

Westside Elementary  
Student/Parent Handbook  
2019-2020

Westside Elementary  
555 Grand Street  
Powell, WY 82435  
307-764-6184

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## **Welcome to Westside Elementary**

### **Mission: “Inspiring and Growing Our Kids!”**

**School Motto** – *Westside is the BEST in the West.*

Welcome to Westside Elementary where we are guided by our mission, “Inspiring and Growing Our Kids” It is what we presently work toward to ensure continual growth for all within our learning community with the end result being a positive educational experience in which every child believes they can succeed and has the skills to do so.

As the parent, you play an integral role in accomplishing this vision. Your support at home and at school greatly impacts your child’s attitude toward learning. A positive attitude leads to a more successful learner. We encourage you to occasionally eat lunch with your child and attend open house, conferences and special activities whenever possible. Your presence at Westside and your vote of confidence for the staff and the learning experience at Westside truly make a difference in motivating your child to do his/her best.

This Student/Parent Handbook is a valuable, important resource for Westside Elementary families. It outlines our policies and procedures on a wide range of topics. Each family is asked to review the Staff/Parent Handbook before the beginning of each school year.

Yours in Education,  
The Westside Elementary Team

### **A Highly Qualified Staff**

Park County School District #1 takes great pride in its staff. The District’s teachers have a wide range of education, experience, skills, abilities, and professional attributes to provide the students of Park County School District #1 a quality education. All Park County School District #1 teachers meet or exceed the requirements of certification established by the Professional Teaching Standards Board and the Wyoming Department of Education. Additionally, Park County School District #1 seeks to employ the most qualified and experienced paraprofessionals available. Paraprofessionals are hired on the basis of educational background, specific skills and abilities, as well as work and life experiences.

Parents of children who attend school in Park County School District #1 have the right to request information regarding the professional qualifications of their child’s teachers and paraprofessionals. This information includes:

- What subject areas and grade levels a teacher is certified to teach.
- If a teacher is working under a transitional certification.
- What degrees a teacher has earned and major areas of emphasis.
- The qualifications of the paraprofessionals working with their children.

Any parents seeking this information on their child’s teachers or paraprofessionals should submit a written request to Mr. Jay Curtis, Superintendent. Every effort will be made to provide a prompt and thorough response to such written requests.

### **School Contact Information**

Westside is a Title 1 school (Kindergarten through Fifth Grade)

K	Mrs. Mollett	<a href="mailto:BNMollett@pcsd1.org">BNMollett@pcsd1.org</a>	3 <sup>rd</sup>	Mrs. Ashby	<a href="mailto:KAAshby@pcsd1.org">KAAshby@pcsd1.org</a>
	Mrs. Ostermiller	<a href="mailto:DMOstermiller@pcsd1.org">DMOstermiller@pcsd1.org</a>		Mrs. Carter	<a href="mailto:ALCarter1@pcsd1.org">ALCarter1@pcsd1.org</a>
	Ms. Stafford	<a href="mailto:ANStafford@pcsd1.org">ANStafford@pcsd1.org</a>		Mrs. Larsen	<a href="mailto:CLLarsen@pcsd1.org">CLLarsen@pcsd1.org</a>
1 <sup>st</sup>	Mrs. Cole	<a href="mailto:DKCole@pcsd1.org">DKCole@pcsd1.org</a>	4 <sup>th</sup>	Mr. Borchert	<a href="mailto:AMBorchert@pcsd1.org">AMBorchert@pcsd1.org</a>
	Mrs. Granum	<a href="mailto:KLGranum@pcsd1.org">KLGranum@pcsd1.org</a>		Mrs. Feller	<a href="mailto:ERFeller@pcsd1.org">ERFeller@pcsd1.org</a>
	Ms. Randall	<a href="mailto:SLRandall@pcsd1.org">SLRandall@pcsd1.org</a>		Mr. Greaham	<a href="mailto:JKGreaham@pcsd1.org">JKGreaham@pcsd1.org</a>
2 <sup>nd</sup>	Mrs. Gernhart	<a href="mailto:MAGernhart@pcsd1.org">MAGernhart@pcsd1.org</a>	5 <sup>th</sup>	Mr. Graham	<a href="mailto:ASGraham@pcsd1.org">ASGraham@pcsd1.org</a>
	Mrs. Haney	<a href="mailto:ASHaney@pcsd1.org">ASHaney@pcsd1.org</a>		Mrs. Kalberer	<a href="mailto:ALKalberer@pcsd1.org">ALKalberer@pcsd1.org</a>
	Mrs. Koritnik	<a href="mailto:KMKoritnik@pcsd1.org">KMKoritnik@pcsd1.org</a>		Mrs. Tobin	<a href="mailto:KATobin@pcsd1.org">KATobin@pcsd1.org</a>

Westside Staff is composed of:

1	Principal	Mrs. Woyak
18	Regular Education Classroom Teachers	<i>Please See Above</i>
1	Instructional Facilitator	Mrs. Coy
2	Resource Teachers	Mr. Ostermiller, Mrs. Decker
1	Title 1 Teacher	Mrs. Hall
1	Music Teacher	Mrs. Mitchell
1	Physical Education Teacher	Mr. Robertson
1	Librarian	Mrs. Otto
1	Part-time Health Instructor	Mrs. Neubert
1	School Nurse	Mrs. Opps/Mrs. Karhu
1	Guidance Counselor	Mrs. Whitney
1	Speech/Language Pathologist	Mrs. Fernelius
1	Part-time Occupational Therapist	Mrs. VanDeVeer
1	Part-time Psych Tech	Mr. Boos
1	Part-time Adaptive P.E. Teacher	Mr. Wolff
2	Administrative Assistants	Mrs. Welch, Mrs. Specht
1	IMC Clerk	Mrs. Belmont
1	Computer Lab Manager	Mrs. Kraft
4	Special Education Para-Educators	Mrs. Stingley, Mrs. Spiker, Mrs. Wormald, Mrs. Lynn
4	Title 1 and/or AT Para-Educators	Mrs. Dunkerly, Ms. Barski, Mrs. Leighton, TBD
8	Classroom Para-Educators	Mrs. Branstetter, Mrs. Heny, Mrs. Henderson, Mrs. Cox, Ms. Easum, Mrs. Braten, Mrs. Jacobsen, TBD
2	Cooks	Mrs. Jones, TBD
1	Custodian	Mr. Lynn
3	Associate Custodians	Mr. Rand, Mr. Hall, Mr. White

## **Daily School Schedule**

Office Hours     7:30 am – 4:00 pm (M-Th)  
                      7:30 am – 1:30 pm (Fri)

Teachers Report – 7:45 am

BEFORE SCHOOL TUTORING – 7:30 am – 7:50 am

BREAKFAST – 7:40 am – 8:05 am

STUDENT'S DAY – 8:07 am – 3:15 pm

15 MINUTE MORNING RECESS FOR K-1<sup>st</sup> – 9:45 am – 10:00 am

15 MINUTES MORNING RECESS FOR 2<sup>ND</sup> – 10:00 am – 10:15 am

### NOON LUNCH AND RECESS

Grade	Recess	Lunch
K	11:30 – 11:45	11:00 – 11:30
1 <sup>st</sup>	11:00 – 11:15	11:20 – 11:45
2 <sup>nd</sup>	11:15 – 11:30	11:35 – 12:00
3 <sup>rd</sup>	11:30 – 11:45	11:45 – 12:10
4 <sup>th</sup>	11:45 – 12:00	12:00 – 12:25
5 <sup>th</sup>	11:55 – 12:10	12:10 – 12:35

### RECESS – AFTERNOON

2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> & 5 <sup>TH</sup>	1:45 – 2:00
Kgt. & 1 <sup>st</sup> Grade	2:00 – 2:15

AFTER SCHOOL TUTORING     3:15 – 4:30 (Monday, Tuesday & Thursday)

### **EARLY RELEASE - Every Friday Dismal time is 12:35**

Arrival & Dismissal: Non-bus students are not to arrive until 7:30 am and report to the computer lab or breakfast (if after 7:40). There is no supervision prior to this time. After-school supervision will be provided for bus students. Other students are expected to go directly home.

Library, Music & PE: Library – 30 minute period once a week

  Music – 30 minute period twice a week

  P.E. – 30 minute period twice a week

End of Teacher's Day – 4:00 pm

## **IMPORTANT DATES IN 2019-20**

Aug. 22	Meet and Greet
<u>Aug. 26</u>	<u>First Day of School</u>
Sept. 2	Labor Day – No School
Sept 3-27	Fall Assessment Window
<u>Sept 27</u>	<u>Homecoming Parade</u>
Oct. 16	Picture Day
Oct. 18	Columbus Day – No School
<u>Oct. 31</u>	<u>Halloween Parties</u>
Nov. 3	Daylight Saving Time Ends
Nov. 8	End of the 1 <sup>st</sup> Trimester
Nov. 11	Veterans day
Nov. 13	Parent Conferences Book Fair
Nov. 14	Parent Conferences Book Fair
Nov. 27	Conference Trade Day (No School)
Nov. 28-29	Thanksgiving Vacation
<u>Nov. 29</u>	<u>Nellie Tayloe Ross</u>
Dec. 2	Classes Resume
Dec. 7	Pearl Harbor
Dec. 10	Wyoming Day
Dec 12	Christmas Program
Dec. 20	Christmas Parties
<b><i>Dec. 23-Jan. 5 Winter Break</i></b>	

Jan 6	Classes Resume
<u>Jan 21</u>	<u>Martin Luther King Day</u>
Feb. 17	President's Day No School
<u>Feb 21</u>	<u>End of 2<sup>nd</sup> Trimester</u>
Mar. 9	Parent Conferences
Mar. 10	Parent Conferences
Mar. 16-20	Spring Break
<u>Mar. 18</u>	<u>Daylight Saving Time Begins</u>
Apr. 9	Grandparents Day
Apr. 10-13	Easter Break No School
<u>Apr. 14- May 8</u>	<u>Spring Assessment Window</u>
May 27	Kindergarten Circus
May 28	Last Day of School for Students Awards Assembly & BBQ End of the 3 <sup>rd</sup> Trimester

*Schedule/Calendar is subject to change.*

*Monthly events are posted on our webpage.*

## Contact Information

### School Board Members

<b>Office</b>	<b>Name &amp; Address</b>	<b>Email Address</b>	<b>Office Term</b>	<b>Phone</b>
Chairman	Greg Borchert 1118 Olive Rd	<a href="mailto:GMBorchert@pcsd1.org">GMBorchert@pcsd1.org</a>	12/1/06-11/30/22	254-0660
Vice Chairman	Paul Trace 859 Riverside Dr	<a href="mailto:TRPaul@pcsd1.org">TRPaul@pcsd1.org</a>	12/01/10 – 11/30/22	254-1840
Treasurer	Tracy Morris 10 Llama Ln	<a href="mailto:TDMorris@pcsd1.org">TDMorris@pcsd1.org</a>	12/01/16 – 11/30/20	250-9599
Clerk	Kimberly Condi	<a href="mailto:KACondie@pcsd1.org">KACondie@pcsd1.org</a>	6/17/16 – 11/30/20	254-0608
Trustee	Lillian Brazelton	<a href="mailto:LRBrazelton@pcsd1.org">LRBrazelton@pcsd1.org</a>	6/17/16 – 11/30/22	754-2758
Trustee	Kim Dillivan	<a href="mailto:KDDillivan@pcsd1.org">KDDillivan@pcsd1.org</a>	12/1/16-11/30/20	271-7568
Trustee	Donald Hansen	<a href="mailto:DHHansen@pcsd1.org">DHHansen@pcsd1.org</a>	12/01/14-11/30/22	899-2225

### District & School Contact Information

<b>Title</b>	<b>Name</b>	<b>Email Address</b>	<b>Telephone</b>
PCSD #1 Superintendent	Jay Curtis	<a href="mailto:JRCurtis@pcsd1.org">JRCurtis@pcsd1.org</a>	<b>764-6186</b>
Westside Principal	Angela Woyak	<a href="mailto:ARWoyak@pcsd1.org">ARWoyak@pcsd1.org</a>	<b>764-6184</b>
Administrative Assistant	Robbi Welch Sandy Specht	<a href="mailto:RRWelch@pcsd1.org">RRWelch@pcsd1.org</a> <a href="mailto:CASpecht@pcsd1.org">CASpecht@pcsd1.org</a>	



## Supply Lists K-2

### Kindergarten Supply List

**ONLY** Label Pencil Box & Backpack

1 Plastic Pencil Box

2 Boxes of 24 'Crayola' Crayons

1 'Crayola' Water Color Set, 8-Pack (**Not Bigger**)

1 Pkg. Paper Plates (Small or Large)

1 Box Gallon and Quart Size Ziplock Bags

2 Large Box of Tissues

1 Regular-Size Backpack (**BIG enough** to hold regular size folders & books)

1 Container of Lysol Wipes

#### Optional:

1 Pkg. Plastic or Paper Cups

1 Box Washable Markers

**NO Pencil Sharpeners**

### First Grade Supply List

1 Plastic Pencil Box

2 Packs of #2 Pencils – Yellow

2 Boxes 24 'Crayola' Crayons

1 Set 'Crayola' Watercolors

8 Glue Sticks – Purple Color

1 Pair of Scissors

1 Box – Quart Size Zip Lock Bags

2 Kleenex Boxes

1 Two Pocket Folder-**Mrs. Granum's Class ONLY**

*Boys:* Hand Sanitizer

*Girls:* Lysol Wipes

### Second Grade Supply List

1 Pencil Box

1 Pack #2 Pencils - Plain

1 Box of 8 Colored Pencils

1 Box 24 Crayons

2 **Fine** Tip Dry Erase Markers

3 Pink or Green Rubber Erasers

12 Glue Sticks

1 Pair of Scissors

3 Packs 'Scotch' Tape

2 Pocket Folders

2 Spiral Notebooks

1 Pack Unlined Notecards

2 Large Kleenex Boxes

1 Small Washcloth (can be used)

1 Container of Lysol Wipes

**NO Pencil Sharpeners**

*Boys:* Paper Plates and 1 Box of Gallon Ziplock Bags

*Girls:* Paper Cups and 1 Box of Quart Size Ziplock Bags

\*If families are unable to acquire any school supply items, they may inquire in the office about available supply donations. Westside receives backpack and supply donations from community churches, businesses and civic groups.

\*\*For Physical Education all students will need a pair of athletic type shoes. Inhalers if needed for students with Asthma.

\*\*\*Each student will need a backpack

## Supply Lists 3-5

### Third Grade Supply List

1 Large Plastic Pencil Box  
2 Packs #2 Pencils  
1 Box Colored Pencils  
4+ Skippy Dry Erase '**EXPO**' Markers  
1 Small Rag/Dry Erase Eraser  
1 Pack Original Colors Skippy '**Crayola**' Markers  
4+ Glue Sticks  
1 Large Pink Eraser  
1 Pair of Scissors  
2 Two Pocket Folders (Cardboard)  
1 Composition Notebook  
2 Spiral Notebooks  
1 Large Kleenex Box  
1 Pair Ear Buds/Headphones  
*Boys:* Lysol Wipes  
*Girls:* Ziplock Baggies  
**NO Pencil Sharpeners**

### Fourth Grade Supply List

1 Pkg. Colored Pencils  
1 Box Fine Tip Colored Markers  
2 4-Pack Erase Markers  
1 Large Kleenex Box  
24 #2 Pencils  
1 Rubber Eraser  
2 Spiral Notebooks (wide-ruled)  
1 Glue Stick  
4 2-Pocket Folders  
1 Pkg. Wide-Ruled Notebook Paper  
1 Large Container of Lysol Wipes  
1 Large Bottle of Hand Sanitizer

### Fifth Grade Supply List

1 Zippered Pencil Bag  
1 Box of Colored Pencils  
1 Pair of Adult Scissors  
1 Rubber Eraser  
1 Ruler  
1 Pkg. Wide-Ruled Loose Leaf Paper  
1 1" Hard Cover 3-Ring Binder (no trapper keepers)  
1 Pack Binder Dividers with Tabs  
4 9 ¼ x 7 ½ Wide-Ruled Composition Notebooks  
36 #2 Pencils  
8 Dry Erase '**EXPO**' Fine Point Markers  
16 Glue Sticks  
1 Large Kleenex Box (150 count or more)  
1 Large Lysol Wipes Container  
*\*Teachers may ask for additional supplies throughout the school year\**

\*If families are unable to acquire any school supply items, they may inquire in the office about available supply donations. Westside receives backpack and supply donations from community churches, businesses and civic groups.

\*\*For Physical Education all students will need a pair of athletic type shoes. Inhalers if needed for students with Asthma.

\*\*\*Each student will need a backpack

## **Accreditation**

State and District standards play out in almost everything that happens at Westside Elementary. From the moment students enter Westside, their efforts are directed toward academic standards and performance. Curriculum and instruction focus on the skills and knowledge students need to meet District standards. A variety of assessments will measure student progress toward meeting standards. In an effort to show progress for promotion to the next grade level, Park County School District #1 will continue to communicate the standards and relate requirements to students and parents in several different ways – through meetings, written communications, and postings in the classrooms for students.

## **Attendance**

*ABSENCES MUST BE REPORTED between 7:30 a.m. – 8:20 a.m. to the school office by calling 764-6184.*

**Parent notification allows us to determine if an absence is excused as a prearranged or emergency absence.** If a child is absent and the school has not been notified, office personnel will contact you. We care about our students and we are concerned when we don't know where they are. Academic success is directly related to the amount of time spent in the classroom. There are valuable lessons lost when a student is not in attendance. Class discussions, teacher demonstrations, social interactions, and other activities are examples of the valuable learning missed when a student is absent.

Regular school attendance is required by law and district policy. The District recognizes that emergencies, illness or other prearranged absences occur. As a result, **ten (10) days per semester** can be used for these purposes. If a student exceeds this ten-day limit in a given semester, he/she may be considered unexcused/truant, lose credit and/or be retained. Parents will be notified in writing should a pattern of absences approach the 10 day limit. Attendance meetings will be scheduled to identify and address barriers to attendance. Note: Habitual tardiness is dealt with at the building level.

If you know in advance that your child must be out of school for any reason, please notify the Westside office. The principal, the designated school attendance officer, will monitor students' attendance and determine whether absences are excused as pre-arranged or emergency absences. **Unexcused absences are considered trancies and two or more will be reported to the School Resource Officer and/or the county attorney.**

### **TARDIES**

School begins at 8:07 a.m. A pattern of tardiness (10 minutes late) also impacts access to quality instruction. A pattern of tardiness will be accrued and equate to an unexcused absence. **Five tardies to school equal one unexcused absence.**

## **Building Intervention Team (BIT)**

Each school has a Building Intervention Team (BIT) composed of specialized and professional staff trained to evaluate a child's performance and to make educational recommendations that would improve the child's educational performance. Any concerned adult may refer a student to the BIT, including a parent. This is done by submitting a written request to your child's building principal. The team reviews a child's progress and proposes ways to help improve his/her performance in school. Parents will be informed if their child has been referred to the Building Intervention Team and are invited to attend the meeting. The BIT is a support service for parents and students.

## **Community Involvement & the Parent Teacher Council (PTC)**

Parents of students attending school in Park County School District # 1 are encouraged to stay positively involved in their child's education. This can be done in a variety of ways. A few are:

Volunteer - Ideas include: chaperoning for field trips; sharing your expertise in an area with a grade level; and/or assisting with screenings.

### **Westside Parent Teacher Council (PTC)**

The Westside Parent Teacher Council (PTC) consists of parents and teacher representatives. Its mission is to support our children, their teachers and the staff at Westside through parent involvement. Parent participation in an advocate capacity can help strengthen areas of morale, planning and learning at Westside. The Council meets once a month after school and sponsors evening programs and fund-raising activities. The fund-raising activities provide needed supplies and facilitate special programs which enhance the education of our children.

All parents are welcome to join the meetings and are encouraged to participate in PTC-sponsored events. We look forward to working together and meeting new parents. Please feel free to contact any officer with questions or new ideas at any time. Teacher representatives are on a rotating schedule.

Your officers for the 2018-2019 school year are:

President	Michele Johnson
Vice-President	Heidi George
Secretary	Jessie Laing
Treasurer	Laura Viklund(Gunn)

## **Communications**

In order to be actively involved in students' learning, it is vital for parents to have access to daily, weekly, and monthly school events. School and classroom information is shared through various means including: School calendar, posted monthly on the website; Roundup, the school newsletter, is sent home and posted monthly on the website, weekly classroom bulletins and individual event fliers/reminders, mass text messages and/or voicemails are also occasionally sent as event reminders or for emergency notifications.

## **Dress Code**

Students may not wear tank tops, tube tops, halters, etc., to school. Shorts and skirts are acceptable, provided the bottom hem meets or exceeds the student's extended fingertips when the arm is at his/her side. Since this is a drug free zone, students are not permitted to wear hats or clothing that promotes drugs, alcohol or violence when they are at school.

## Classroom Assignments

Westside Elementary has an incredibly knowledgeable, skilled, and caring group of teachers across our learning community who are all dedicated to the well-being and academic success of every child under their care. Class assignments are carefully made based on the following priorities

1. Balanced class sizes;
2. Balanced abilities among student groups;
3. Balanced classes by gender; and
4. Avoidance of possible conflicts (among students, teacher/parent).

## Discipline Program

- I. **Time to Teach – Teaching the Expected Behaviors:** It is the goal of Westside Elementary to offer a safe and caring school climate in which there is a focus on student learning. The Time to Teach model is used to explicitly communicate, teach, and reinforce the expected behaviors in each setting within the building prior to holding students accountable for them. In this manner, knowledge of school rules is not left to chance, and school staff may insure that each student has the opportunity to an education free of disruption by other students or persons.

During the first few days of school, all students are taught the expected behaviors for school. Appropriate and expected behavior for instructional time in the classroom, in the lunchroom and on the playground is presented. Non-compliance with expectations is addressed through Refocuses which reduces repeated warnings, removes attention from the negative behavior, and requires students to process and take responsibility for their behavior and improvement actions. Refocuses may involve removal from class to complete the form, office referral, loss of privileges or in-school suspension (ISS) to remedy the situation.

- II. **Absolute Infractions:** There are some behaviors which require immediate intervention. These behaviors are referred to as “absolutes”, and we **never** use REFOCUS when an absolute has been violated. More severe consequences are used to deal with absolutes. The District has identified several absolutes: problems dealing with drugs/alcohol, weapons, bullying and sexual harassment. The consequences for these absolutes, by District policy, are either suspension or expulsion. The district absolutes as well as those identified by staff, students, and parents are:

1. Sexual Harassment
2. Possession of Weapons in the building, on the school grounds, or on buses
3. Bullying, Harassment & Intimidation - Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal, electronic or physical act 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 school; or
- c. Being sufficiently severe, persistent or pervasive that it creates an intimidation, threatening or abusive educational environment for a student or group of students.

Examples:

**Verbally:** using hurtful words, name calling, gossip, threats, spreading rumors, passing notes

**Looks:** making faces, rolling eyes, sneering

**Getting others in trouble:** blaming, falsely accusing

**Excluding:** forcing others out of the group or activity

**Physically:** any physical contact that can injure or make another person feel unsafe

**Cyber bullying:** using digital media to bully another person

(See District AR/OP, JICFA for complete details.)

- 4. Possession of Drug/Alcohol (See District AR/OP, JICH for complete details.)
- 5. Non-Compliance/Disrespect (openly defying adult authority)
- 6. Physical Abuse (purposely hurting another student)
- 7. Stealing
- 8. Verbal/Non-Verbal Abuse (threatening, making obscene gestures, using inappropriate language)

Consequences to Westside’s absolutes will be an administrative intervention. The interventions may vary from a partial day of in-school suspension to up to 10 days out-of-school suspension depending on the circumstances. Parents will be notified in either instance.

## **Electronic Communication Devices**

Students may possess and use **cellular telephones, smart watches, pagers or other electronic communications devices**, subject to the limitations of this and other policies of the District. “Electronic communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Such devices shall not be used during instructional time unless during an emergency. Such devices must be turned off and stored. Building principals may promulgate rules to enforce this policy at the building level. Students violating the policy may be subject to confiscation of the device and disciplinary action.

## **Emergency School Closure**

Should severe weather or emergency situations require the closing of school or make it impossible for school buses to operate safely, announcements will be made on local radio stations beginning at 7:00 a.m. These stations include:

KPOW 1260 AM  
KODI 1400 AM

KCGL 104.1 FM

KTAG 97.9 FM

Announcements will also be made at the District web site: [Park County School District Website](#).

## **Field Trips & Special Activities**

We require a field trip permission form to be signed by the parent for every student. This gives us permission to take students on field trips that are part of our curriculum. It also allows us to seek medical treatment from a doctor and/or hospital if a student is injured on the trip. Every effort will be made to contact the parent before treatment is given. Parents are notified before any field trip is taken. Should a parent accompany their student on a field trip and desire to take their child with them rather than returning to school, a form must be completed and signed for this request and submitted to the teacher prior to leaving with the child.

### **COST OF SPECIAL ACTIVITIES**

There are some field trip opportunities provided to students which require participation fees. Parents should **always** feel comfortable to contact the principal or classroom teacher if there is a need for financial assistance or a scholarship to participate in any extracurricular activity.

## **Grading System**

Each trimester, students will receive a standards-referenced progress report. This report provides parents with information regarding 1) their student's progress toward achieving the content-specific essential skills identified for a given grade level, 2) their student's progress toward state standards assessed in a given trimester, 3) an end-of-year achievement level relative to the standards, and 4) their student's work habits that support learning. Our goal is that all students will grow to master all essential skills. Over the course of the year, our staff will "do whatever it takes" to help each student do just that.

**The following markings or proficiency scale is used on the report card to indicate the student's performance:**

- ✓ 4 Student can apply concepts and processes in multiple contexts that exceed the standards based on targets at this time.
- ✓ 3 Student can apply the skill or concept correctly, independently, and consistently.
- ✓ 2 Student shows understanding of the skill or concepts, some teacher assistance is needed..
- ✓ 1 Student is at an introductory level of understanding of the skill or concept; teacher assistance is usually necessary

**If your child is struggling to meet the grade-level essential skills, you may want to consider the following:**

- ✓ Look closely at the progress report.
- ✓ Where does your child score in the section "Characteristics of a Successful Learner"? If this is an area where there is room for improvement, this is the first thing that you as a parent can assist with, whether it is homework, attendance, or behavior.

**Characteristics of a Successful Learner - What does this mean?**

- ✓ Characteristics are critical to academic success.
- ✓ The teacher is given an opportunity to separate the characteristics of a successful learner from academic achievement.

- ✓ As a parent you can be assured that you know your child is progressing academically toward his/her grade-level standard

## Performance Standards

State and District Performance Standards are areas of knowledge each student is expected to acquire at his/her particular grade level. Within each area of knowledge (Language Arts, Social Studies, Math, Science, Fine/Performing Arts, P.E., Health, Career/Vocational, and Foreign Language), assessments have been developed and will be used to measure the student's attainment of the standards. Your child's progress on the standards will be communicated to you by the teacher through parent conferences and progress reports. Please keep in mind that the standards are set up as the minimum requirements for that subject/grade level.

Infinite Campus

ICampus, is the District's digital program that is used by all staff. Parents have access to their child's grades, attendance records and lunch account balances through the Parent's Portal on ICampus, [Access Parent Portal on ICampus](#). At our open house, all parents are given a fact sheet on how to access their child's grades on ICampus. If you need additional help, please call our school office.

## Harassment

State law prohibits harassment. The intent of the law is to provide an atmosphere that is free of any sort of harassment, be it physical, sexual, verbal, or any other form. District policies outline in detail the procedures to be followed if harassment occurs. The District will continue to make students aware of how specific behaviors affect others and the legal ramifications of such behaviors. Students who believe they are being harassed should bring their concerns to the attention of a teacher, counselor or principal. Appropriate reports will be filled out and investigated by school personnel.

Harassment consists of unwanted, repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is or implies a threat will be considered harassment. **Harassment of any kind will not be tolerated at Westside Elementary School.**

If a student thinks he or she has been harassed in any way, he or she should talk with a teacher, counselor, or the principal. **Because some forms of harassment can be considered a form of abuse, school employees are required by Wyoming law to report allegations of this nature to the authorities.** Harassment can take place in varying degrees; hence, consequences will be determined according to the offense.

It is the District's policy that sexual harassment is unacceptable and shall not be tolerated and that no employee or student of the District may sexually harass another. Any employee or student will be subject to disciplinary action for violation of the policy. Under this policy, any unwelcome sexual advances, solicitation of sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults, constitute sexual harassment. This conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment. (Reference: [Park County School District 1 Website](#))



## **Health Services & Medical Information**

### **Illness/Injury While At School**

Every school in the District attempts to provide an environment in which the children will be safe from accidents and illness so as to maximize access to learning opportunities. However, if an accident or sudden illness occurs at school, first aid and/or CPR will be administered by the school nurse and/or other qualified personnel as soon as possible. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by school personnel. If the student's illness or injury is determined to be serious, the parent/guardian will be notified. Under no circumstances will the child be sent home unattended.

### **Exclusion From School Due To Illness**

For the welfare of all students, we ask that if your child does contract a communicable disease, you notify the office and keep your child home until the threat of spreading such is past. The following list might be of help to you:

- Chicken Pox: Until recovery—at least 7 days from onset and/or until skin lesions have healed and the crusts have fallen off.
- Strep Throat and Scarlet Fever: Until mucus membranes of the nose and throat appear normal and all complications have ceased OR permission from the family physician is obtained.
- Ringworm and Impetigo: Isolated from school until permission from the family physician is obtained or treatment by a physician has begun.
- Head Lice: Active head lice infestation.

### **Pediculosis (Head Lice) Policy Guidelines:**

Pediculosis (infestation by head lice) should not disrupt the educational process. Head lice is not a disease. The school nurse's primary role is one of education and support for the family. The student's privacy as well as the family's right to confidentiality must be maintained.

If a child is suspected to have an active head lice infestation, the following shall occur:

1. The student will be examined to determine if there is an active infestation of live lice or nits less than ¼ inch from the scalp. Siblings will also be checked if live lice or nits are found.
2. If there are live lice present or nits within ¼ inch of the scalp, the school nurse will contact the parent/guardian to report the condition and discuss treatment. The nurse will send home the CDC Treating Head Lice Packet with the student. Parents are encouraged to notify close contacts.
3. The student may stay in school for the remainder of the school day if there are only nits found. If live lice are found, the student must go home.
4. The student must receive treatment prior to returning to school.
5. The school nurse will check the student the first day of returning to school after having treatment, and again after the 10 day follow-up treatment.

For Chronic or Recurrent Pediculosis:

1. If live lice are present after 2 treatment cycles with over the counter products, the nurse will recommend physician consultation for possible resistance. Public health can be utilized as a resource.
- General notifications of parents:
2. In elementary schools, the nurse will consult with the principal on notification to parents when the infestation reaches 20% of a classroom.
  3. Information about head lice will be available to parents on the District website.

Sources referenced in the development of this district policy are as follows: American Academy of Pediatrics, National Association of School Nurses, and the CD

## **MEDICATION**

Medication will be dispensed by a school nurse, principal, or other designee only when so authorized in writing by the student's parent/guardian or physician. [Reference JHA-E (1), (2), and (3)] A "Request for Administration of Medication" form is sent home with each student the first day of school. A completed "Request for Administration of Prescription Medication" form is also required should your child need to use an inhaler or nebulizer at school.

### Non-Prescription Medications:

A limited number of over-the-counter medicines are kept at each school. A "Request for Administration of Over-the-Counter Medications" form is sent home requesting parent/guardian permission to administer medication such as non-aspirin, ibuprofen, antacids and throat lozenges. **NOTE:** Vitamins, along with dietary or herbal supplements, should not be sent to school with students and will not be administered by District employees under any circumstance. Students must take all medication in the presence of designated school personnel. (EXCEPT: inhalers for respiratory conditions if so requested by the parent)

### Prescription Medications:

If exceptional circumstances require a student to take oral medication during school hours and the student's parent/legal guardian or doctor cannot be at the school to administer the medication, only the school nurse or a qualified designee approved by the building principal and under the school nurse's direction shall be authorized to administer the medication.

Written instructions and the appropriate permission form signed by the student's parent/guardian and physician shall be required for all prescription drugs. Such instructions shall include: Student directory information, name of medication, diagnosis/purpose of medication, instructions for administration of medicine at school, termination date for administering the medication, **and** statement from the doctor stating reasons medication must be administered at school during school hours.

### Medication Storage:

All medicine shall be supplied by the student's parent or legal guardian. Medicine shall be stored in a secured and locked cabinet. (EXCEPTION: By prior approval of District authorities, inhalers for respiratory conditions may be in the student's possession if so requested by the parent/guardian on the required permission form.) Medicines must be kept in the original container as provided and labeled by the individual pharmacy or for non-prescription medications the pharmaceutical company. At the end of each school year, all unused medications sent to school for student use shall be returned to the parent/guardian who supplied them or shall be destroyed at his/her request.

### Responsibilities:

*The parent and/or legal guardian shall be responsible for:* (1) Providing the District with a signed permission form from the parent/guardian, a signed doctor's statement, and a waiver to protect school personnel from any liability that may result from the dispensing of a controlled substance to a student at the parent's/guardian's request while the student is under the supervision of school authorities. (2)

Informing the school nurse of any changes in the student's health or any change in medication.

*The student shall be responsible for* reporting to the school office at the designated time to take medication as prescribed and authorized.

*The school nurse shall be responsible for:*

- I. Informing appropriate school personnel of the medication.
- II. Organizing a practical plan to assist students with the taking of their medication. The correct time and medication dose should be clearly stated so, in absence of the nurse, specific directions are available.

- III. Providing a form for parental/guardian and physician consent.
- IV. Providing a form for recording of medication given.

## **Wyoming Immunization Law**

Wyoming State law, W.S. 21-4-309, requires the parent to submit a completed official record of immunization to your child's school within 30 calendar days after the first day of attendance. Failure to do so means your child will not be allowed to attend school.

The immunization requirements are: **Kindergarten Students**

5\* DTP/DtaP/DT (at least one dose must be administered on or after the fourth birthday)

4\*\* Polio (at least one dose must be administered on or after the fourth birthday)

3 Hepatitis B

2\*\*\* MMR

### ***Students in Grades 1-6***

DTP/DtaP/DT/Td (age appropriate series complete)

Polio (age appropriate series complete)

2\*\*\* MMR

\* If a fourth DTP dose was administered on or after the fourth birthday, a fifth dose is not required.

\*\* Administration of 4 doses is considered optimal. Sequential OPV or IPV may be used, but the final dose must be given on or after the age of four, even if this means a fifth dose. If a third dose is received on or after age 4, no additional doses are required.

\*\*\* For students 7 years of age and older who were not immunized prior to the seventh birthday, a total of 3 doses of Td vaccine, 3 doses of Polio vaccine and 2 doses of MMR are required.

**Exemption:** *A medical or religious exemption can be granted upon special circumstances. Please talk to the school nurse for more information.*

## **Homework**

In Park County School District # 1, homework is considered an integral part of each student's total program. The Board expects homework assignments to aid in the development of skills taught in the classrooms; homework should be an application or adaptation of a classroom experience and tailored to fit the students' needs. (Reference: [www.pcsd1.org](http://www.pcsd1.org)) Parents are encouraged to support their children in developing good work habits and responsibility for completing their homework and returning it to school. Please do not over-assist to the point that you are doing more of the homework than your child.

## **Lost & Found – Lost or Damaged Books/Devices**

### **LOST AND FOUND**

Lost and found items are placed in the yellow box located just inside the north door entrance, next to the gym. Parents and students are encouraged to check these boxes at any time. It is very helpful in locating lost items when personal belongings have been labeled.

### **LOST OR DAMAGED BOOKS/DEVICES**

Curriculum, library books, and devices that sustain damage beyond the wear expected through normal use will require replacement by the student. The principal will determine if such an item meets this criterion.

Students will be charged for damaged materials on a five-year pro-rated scale based on the replacement cost. The item will remain in the school's possession. Lost materials will be replaced using the same guidelines.

If a library book is 10 years old or older, a replacement fee of \$10.00 will be assessed for the book. For a book nine years old or less, the assessment will be the replacement cost. Paperback books will have a \$3.00 replacement fee, regardless of age. This fee must be paid before the student receives his/her end-of-the-year report card.

## Meals & Related Procedures

### PROCEDURES AND MEAL PROGRAM

Westside offers a hot lunch program to all students in grades K-5 and breakfast to students who wish to participate. Using the District's computerized meal program, students input their assigned personal ID#, which gives account access to the school secretary to verify accurate input and charge the meal and/or milk to the student's account.

Breakfast is available for \$1.40 and lunch is \$2.65 per day. Students who wish to bring a cold lunch may purchase milk for 40 cents. Students who qualify for free or reduced-price meals receive milk with their meal. Additional milk for all students is 40 cents.

The computerized meal program maintains an account balance for each student. Payments received are credited to the student's account. Parents are encouraged to provide money to cover **at least 10 meals at a time**. When your student's account reaches a balance which is less than enough for 2 meals, a pink reminder notice will be sent home. We ask that you replenish the account at that time. If money is not deposited in a timely manner and your child's account becomes a negative balance, the school secretary will call to remind you of the negative balance. Please note that our computer system will only allow 2 charged meals. After that, students must bring a cold lunch as they will not be permitted to charge another meal. **Charges are discouraged.**

As a participant in the National School Lunch Program, free and reduced-price meals are available to Westside families who qualify. Applications may be obtained from the school secretaries any time during the school year.

Due to Federal Regulations, food and milk are not to be given away or exchanged between students.

Parents are encouraged to have lunch with their child at school. When you do decide to join us for lunch, please call the office **before 10:30 a.m.** so the cooks will have ample servings on hand. Breakfast for adults is \$1.90 and lunch for adults is \$3.65. A ticket must be purchased in the office prior to entering the serving line.

Westside Elementary has a closed campus during school hours. Students are not allowed to leave campus unless accompanied by their parent/guardian.

## **Parking & Dropping off Students**

Please pick-up and drop-off students using the entrance on Grand Street. **DO NOT LEAVE YOUR CAR PARKED IN THE DROP-OFF LANE.** There is additional parking in the north parking lot.

## **Parties**

The school has three holiday parties. Parties are scheduled for Halloween, Christmas and Valentine's Day holidays. These parties start at 2:00 p.m. and last one hour. Parents are generally asked to help with these parties.

We ask that invitations for parties held at home not be delivered at school. You may request a class roster with addresses from the building secretary. **We ask that gifts such as flowers, balloons, etc., are not delivered to students during school.**

## **Personal Property**

Students are discouraged from bringing personal property to school. Stereo equipment, electronic games, toys, skateboards, and large amounts of money are to be left at home unless the teacher gives permission to bring such items to school. Personal property can often become damaged, misplaced or lost. The school will not be responsible for items brought to school without permission. *Park County SD #1 (Westside Elementary School) is not responsible for personal property that is lost, stolen, or damaged while in the possession of students, staff, or administration.*

## **Physical Education**

### **PHYSICAL EDUCATION**

Students have physical education twice a week for 30 minutes. To insure their safety and full participation, they are expected to wear tennis shoes or rubber-soled shoes. Sandals, boots and slip-on shoes are not appropriate. Girls should wear long pants or shorts.

If a student is unable to participate because of illness or injury, a note from a parent is required. If a student needs to be excused from class for more than two days, a doctor's excuse will be required (See Health & Medical Information Section).

### **ROLLER BLADES AND SCOOTERS**

Students must wear protective knee, elbow and head gear to roller blade or ride scooters while at school. Due to time constraints, the use of roller blades, roller skates and scooters is only allowed during the noon recess.

### **PLAYGROUND SAFETY RULES & SAFETY ON EQUIPMENT**

Please refer to the playground and equipment safety rules found on our website.

## **Promotion/Retention of Students**

Students will be promoted or advanced upon recommendation of the grade-level teacher and the principal when the student has achieved the educational goals of his/her present grade level along with demonstrating proficiency in both State and District standards.

The teacher and principal may recommend a student for retention at grade level. Criteria to be considered includes:

1. Academic achievement (failure in basic areas – language arts, math, social studies and science);
2. Maturity of student (physical and emotional maturity, as well as chronological age);
3. Academic achievement in relationship to effort, attitude, attendance, and basic abilities.

Parents will be notified in writing, at the end of the 2<sup>nd</sup> trimester, if their child is in jeopardy of failing or concerns exist. A conference with the parents, student, principal, and teacher will be scheduled at that time. A student intervention plan will be developed for those students through the Building Intervention Team process.

## **Recess**

Westside Elementary provides highly engaging learning environments and maintains high expectations in regard to work habits and perseverance. Understandably, children need the opportunity to exercise and to get fresh air. Recess periods are established every morning, before lunch, and afternoon. Generally, students are sent outside and should come prepared for the current weather. If the temperature dips below zero degrees Fahrenheit, students are allowed to remain inside and to participate in activities in their rooms. Students who are suffering from colds or returning from an illness are allowed to remain inside during recess for a period of *two days* with a note from their parent. ***Requests to keep children in for longer periods of time require a doctor's release.*** Items of value, such as Gameboys and other personal belongings, should be left at home.

## **Safety Drills**

Due to changing issues facing today's schools, a variety of safety drills are held throughout each year at Westside. These include:

1. Fire Drills: Fire drills are held regularly as required by law. Each room has a sign informing students what to do in case of a fire.
2. Lock Outs: A lockout is implemented should there be a safety threat or concern in the vicinity of Westside, but not in the building. All exterior doors are locked and all instruction and learning continues as usual.
3. Lockdowns: Recently it has become necessary to practice drills to keep students safe from those who might harm them. A lockdown is a drill that is practiced by staff, students and administrators in conjunction with local community agencies to prepare for the unlikely time when someone may threaten our students, within the building.
4. Bus Evacuation: Bus evacuation drills are practiced each year with all students. Even though a student may not ride the bus to school, he/she may ride on a bus for a field trip or for other school activities. Therefore, it is imperative that all students understand these drills.
5. (Reference: [www.pcsd1.org](http://www.pcsd1.org))

## **Student Safety**

The safety of all students is a priority of Westside Elementary. All outside entrances, with the exception of the front doors will be locked throughout the school day.

All visitors and volunteers are asked to sign in at the office and pick up a visitor tag. This assures staff members that the individual has checked in and has permission to be in the building. All strangers on school property who have not checked in at the office will be approached by a staff member and will be asked to register in the office to obtain a visitor tag.

Parents are asked to check out their student, at such time as they may need to leave, by signing the guest register in the office. Students are not to be taken from the playground nor should they be taken during any type of drill (fire, intruder, etc.). Should there be changes to the normal daily procedures for children returning home, or a need to leave school for dental or doctor appointments, it is essential that the school be notified. We would ask that this be done with a note the morning of such interruptions. Although we understand that emergencies can occur, and we are willing to work with parents in such situations, it can be difficult to notify students with last-minute phone calls.

Whenever a student wishes to ride on a bus other than the one assigned, he/she must bring a note to the office signed by his/her parent or guardian. One of the secretaries will fill out a bus pass for the student, keeping the original in the office and giving the student a copy to give to the bus driver. This procedure is for the child's safety and well-being, assuring us that the parent/guardian is aware of the change in procedure.

The Board of Park County School District #1 defines the canal, railroad tracks and Highway 14 as "Danger Zone" areas. For their safety, students are to ride the shuttle bus across that area when going to and from school.

## **Summer School**

It is the intent of the administrative and teaching staffs of the Park County District #1 elementary schools to provide additional time and individualized instruction for students who are behind or lack basic skills sufficient to be successful in attaining the essential skills established by PCSD #1 in literacy. Students who have not satisfactorily met their grade-level essential skills will be required to attend the program. Summer school spans four consecutive weeks. The current year's schedule for summer school is available at any school, the district office and on the district web site. Bus service is also provided from each elementary school to and from the summer school location.

## **Student Council**

The Student Council is the voice of Westside students. Students can and should become involved in **their** school. Each fall every class elects a room representative to serve on Student Council. Each spring the entire student body elects a president and secretary from the incoming fifth grade classes for the following year. A vice-president and treasurer are elected from the incoming fourth grade classes. Two historians are elected, one each from incoming fourth and fifth grade classes. Through the Student Council, students are provided an opportunity to serve in a leadership capacity at all grade levels. Members of the Student Council, working with the teachers and principal, identify possible ways of improving their school and helping the community.

## **Technology - Computer/Internet/Website Access and Use**

### **COMPUTER USE**

Technology is an important part of a student's education. Westside students spend at least 30 minutes a day using technology for research, creating projects for practicing skills taught in the classroom, and/or

working on computer-assisted instructional programs for remediation practice and enrichment. Student progress is continually monitored and modified as needed.

For a student to use our network and devices, he/she is required to read and sign the District's current acceptable use policy. (See District Administrative Regulation/Operating Procedure, hereinafter referred to as AR/OP, EFCD for complete details.)

### **INTERNET ACCESS AND EXPECTATIONS**

The District's goal in providing Internet access is to promote educational opportunities and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or other disciplinary actions. In accordance with District policy, the system administrator and teachers will deem what is inappropriate use, and their decision(s) will be final. The District may, at any time, deny, revoke or suspend specific user access. All students must complete an Internet agreement before they can use the Internet.

### **PARENT PORTAL/INFINITE CAMPUS**

Parents now have access to student information and the ability to electronically deposit funds in lunch accounts via the District's website. The Parent Portal accesses Infinite Campus, the computerized program used by the District to house all the student demographic information, student grades, test scores and lunch account balance.

From the District's main web page, scroll down to the bottom of the page and click on "Parent Links". Scroll down and select the "Parent Portal" link. You are required to provide a user name and password to log in. Information about this process has been sent home with every student. If you need assistance, please contact the school office.

### **WEBSITE**

The Powell School District and each school in the District have a website for parents' use. Information on board meetings, governing policies, administrative rules and procedures, data on WY TOPP, ACT, SAT and Wyoming standards, school calendar, handbooks, newsletters, parent links, the business office and employment is available at this site. To access our website, please go to Park County School District 1 Website, click on "Schools", and choose "Westside".

Please refer to *Appendix C* for more information.

## **Student At-Risk Plan, Interventions & Support Staff**

### **PHILOSOPHY**

In a safe, orderly and positive environment, where learning is valued and differences are accepted, each child will achieve mastery of the District standards and will develop and progress intellectually, socially, emotionally, behaviorally and physically as an individual.

#### At-Risk Identification

Students "at-risk" in Wyoming are defined, according to State Board of Education Rules and Regulations, as individuals of school age who appear likely to fail economically, socially, and academically. At Westside, the staff has also identified students who easily achieve District standards as being "at-risk".

#### Identification



Identification of students will take place through the Student Intervention Team (SIT) process. Referrals of at-risk students to the SIT team may be by teacher, administrator, parent or student. All cases referred will be considered and evaluated on the following criteria:

1. A student who has been provided documented teaching and re-teaching activities and still has not demonstrated mastery of adopted performance standards.
2. A student whose performance on universal screeners, criterion-referenced (MAP) and state tests (PAWS) is below the national average.
3. A student who consistently meets or exceeds expected levels on adopted performance standards on pre- or initial assessment.
4. A student who demonstrates, through daily use and assessment, that he/she has Limited English Proficiency.
5. A student whose environment places him/her in a position to experience domestic violence.
6. A student whose behavioral record in the classroom and/or on the playground indicates he/she is experiencing social dysfunction.
7. A student who is of Native American heritage.
8. A migrant student

### At-Risk Interventions Currently in Place

#### **Social/Emotional/Behavioral**

Guidance/Character Ed Lessons  
 Time to Teach  
 Counseling: Group/Individual  
 Mentoring  
 Individual Behavior Plan  
 Wrap Around Services

#### **Academic Interventions/Enrichments**

Mentoring  
 Tutoring with Volunteers  
 Computer-Assisted Programs  
 After- School Program & Tutoring  
 Noon Catch-up/Tutoring  
 Title I/Academic Tutor Interventions  
 Summer School  
 Special Education

### Classroom Interventions

It is in the classroom where the first interventions take place. When the teacher feels he/she can no longer meet the additional needs of an at-risk student due to time constraints, number of students in the classroom or the severity of the needs, he/she will complete an At-Risk/BIT referral on the student.

Regular classroom planning and instruction will be aimed at ensuring all students will become secure in the District-adopted essential skills. Students who fail to become secure in the essential skills or who easily achieve the essential skills will be identified as being at-risk.

## **Visitors**

Parents are invited and encouraged to visit the school; however, ALL visitors, parents included, must check in through the school check in kiosk located in the vestibule before going to the classrooms, lunchroom, or playground.. Your driver's license must be scanned in at the kiosk. If approved through the system, you will issued a yellow visitor tag. You will be asked to sign our guest register and pick up a visitor tag. If you visit a classroom, it is helpful to make arrangements with that teacher or the principal before visiting so that your visitation can be coordinated with the class schedule. This is to ensure uninterrupted learning time and student safety.

We ask that if you bring lunches, coats, etc., to school late, leave them in the office. The office staff will deliver these items to the classroom to avoid class disruption. We appreciate your cooperation.

To ensure the safety and welfare of all our children, we ask that the following procedures be followed when making a visit to Westside:

1. If at all possible, please call ahead of time and let the secretary know when you would like to come and for what purpose.
2. Upon arrival at school, please go directly to the office and introduce yourself.
3. Please do not expect to have a conference with your child's teacher during school hours as this will take time away from the teaching day.
4. Conferences with teachers should be held after dismissal time except for regularly scheduled conferences.
5. At no time should any visitor go to any part of the building without permission and a visitor tag from office personnel.

Experience indicates that student visitors wishing to remain for a major portion of the school day can be counterproductive. Liability issues and the fact that classroom teachers do not know the proper placement of visiting children, can cause unnecessary disruptions to the business of learning. Visitors are quite welcome to join us for breakfast and lunch following the above guidelines of contacting the office as well as payment for the meal.

## **Volunteer Program**

The Westside volunteers are a very vital force in the day-to-day operations of the school. Volunteers serve in a variety of roles to help ensure that a strong educational program is provided to each of the students attending Westside. Please contact your child's teacher or the office if you wish to help. All volunteers must complete a volunteer application/agreement and pass a background check prior to beginning.

## **Weapons Policy**

The Board of Trustees for Park County School District # 1 is committed to providing a safe and orderly environment within the District in which all students can learn and all teachers can teach. To help ensure this safe environment, the Board will not tolerate the possession or use of any deadly weapons on any school grounds, in any school facilities, or in any school vehicles. The Board also will not tolerate any article that may be used as a deadly weapon on School District properties to be used or threatened to be used to inflict bodily harm and/or intimidate other persons regardless of whether or not the possessor actually uses or intends to use the article to inflict bodily harm or to intimidate other persons. Behavior or actions which threaten to jeopardize the safe and orderly environment for teaching and/or learning will be dealt with swiftly and in accordance with District rules/regulations and State and Federal statutes.

For further details, please reference [www.pcsd1.org](http://www.pcsd1.org).

## **APPENDICES: DISTRICT NOTICES AND POLICIES**

### **RIGHT TO ATTEND SCHOOL**

The public schools shall at all times be equally free and accessible to all child residents therein **over five (5) years of age** [and under the age of twenty-one (21)] on or before September 15 of any year.

### **NONDISCRIMINATION STATEMENT**

Park County School District #1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Park County School District #1, Ginger Sleep, Civil Rights Coordinator, 160 North Evarts, Powell, Wyoming 82435, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-03582, (303) 844-5695 or TDD 303-844-3417.

### **PUBLIC NOTICE TO PARENTS, LEGAL GUARDIANS AND ELIGIBLE STUDENTS**

Park County School District #1, Powell, Wyoming, hereby announces the rights of parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act.

1. Under the provisions of the Family Educational Rights and Privacy Act, you are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of forty-five (45) days in which to comply with that request

2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.), it may presume that either parent has legal right of access to the records of students and may honor the written request from either parent.

3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.

4. It is permissible to require that the educational records be examined in the presence of a school district official. If you request a copy of the records, the request must be honored. (Costs of reproduction will be borne by the parent, legal guardian, or eligible student.)

5. If you feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students, you may request that the records be amended.

6. If the school agrees with the request, the records will be amended and you will be advised, in writing, of the amendment.

7. If the school doesn't agree with the request for amendment, you are advised that you have a right to a hearing on your request for amendment. Requests should be made to the Superintendent.

8. If, after a hearing, the Board of Trustees determines that an amendment will be made, the records will be amended and you will be informed, in writing, of the changes.

9. If the hearing does not result in a record amendment, you are advised as a parent, legal guardian, or eligible student that you have the right to place a statement of disagreement in the educational records of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

10. Park County School District #1 will make available, to the public, directory information pertaining to students at Park County School District #1. Directory information includes the following:

the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above - described directory information to be released without your consent, you must notify the office of the Superintendent within thirty (30) days from the date of this notice.

11. Any person having questions concerning the provisions of the Family Educational Rights and Privacy Act should contact the building principal of each respective school. Records are kept at each school that the student attends.

### **STUDENT PRIVACY PROTECTIONS & PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL**

The parents of a student enrolled in Park County School District #1 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent prior to administering or distributing the survey to that parent's child.

The District recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating, or demeaning behaviors;
- critical appraisals of other individuals with whom respondent has close family relationships;
- legally recognized privilege or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parents; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the District shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall inform the parents of their right to inspect the survey. The notice shall further notify the parents that their child is not required to respond to those particular subjects listed above. If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Any parent of a student of Park County School District #1 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the principal's office. Upon receiving such written request, the principal or his/her designee shall respond to the written request by notifying the parent when he/she may inspect the requested material. The principal or his/her designee shall respond within a reasonable time following the receipt of such written request and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be

open to inspection by the parent who requested such inspection during the normal business hours of the school.

From time to time, the District may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the District shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The District may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The District may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which requires immediate attention.

Occasionally, the school may administer surveys involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, for selling that information, or for otherwise providing that information to others for that purpose. The District, at the beginning of the school year, determines when such surveys may be administered or when they are expected to be scheduled. In the event of the administration of such a survey, the District will take measures to protect student privacy, such as using student codes rather than names or online surveys. Each parent of a student at Park County School District #1 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

NCLBA Reference: Title X, Part F, '1061

Statutory Reference: 20 U.S.C. '1232(h) (c) (2)

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The

School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Park County School District # 1 will make available to the public directory information pertaining to students at Park County School District # 1. Directory information includes the following: the *student's* name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above-described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student=s parent;
2. Mental or psychological problems of the student or student=s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.
9. Receive notice and an opportunity to opt a student out of -

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted this administrative regulation/operational procedure in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.  
Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **PROCEDURE FOR COLLECTION OF NON-SUFFICIENT FUNDS CHECKS EFFECTIVE**

### **APRIL 2008**

#### **SUMMARY**

The Business Office will collect on all checks which do not clear the bank either due to non-sufficient funds, account closed, stop payment or any other reason. This procedure will apply whether the check was written for an activity account fundraiser or a student's lunch account. To ensure accurate record-keeping procedures, the schools must not accept payment on these items and are to refer them to the Business Office.

#### **PROCEDURE**

1. When the charge-back is received from the bank, the Business Office will mail a letter to the maker of the NSF check with instructions to remit payment to the Business Office by cash or money order within 10 days of the date of the letter. A call from the Business Office will also be placed to the number that we have on file for that individual and, if they can't be reached, a message will be left if that option is available.
2. If payment is not received in 10 days, the item will be referred to Check Solutions-Collection Professionals in Cody for collection. When Check Solutions collects, they remit the full amount of the original check plus \$5 of the fees they collect to the School District.
3. The balance on the student's lunch account will be reduced the following day after the letter has been mailed and the call made. When payment is received, the student lunch account will then be credited. It is suggested in both the letter and the phone call that the parents make arrangements to provide their student with meals from home until they can take care of the NSF check. The school secretaries will be advised of each step as it occurs.
4. If the check was received as payment for merchandise from a club fundraiser, the Business Office will request that the school secretaries hold delivery of the merchandise until the check has been made good. The school's club account will be debited when the charge back is received from the bank and credited when payment is received. It is important that club sponsors deposit fundraising checks regularly to help avoid these charge-backs due to closed accounts and/or non-sufficient funds. Gloria Randall and the school secretaries will be advised of each returned item and remitted payment. The school secretaries must inform the club advisors of these transactions.
5. A spreadsheet of all checks processed under this procedure will be maintained in the Business Office.