the schools in Washakie County use. We will continually be adding, revising, and practicing safety precautions in order to provide greater safety for our children and staff. Many drills will be implemented throughout the year to help prepare our students and staff for several different school safety situations.

Keeping our Doors Locked and Buzzing in

Because we believe we are safer controlling entrance into our building, we will lock all doors into our building. We currently have in place a buzz-in system. By the front door to our building is a metal looking box that has a button, intercom, and speaker. If you want to come in, you will need to buzz-in to the building. As soon as you press the button, you may talk to us, listen to us or simply go wait by the right-front door and wait for the door to be unlocked. At that time, you may simply pull on the door and it will open (you should actually hear a click when we release the door). **Please always enter our building through our front door and check in and get a visitor pass from the office.**

We hope this decision to lock our doors and checking in with the office is not perceived as not wanting visitors rather, that it is perceived as wanting to keep our precious children safer. The safety of your children is our top priority and we will do what we can to ensure that our building is as safe as possible. Parents are always welcome.

CRISIS PLAN

The East Side School Crisis Team has worked hard to develop a plan that ensures the safety of our students in the event of an emergency. In the case of a **building evacuation**, our students will be **transferred to Grace Chapel Church**. We have established procedures to check students out to **designated persons only**. These people must have a photo ID and have been identified by you as someone who can pick up your child (should be listed on emergency contact form at registration – please contact the school secretary if you have a change in an emergency contact person). We will release students only after we have established ourselves in the church and have a handle on the situation. For your child's welfare do not attempt to pick up your child while we are en-route. We will inform you as to the status of your children as quickly as

possible. Please refrain from calling the school as this blocks valuable phone line access. Be assured that we have trained staff members who are working with your children. We have their safety first in all matters.

ENGLISH LANGUAGE LEARNER

This program is designed to give the English Language Learners extra support to ensure continued success in the regular classroom. English Language Learners will be assisted in the regular classroom and on a one-on-one or in small group basis.

A translator will be available for any meetings and/or written materials as needed. If you have any questions contact Quintal Arnold by leaving your name and number at the school office (347-4662).

REPORTING, MARKING AND GRADING

Report Cards

Report cards will be issued on Wednesday following the close of the nine-week period.

The child is expected to attend the full school year for complete credit and promotion. A portion of each report card is provided for information regarding your child's academic performance.

If, after reviewing your child's report card, you feel more explanation is needed, please call the school for a conference with the teacher.

Physical Education Classes

Because a great deal of time is spent in the gym, all students in physical education should have a pair of tennis shoes. These are safer to the students and do not harm the floor. The activities require good footing and control of the student's body; tennis shoes help ensure this for your child.

Slacks, jeans and shorts for girls add to their ease and comfort in performing many exercises and activities (particularly tumbling). Boys may wear T-shirts or sweatshirts to save on regular shirts that may get torn. In as much as the weather determines our indoor activities, students should have their tennis shoes at the beginning of the school year.

Swimming

Swim instruction will be provided to elementary students approximately two weeks per year. This may take the place of regular physical education classes at the school. Transportation is provided by bus. Students are expected to furnish their own swimming suits and towels. Special schedules and notifications will be sent home prior to starting times for each class.

ELEMENTARY GUIDANCE PROGRAM

The Worland Elementary Guidance Program provides various services to children attending school. The primary goal is to enhance the learning environment for all elementary students.

This is accomplished through group and individual counseling of students with special needs. The total school population receives services through prevention activities in the classroom.

Program Procedure

To provide direct services through individual and group counseling and through prevention activities in the classroom.

To provide indirect services to students through consultation with teachers, parents and support staff.

To establish services based on developmental need of students.

Referral Procedure

Students at the elementary level may benefit from counseling after the death of a family member, a divorce or to help with one of the many other problems faced during childhood. The classroom teacher, the building principal, or other staff members may make a referral to the school counselor.

Parent Referral

Student referrals are also made directly by parents. When there is an emotional concern or when a child is not doing well academically, a parent can simply call the school office for an appointment. A conference will be set up to decide if guidance services are needed.

Parental Consent

Counseling for a child is an important consideration. Whenever there is a need for long-term counseling, parents will be notified of the need and a consent form will be signed by the parent before counseling will begin. This service will be discontinued at any time upon request of the parent.

Consultation

Consultation to staff and parents is an important function of the elementary guidance program. This service is offered freely to anyone with questions regarding child development or with concerns about school issues (behavior or academics). Consultation with parents and teachers allows the school counselor to reach many more children than can be served on an individual basis.

Child Find

Child Find is an important activity for our school district. If you feel your child may have a disability (educational, emotional) and is not receiving services at school to assist with the disability, please contact the guidance department at your child's school to discuss options. A Building Intervention Team (BIT), which may include the parent(s), will meet to determine whether or not further evaluation is needed.

Parent/Student Links and Websites

District Website: www.wsh1.k12.wy.us

District Calendar: <https://www.wsh1.k12.wy.us/Page/2>

Infinite Campus: <https://ic.wsh1.k12.wy.us/campus/portal/washakie.jsp>

School Webpage: <https://www.wsh1.k12.wy.us/Domain/12>

Like us on Facebook

Washakie County School District No. 1										
2018-19 School Calendar										
Approved by Board 7/19/17; Amended February 2018....										
	S	M	T	W	T	F	S	Days	Staff	Qtr
August 2018				1	2	3	4	7	12	7
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18	10-17		
	19	20	21	22	23	24	25	13-15		
	26	27	28	29	30	31		16-22		
								23		
								School starts		
September							1	19	19	19
	2	3	4	5	6	7	8			
	9	10	11	12	13	14	15	3		
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29			
	30									
October								21	22	14
		1	2	3	4	5	6	19		
		7	8	9	10	11	12	15		
		14	15	16	17	18	19	23-24		
		21	22	23	24	25	26	26		
		28	29	30	31					
								End of first 9-weeks	40 days	
								Fall Festival--NO SCHOOL		
								Parent/Teacher Conference		
								NO SCHOOL		
November								20	20	20
				1	2	3				
		4	5	6	7	8	9			
		11	12	13	14	15	16	21		
		18	19	20	21	22	23	22-23		
		25	26	27	28	29	30			
								Early Release--Thanksgiving		
								Thanksgiving Break--NO SCHOOL		
December								15	15	15
							1			
		2	3	4	5	6	7	14 & 21		
		9	10	11	12	13	14	21		
		16	17	18	19	20	21			
		23	24	25	26	27	28	21-31		
		30	31							
								Early Release		
								End of First Semester	42 days	
								Christmas Vacation--NO SCHOOL		
January 2019								21	21	21
			1	2	3	4	5			
		6	7	8	9	10	11	1-2		
		13	14	15	16	17	18	3		
		20	21	22	23	24	25			
		27	28	29	30	31				
								Christmas Vacation--NO SCHOOL		
								School Resumes, Start of second Semester		
February								18	19	18
							1			
		3	4	5	6	7	8	5-6		
		10	11	12	13	14	15	8		
		17	18	19	20	21	22	18		
		24	25	26	27	28				
								Parent Teacher Conferences		
								NO-SCHOOL		
								President's Day--NO SCHOOL		
March								16	16	6
							1			
		3	4	5	6	7	8	8		
		10	11	12	13	14	15			
		17	18	19	20	21	22			
		24	25	26	27	28	29			
		31								
								End of Third Quarter	45 days	
								NO SCHOOL--Spring Break		
April								20	20	20
							1			
		7	8	9	10	11	12	19-22		
		14	15	16	17	18	19	21		
		21	22	23	24	25	26			
		28	29	30						
								NO SCHOOL		
								Easter		
May								18	21	18
							1			
		5	6	7	8	9	10	19		
		12	13	14	15	16	17	24		
		19	20	21	22	23	24	28-30		
		26	27	28	29	30	31	27		
								Graduation		
								Last Day of School, Early Release	48 days	
								Teacher Inservice--No Students		
								Memorial Day		
								Student contact days--	175	175
								Staff work days--	185	185