

FREMONT COUNTY SCHOOL DISTRICT #1
BALDWIN CREEK ELEMENTARY

JADE MORTON, PRINCIPAL

350 Smith Street
Lander, WY 82520
(307) 332-6967
FAX: (307) 332-3475

Office Hours: 7:30 AM – 4:00 PM
Attendance/Nurse: 335-0305

FAMILY HANDBOOK
2019-2020

Playground supervision begins at 7:50 AM



EVERY DAY!



Our Mission

Every Bobcat, Every Day!

It is the mission of Baldwin Creek Elementary to ensure high levels of learning, both academically and socially, for every student.

Our Vision

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which:

- Staff members are supported in professional growth as individuals and as team members.
- Students and staff are respected and valued by one another in a diverse and positive school culture.
- Time for schoolwide collaboration and reflection is built into our practices.
- Students' differences in learning are recognized and supported through differentiated instruction.
- There is alignment between curriculum, instruction, assessment, and feedback.
- Expectations for behavior are consistent and positive.
- Reciprocal communication enhances the learning community.
- Systems of support are in place to address each student's academic and social/emotional needs.
- Students are engaged in diverse learning opportunities that promote a growth mindset.
- Use of technology is an integral part of preparing students to be responsible global citizens.

ATTENDANCE AND SCHOOL HOURS:

Playground supervision begins at 7:50 a.m. If your child will be dropped off before 7:50 a.m. we recommend you register them for the Lights On Early Bird program which begins at 7:00 a.m. Teachers might request that your child come early or stay after school for some extra academic support. Each Wednesday is designated as an "Early Out," allowing staff to participate in professional development on site. With limited adult supervision on Wednesdays after school, students are expected to be picked up after the bell rings at 2:20 pm.

Monday, Tuesday, Thursday, Friday: 8:05 AM – 3:15 PM **TARDY BELL RINGS AT 8:10AM**
Wednesday 8:05 AM – 2:20 PM **TARDY BELL RINGS AT 8:10AM**

*Parents should contact the school by 8:45 a.m. if their child will be absent or tardy. You may contact the school by phone, email or text at any time!

BUS STUDENTS:

The assigned bus driver will inform students who ride a regular bus route of behavior expectations. Parents are encouraged to discuss these expectations with their children. Bus students are expected to take the opportunity to get on their bus at Baldwin Creek Elementary as soon as the dismissal bell rings. Students should not leave school property for any reason while waiting for their bus to arrive. If a student plans to ride the bus to the house of a friend, relative or child care provider, a written permission slip from the child's parent is required before the child is allowed to board the bus. Any transportation issues should be directed to the Bus Barn at **332-3798**.

DRILLS AND EMERGENCY PROCEDURES:

Students will be informed of procedures to be followed in case of fire or crisis. Drills will be practiced on a regular basis. In the case of a crisis, it is advised that parents not contact the school as it may tie up the phone lines to area emergency services. Parents are advised to monitor local radio stations for further information.

DRUG FREE ZONE Including TOBACCO AND ALCOHOL:

The use of alcoholic beverages, tobacco, or dangerous/illegal drugs by students, or possession of such by students or adults in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function, while in possession of or using any tobacco product or under the influence of alcohol or drugs or following the immediate prior use of alcohol or drugs. The illegal use of legalized (over the counter) products will also constitute violation of this policy.

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance, as that term is defined by state and federal law, while on school district property

EMERGENCY INFORMATION:

Please keep Baldwin Creek Elementary office and your child's teacher current on telephone or address changes as well as persons to call in case of emergency. We may need to contact parents directly or urgently.

LEGAL CUSTODY OF STUDENTS:

A legal document, signed by a judge, is required to support any questions of custody between divorced or separated parents. Unless we have the document on file, both biological parents have equal rights to the student.

PHONE POLICY/CELLULAR PHONES AT SCHOOL:

If it is necessary for a student to have a cell phone/smart watch, it must remain off and in their backpack upon arrival to school until the end of the school day at 3:15 p.m. or 2:20 p.m.. The school is not responsible for lost or stolen cell phones/smart watches. Any student NOT complying with this request will have their phone confiscated until the end of the school day. A telephone is available for student use in the office.

PICKING UP YOUR CHILD DURING THE DAY:

If your child has an appointment during the school day, please come to our office to check them out/sign them back in. Please allow an extra few minutes for us to contact your child and meet you in the office.

REPORT CARDS:

Baldwin Creek Elementary will provide information on individual student performance to parents through mid-quarter progress reports, quarterly report cards, parent/teacher conferences, and individual pre-arranged appointments with teachers and staff as needed.

SCHOOL MEALS

Meal prices for 2018-19: student breakfast \$1.50, lunch \$2.50 milk \$0.50.. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch. Adult breakfast is \$2.75 and lunch \$4.00 Fremont County School District #1 participates in the National School Lunch and Breakfast Programs. Your child is given a "PIN number" which is used from kindergarten through graduation from FCSD #1. This number is used to purchase breakfast and/or lunch. You can view your students account activity through your Parent Portal account. You may apply for Free and Reduced Meals by completing an application online through Parent Portal, or the paper version, available at any of the Lander school offices.

● Please Note: if your student was approved for Free or Reduced Meals last year you MUST reapply before October 1, 2018, to maintain eligibility for the current year.

● New students MUST apply even if you had other students (siblings) who qualified for Free or Reduced Meals.

We encourage parents to utilize Parent Portal accounts to view student meal account activity and make payments online. Payments are also accepted at any of the Lander schools by check, cash or money order. Negative account notices will be sent out electronically weekly to those via email.

Breakfast is served between 7:30 and 8:00. To eat with your child, **call the BCE Kitchen at 335-0302** before 9:00 a.m. for a reservation. Adult lunches are paid in the office, or applied to your child's lunch balance. Correct change is appreciated.

SCHOOL CLOSINGS:

If for any reason the Superintendent deems it necessary to close school, the parents and community will be notified via Parent Portal Messenger, the radio and/or other media sources as soon as possible.

PERSONAL POSSESSIONS/ELECTRONIC DEVICES/TOYS:

Personal items such as gadgets (ie: fidget spinners), toys and personal electronics should not be brought to school. All valuable items including toys and electronic devices such as Game Boys, iPods, iPod nanos, X-boxes, radios, cd players, etc. should not be brought to school. Students not complying with this request may have these items confiscated until the end of the school day. Replacement costs for lost/stolen items are not the responsibility of the school/district.

TRAFFIC SAFETY:

Students who walk to school should use sidewalks, marked crosswalks and obey all traffic laws. If you are dropping off your child in the front parking lot, please pull into the marked parking areas to eliminate congestion.

WEATHER/RECESS:

No food or drinks are allowed to be consumed on the playground. Principal discretion will be used to determine indoor recess for inclement weather conditions including negative wind chill. Your child may come in to the gym to read if they do not want to go outside before school.

HEALTH INFORMATION:

Health Office 335-0305

The Health Office is staffed by Megan Whiteside, Health Secretary, and Chelcie Mullins, RN and is open throughout the school day. Services that may be provided by the Health Office include:

First Aid
Health Evaluations
Hearing and Vision Screenings
Medication Administration
Chronic Illness Management
Medical Assistance/Care Coordination

Health office records are kept on each child. Records include immunizations, health screening results, allergies, and any information about chronic illnesses and disabilities. All records are confidential and only shared with other school personnel on a need-to-know basis. Collaboration between parents and the Health Office is essential and encouraged!

Illness and Injury

Sick or injured children are sent to the Health Office for evaluation. If it is necessary for the student to go home, they will remain in the Health Office until a parent/guardian picks them up. Please always provide the school with a working phone number to be used in the event of illness or injury.

Medication Policy

Prescription and non-prescription medications may be given at school. A parent must provide the medication in the original container and a written parental consent form must be signed before medication can be dispensed. Permission forms for administration of prescription medications must also be signed by a medical professional. Forms are available in the Health Office.

Immunizations

In compliance with Wyoming School Immunization Law and Fremont County School District One Board of Trustees policy, any student enrolling initially or transferring from an out-of-district school shall provide within thirty (30) calendar days a record of immunization against vaccine preventable diseases as designated by the state health authority. Students who have not received the required immunizations within thirty calendar days of enrollment will be excluded from school attendance. Exemptions are allowed for documented medical or religious reasons and may be obtained only from the state or county health officer. Please contact the health office with questions or information regarding immunization requirements.

PARENT INFORMATION

P.I.E. MEETINGS:

Parents Interested in Education (P.I.E.) meetings are held monthly providing an opportunity for parents to meet with the principal and/or teacher representatives in an informal setting. They discuss issues surrounding the school and your child's educational experiences while at school. Baldwin Creek Elementary will offer numerous opportunities for parents to participate in the decision-making committees and parent/volunteer groups at Baldwin Creek. Parent representatives also serve on our School Improvement/NCA Committee and the Curriculum Coordinating Council Committees.

PARENT COMMUNICATION:

The school communicates with parents in a variety of forms. Information and newsletters are sent via Parent Portal and through Messenger emails and texts. Some information may be sent home with students. Information is also posted to the school district's website www.landingschools.org and events may be found on the district calendar. If you have a question about your child's class, please contact your child's teacher first. He/she is most likely to be acquainted with the situation and possible ways of handling it. If an acceptable solution cannot be reached, the teacher or parent may contact the principal to arrange a time when the situation can be presented and other solutions offered. Please do not hesitate to go to your child's teacher. The teacher may be having the same concerns and a discussion may help to clear up any questions.

PARENTS ON SCHOOL GROUNDS:

Parents are not to park to pick up students until 2:45. Parents are also asked to not enter school grounds. For the safety and supervision of our students, please remain on the outside of the fence perimeter.

PARENT VOLUNTEERS:

We encourage parents and community members to help enrich our education program by sharing their time and expertise on a weekly, monthly, or one-time only basis. To ensure the safety of students, FCSD#1 requires all volunteers to fill out the appropriate background check/confidentiality forms in the office and be approved before volunteering.

PARTY TREATS

Treats and items for students will be left in the office for student pick up or delivery to classrooms unless previous arrangements were made with the teacher.

STUDENTS VISITING CLASSROOMS

Due to student liability and instructional time concerns, children not enrolled at Baldwin Creek Elementary will not be allowed to accompany Baldwin Creek students to their class or otherwise sit in classes.

VISITORS /TEACHER CONTACT:

To protect your child's instructional time and teacher's preparation time, parents or citizens who wish to visit a classroom or speak with a teacher **must pre-arrange** those visits, including before and after school hours, so that class disruptions may be kept to a minimum.

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

1. All visitors must register at the office upon their arrival at school and wear a visitor's badge in a place where it is clearly visible.
2. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds. Higher education, employer representatives, and military recruiters will be provided opportunities to meet with students.
3. If a parent wishes to observe his/her child's classroom, the time shall be arranged after the principal or designee has conferred with the teacher.

The principal may withhold approval of an observation or visit if particular events such as testing would be adversely affected by a visit. Similarly, if a parent or visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.

4. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The parent or visitor shall first discuss the matter with the principal.
 - b. If the matter is not satisfactorily resolved, the parent or visitor may request a meeting with the superintendent or designee.
 - c. The superintendent or designee shall promptly meet with the parent or visitor to investigate the dispute and render a written decision.

STUDENT INFORMATION

BICYCLES, SKATEBOARDS, ROLLER-BLADES, SCOOTERS and ELECTRIC SCOOTERS:

If you ride any of these to school, you must store/lock them in the appropriate areas upon arrival. No riding is allowed anywhere on school property. The school does not assume responsibility for any lost/stolen items, and we recommend keeping them locked. Students not complying with this request will have these item(s) confiscated until the end of the school day and lose their storing privileges. Replacement costs for lost/stolen items are not the responsibility of the school/district.

CODE of CONDUCT:

Baldwin Creek Elementary School students agree to: BE SAFE, BE RESPONSIBLE, BE RESPECTFUL.

Possible consequences for students who choose to disregard school expectations:

- Classroom consequence
- Lunch time detention
- Time out of recess
- Out of school suspension
- Exclusion from special events or activities
- Principal, student, parent, teacher conference
- In-school suspension

*All consequences may be determined at the Principal's discretion.

DRESS CODE:

Student's dress and personal appearance should not disrupt or distract from the learning environment of the school. School personnel will intervene and parents will be notified to bring a change of clothing when clothing is considered inappropriate or offensive. The following clothing/apparel is inappropriate at school except on specifically designated day(s):

1. Wearing of hats or hoods while inside the building
2. Sunglasses in the building
3. Clothing with distasteful designs or lettering
4. Bare feet
5. Revealing clothing, halter tops, half shirts/midriffs, tank tops, and spaghetti strap tops
6. Dresses, skirts, or shorts which are too short. (Acceptable length is to the student's fingertips.)
7. Any clothing item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol, or drug usage or distribution is prohibited.
8. Pants are to be worn at the waist at all times.

FIELD TRIPS:

Throughout the school year, your child will have the opportunity to attend field trips. Teachers will be sending specific information regarding the field trip their class will attend. Siblings are not permitted to accompany chaperones.

Permission for your child to participate in field trips is given during yearly Online Registration. Online Registration must be completed before your child may participate in any outside school opportunity throughout the year.

FUNDRAISING:

Baldwin Creek Elementary must approve soliciting (selling things at school) by students or others. This also includes handing out informational leaflets or seeking donations

HOMEWORK:

Homework is an assignment made by a teacher to be completed at home. Parents are encouraged to remain aware of their children's homework, show an interest, and encourage their children whenever possible. It is very important that students get their make-up work completed in a timely manner. If a student is absent, a parent may request his/her homework which will be available in the office after 3:15 pm.

LIBRARY BOOKS:

Books may be checked out for two (2) weeks then may be renewed. If books are overdue, students will lose library privileges. If books are lost or stolen, parents will be responsible for replacement costs. Replacement costs will be 100% of the new book cost. The cost of used books will be prorated according to the age of the book.

LOST AND FOUND:

Baldwin Creek's lost and found is located near the office. Please mark your child's name in coats, lunch boxes and other items to assist with the identification of these items. Please stop by and check the lost and found frequently as items are donated locally throughout the year.

PARTY INVITATIONS:

Party invitations need to be handed out outside of school hours.

SAFE 2 TELL

Your school and community urge that if you have information about: Vandalism, theft, drugs, threats, weapons and other illegal activities to call this WeTip number 24 hours/day and report your concerns. No one will ask your name. You will remain anonymous. Up to \$1,000 reward – call 800.78C.RIME (800.782.7463) or www.wetip.com.

Be Aware...Be Alert...If you see someone with a weapon near/at school, hear about a crime, or a dangerous situation, you can make a difference. Be aware and be alert. Write down everything. You can remember more about what you saw or what someone told you the earlier you write it down. Don't rely on your memory. It is easy to get things mixed up or forget details, especially if you were the victim or if you were at the scene of the crime. Be as exact as you can and try to avoid guessing. Wrong information is worse than no information at all. Keep a copy of the information that you write down. Then call the WeTip anonymous hotline and report the crime to the operator at 800.782.7463. The operator will ask you several questions about the crime and ask you to describe the situation as briefly as possible about what, where, when, how, and who did it. Do not hang up until the operator gives you your case number and tells you that the call is finished.

FREMONT COUNTY SCHOOL DISTRICT #1

POLICIES AND PROCEDURES

The following are policies and procedures adopted by Fremont County School District #. Complete policies may be found on our website, landerschools.org.

ABSENCES AND EXCUSES PROCEDURES (K-8 STUDENTS) ~ Adopted May 17, 2011

The Board of Trustees of Fremont County School District #1 accepts the responsibility of providing district students with the best possible education. Regular attendance by all students is of prime importance in the educational process and their ability to maximize the effectiveness of the school's educational program. Therefore, it is the responsibility of the student to attend all classes and to keep absences to an absolute minimum. Accountability for all absences lays with the student and his/her parents or guardians.

In order to adequately document and respond to frequent student absences and tardies the following procedures shall be followed:

Tier 1 BUILDING LEVEL PROCESS

1. Student Services Secretary (SSS) calls parent/guardian on all unverified absences and tardies and records the information in the student data system (Infinite Campus).
2. At the third unverified absence or fifth unverified tardy, the SSS sends a letter to the Parent. This is generated from Infinite Campus. The SSS also informs the principal that the student is of concern.
3. At the fourth and fifth unverified absence or eighth and ninth tardy, the SSS informs the Principal and or a designee (social worker, counselor, etc.) contact the parent/guardian to explain the concerns.
4. At the sixth unverified absence or the tenth unverified tardy, Form 1 from the District Share File is completed and submitted to the Dropout Prevention Coordinator. Form 1 (found on the BIT-RTI Share file) documents the specifics of the contact with the parent/guardian and child. See JED-E

Tier 2 DISTRICT LEVEL PROCESS

1. When a building submits the Form 1 to the Dropout Prevention Coordinator, the Coordinator sends a letter to the parent/guardian with a SARB (Student Attendance Review Board) invitation
2. The Coordinator completes the referral process to the SARB and establishes meeting time(s).
3. The Coordinator determines the need for the BIT (Building Intervention Team) involvement based upon the extenuating circumstances of each case.

Tier 3 COUNTY ATTORNEY, DEPARTMENT OF FAMILY SERVICES REFERRAL PROCESS

1. The Coordinator reviews the documents from the SARB process.
2. The Coordinator presents case material to the County Attorney or Department of Family Services for legal action when appropriate.

ALCOHOL/TOBACCO/DRUG USE AND ABUSE BY STUDENTS ~ Adopted October 17, 2000 (rev. 2/15/11)

The use of alcoholic beverages, tobacco, dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The reference herein to "dangerous substances" is intended to prohibit the use, possession, or distribution, including smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting a substance for the purpose of generating a high or rush, otherwise altering the mental processes or impairing the student's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Examples include, but are not limited to: inhaling products like correction fluid, rubber cement, or airplane glue; and, consuming larger-than-prescribed quantities of alcohol and/or drugs containing medications like cough syrup. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

Any student suspected of being under the influence of alcohol, dangerous substances, or illegal drugs or whose immediate prior use of alcohol, dangerous substances, or illegal drugs is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

To help students who are identified as abusing alcohol, dangerous substances, illegal drugs, or tobacco products, District and community resources may be recommended to the student and their parents/guardians. The responsibility of correcting an identified problem is that of the student and his/her parents or guardians. District counselors and social workers may be accessed for support and direction in these matters.

The District has developed and implemented content standards in the K-12 curriculum that educate students about awareness and understanding of the dangers inherent in the use or abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. It is the student's responsibility to learn these content standards and to apply them to their personal lives.

Each building principal has developed and implemented regulations within their school governing the consequences for use and abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. These rules are communicated in their respective student/parent handbooks that are approved by the Board of Trustees on an annual basis.

The Board of Trustees reserves the right to enforce infractions of this policy by expulsion or long term suspension regardless of the determined level of offense at any school within the district.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Fremont County School District One has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted in July 2010, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Fremont County School District #1 developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Baldwin Creek Elementary School contains no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required.

It is the intention of Fremont County School District #1 to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees have a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the administrative office of the school during regular business hours. Monte Richardson is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 307-332-5943.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) STATEMENT

The District uses a number of Internet-based subscriptions and services to offer online programs for the benefit of students and the school system. Examples of such services include, but are not limited to, communications and data storage regarding student test scores, grades, progress through curriculum content, and academic planning. The District requires that the service provider assure the school that it has in place a procedure or security system to maintain the confidentiality of any personal information that the service provider could have access to. Because these services or programs will necessitate giving access to student personal information to the Internet or Web site operators that host or facilitate these programs, the parent consents to allow the school to represent that it has parental permission for this. Your signed return of this handbook shall be considered permission.

DIRECTORY INFORMATION

Fremont County School District #1, State of Wyoming, reserves the right to disclose directory information about any students enrolled in the District. Directory information is defined as: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. (JO-R)

If parents/guardians do not want FCSD #1 to disclose directory information from their child's education records without their prior written consent, the District must be notified in writing by September 7, or the following Monday if September 7 is a Saturday or Sunday.

DISCRIMINATION

Fremont County School District #1 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, sexual orientation, veteran status, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Assistant Superintendent for Curriculum & Assessment (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 400 Baldwin Creek Road, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82202-0050, or telephone (307)-777-6218; or Office for Civil Rights, U.S. Department of Education, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Telephone: 303-844-5695; FAX: 303-844-4303; TDD: 877-521-2172; Email: OCR.Denver@ed.gov. The District hires only U.S. citizens and lawfully authorized alien workers.

NON-DISCRIMINATION STATEMENT

Fremont County School District #1 does not discriminate on the basis of actual or perceived age, race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, marital status, pregnancy, or disability. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Curriculum Director (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 863 Sweetwater St., Lander, WY 82520 or telephone (307)-332-4711. Persons with complaints involving harassment and/or discrimination may also contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25th Str. Suite E200,

NOTIFICATION OF RIGHTS UNDER FERPA

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:

- The right to inspect and review the student’s education records within 45 days of the day the elementary school receives a request for access.
- Parents or eligible students should submit to the elementary 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.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the elementary school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the elementary 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.
- The right to consent to disclosure 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 elementary school as the administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Fremont County School District #1 Board; a person or company with whom the elementary school has contracted to perform a special task (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.
- 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 20202-4605

HARASSMENT, INTIMIDATION AND BULLYING

Fremont County School District #1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Students and staff shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward others.

Harassment, intimidation or bullying of or by students at school is prohibited. Harassment, intimidation or bullying means any intentional gesture or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

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

A school as used in this policy includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, 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.

“Written” acts include, but are not limited to, handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

Persons who witness or are a victim of harassment, intimidation or bullying shall report that conduct to a teacher, principal, or other school staff member as soon as possible. If the complaining person chooses not to file a written report, the staff member shall ask the person to verbally describe the incident, including the information described above. The staff member who receives the complaint shall request that the person make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the persons involved, to the extent possible. The staff member shall then forward that information in writing, including the person’s written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

Persons may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives an anonymous report of harassment, intimidation or bullying, the staff member shall then forward that information in writing, including the person’s written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint. During the investigation, the principal or his/her designee shall interview witnesses, including but not limited to the alleged victim and the person(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation.

When the investigation shows that a student has or has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), appropriate teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation, including discipline against the person who engaged in the harassment, intimidation, or bullying. If a student reports that they have been harassed, bullied, or intimidated in violation of this policy and no meeting is required by the previous sentence, the principal shall communicate the results of the investigation to the parent(s).

If the person who conducts the investigation determines that a student or students engaged in harassment, intimidation, or bullying, the building principal shall take appropriate disciplinary action toward the student or students. Students who engage in harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension and expulsion. Each school shall develop consequences and remedial action for students committing acts of harassment, intimidation, or bullying and incorporate them into their student discipline rubric. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate interventions, restoration of a positive climate, student-based programs, anti-bullying programs, mentor-based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation.

Retaliation or reprisal against a person who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Any student who engages in such retaliation or reprisal against a person who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

At the start of each school year, every school shall be required to review the district's harassment, intimidation and bullying policy with the students in a manner consistent with their age and education level. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent and/or his designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

The school district shall incorporate training and education on this policy in its professional development programs, and the policy shall be provided to volunteers and other non-certified employees of the district who have significant contact with students.

Adopted: December 8, 2009

HOMELESS ASSISTANCE NOTICE

Pursuant to the No Child Left Behind Act of 2001, the purpose of this notice is to provide you with information regarding the general rights provided by TitleX, Part C (b) of the No Child Left Behind Act of 2001.

If your family has become homeless during an academic year, or between academic years, your child shall continue to attend the school he/she has been attending for the duration of the family's homelessness. If the family becomes permanently housed during the academic year, the child shall remain in the school in which he/she is already attending.

You may enroll your child in any public school attended by non-homeless students who live in the same attendance area in which your child is actually living and eligible to attend. If you wish to enroll your child in a different school than the one he/she is currently attending, you must notify the local homeless liaison in writing of your desire to enroll your student in another school in which he/she is eligible to attend.

Information about the identification process and specific services is available from the schools and the local homeless liaison. Contact information for the local homeless liaison is available at each school, published in the student handbooks, and on the district website.

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless, or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison Name:	Renee Cook, Federal Program	Telephone: 335.0405
School Address:	Central Office, 400 Baldwin Creek Road, Lander, WY 82520	

- *Who is considered "homeless"?* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.

- *What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:
 - Immediate enrollment in school and, when desired or feasible, at the “school of origin”
 - Prompt provision of necessary services such as transportation and meal programs
 - Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, and preschool
 - Academic assistance through the district’s federally funded Title I program
 - Parent or guardian involvement school at activities
- *What is the “school of origin”?* The term ‘school of origin’ means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district’s responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.
- *What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

LIGHTS ON IN FREMONT COUNTY

Lights On information packets are sent home monthly outlining the power hour and enrichment portions of the program. Specific program questions should be directed to Lights On by contacting them at 332-4240.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT (IIBF-E)

FCSD #1 STUDENT NETWORK & INTERNET ACCEPTABLE USE AGREEMENT

Fremont County School District #1 strongly believes in the educational value of the Internet and other online information resources. They can increase the power of curriculum content standards, enable exciting collaborations, increase productivity, and improve student learning. Resources provided by the Internet and other media sources are important parts of the District’s instructional program. These services are provided to promote educational excellence in schools, support our curriculum, and support individual academic needs. **Student use of District computers, networking, or applications constitutes acceptance of the conditions within this agreement as well as additional stipulations within the school’s student handbook.**

General Statement: Individual Responsibility of Parents & Users

Even though filtering and other protection are in place on the District network as well as on student-issued devices, students and their parents/guardians are advised that access may include the potential for access to materials inappropriate or offensive for school-aged pupils. All users are responsible for their use of technology resources and the Internet. The District does not accept responsibility for students accessing inappropriate content or acting contrary to this agreement.

General Statement: No Expectation of Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the District computer network and Internet access, including any and all information transmitted, received, or stored in connection with such usage. All such content shall become and remains the property of the District, and no student shall have any expectation of privacy regarding such materials. The District may share such transmissions with the student’s parent/guardians, law enforcement, and other entities that the District deems necessary.

Student Account Usage

Each student is given a unique account and password to our District applications and subscriptions. These credentials are private and to be used only by that student. Students are responsible for their individual accounts and the actions on their network accounts. Students should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another student. If a student suspects her/his network account credentials have been compromised, the student should immediately inform a teacher or other staff member so action can be taken to protect and secure the account.

Internet Use Filtering and Monitoring

To comply with Federal Law, the District employs several methods of Internet content filtering and monitoring. For those schools with take-home privileges, content filtering is enabled regardless of the student’s location or Internet connection method. However, no Internet content filtering system can be fully effective in preventing access to harmful and inappropriate material. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting. Students receive instruction, appropriate to their age, regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material.

Students agree they will not use District resources to view or otherwise gain access to potentially objectionable materials. This includes text materials, video, images, or sound files that may be considered objectionable in an educational setting. If students mistakenly access inappropriate information, they should immediately disclose this access to their teacher or other supervising staff member. If a student finds that other users are visiting offensive or harmful sites, she/he should report such use to their supervising teacher.

Student Cloud-Based Email and File Storage

All students in grades 1-12 are given private District-managed email accounts and network “cloud” storage. For students in elementary grades, these accounts are limited to internal-only content and communications. These accounts may be used by students both at school and offsite (home, library, etc.). These accounts are hosted by a third-party service specifically geared toward K-12 educational users and their specific privacy requirements (Google Apps for Education).

File storage and email accounts may, at any time, be monitored by authorized school and District staff and may be shared with District administration, law enforcement, parents/guardians, and others as necessary. If a student suspects her/his email account has been compromised, she/he should immediately inform a teacher or principal. Students should not delete any threatening or suspicious messages, but leave them as evidence for authorized personnel to evaluate.

Additionally, students in grades 6-12 are given storage space on a school server . Storage space is set aside for educationally- appropriate content as well as student work. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the District staff, in its sole discretion, believes may be objectionable. Music files, video files taking a large amount of storage, and other non-educational material may be deleted at any time without notice to the student.

Social Networking Usage and Website Posting

The use of social networking and collaborative sharing sites is limited to District-approved online applications such as Canvas and Google Classroom. Student accounts in approved applications are monitored and managed. Students may be invited to participate in various publishing and Internet posting opportunities through the District (such as online video, newsletters, wiki editing). The use and sharing of such resources and information online will fall under expectations within this agreement as well as school-wide and District expectations.

Expectations Regarding Device Usage and Communication

The same rules and expectations that students have regarding communication and interaction with peers and with staff apply to online communications.

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not use the system to promote any activity prohibited by school or District policy, local law, state law, federal law or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or hardware.
- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, keyloggers, remote monitoring, or other malicious software into the network or onto an individual computer.
- Students shall not download or install executable software.
- Students shall not attempt to compromise or bypass content filtering and other security measures.

Schools and/or teachers may impose other guidelines and rules in addition to those in this document. Disciplinary consequences for violation of this agreement may include classroom sanctions that are defined by teacher, and/or school-wide sanctions including limited or no access to technology at the school as well as other consequences deemed appropriate by school and/or District administration.

BYOD (“Bring Your Own Device”) Guidelines

A growing number of students are bringing personal technology – such as smartphones and mobiles -- to use during the school day on the guest wireless network provided by the school. Devices that connect to Fremont #1 guest wireless network are subject to the same usage expectations and rules as are District-owned devices, and also subject to additional limitations established by the teacher/school. The District takes no responsibility for any issue or loss arising from the use of personal devices. The District reserves the right to search any and all personal technology devices brought upon the school campus or to any school bus if in the judgement of the supervisor or administrator in charge there is a reasonable suspicion to believe it contains evidence of the violation of a District rule, policy, or state or federal law which could subject the student to discipline.

Opt-Out

Due to the pervasive and immersive use of technology in our District, it has become impossible for students to “opt-out” of using Internet resources. In extraordinary situations, the parents and principal can choose to limit some application and network access for a student, but exceptions will always be made for access to testing, student collaboration and communication, and other educational applications that are required parts of our curriculum and daily classwork.

Disclaimer

Fremont County School District #1 makes no warranties of any kind, whether expressed or implied, for the technology and Internet services it is providing. The District will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence, user errors, omissions, or factors beyond the control of the District. Use of any information obtained via the Internet is at the user’s own risk for the user’s own purpose. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet access. The District does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monetary loss) sustained or incurred in connection with the use, operation, or inability to use any aspect of the system or service.

More information about each of these points may be found on the Fremont #1 Technology website. A link to our website is included on the District Website at www.landingschools.org.

PARENT INVOLVEMENT POLICY

August 2003 (Approved 2/3/04)

As established by No Child Left Behind legislation Section 1118(a), Fremont County School District #1 has (1) developed a policy jointly with parents (2) received parent approval for the Parent Policy and (3) distributed the policy to parents. Based on the needs assessment of 2002-03, Fremont County School District #1 will take the following steps to ensure parent involvement in the educational process:

1. Parents and community members were and will continue to be involved in the development of the Consolidated Grant (including Title I, part A, Title IIA, Title IID, Title III, Title IV, Title V, Title VIB Flow through, Title VI B-Preschool, and Perkins) in the following ways:
 - a. Parent school climate survey
 - b. Parent technology survey
 - c. Parents Interested In Education (P.I.E.) groups at each school completed constituent input forms.
 - d. Parents/Community members are asked to serve on committees as needed (ongoing)
2. Schools and parents capacity for strong parental involvement will be built by using technical assistance and professional development opportunities. The district's website will provide information on district, school, and staff as well as Wyoming state and district academic standards targeted at each grade level.
3. Each school in the district will produce and distribute timely newsletters to parents that include pertinent information including how parents can help improve their children's achievement in school.
4. An annual evaluation process of parental/community involvement will be conducted at the end of each school year. The evaluation will look at barriers to parental/community involvement, level of parental/community involvement, and strategies to increase involvement of all constituent groups. The evaluation will consist of:
 - a. Parent/community surveys
 - b. Parent/community forum discussions
5. Information gathered from the evaluation will be used to:
 - a. Plan the school calendar
 - b. Develop targeted strategies to increase parental/community involvement
 - c. Revise the parent/community policy as needed
6. Parents/community members are enabled to play these key roles:
 - a. Teacher
 - b. Supporter
 - c. Advocate
 - d. Decision maker

PARENTS RIGHT TO KNOW

A. **QUALIFICATIONS**—At the beginning of each school year, a local educational agency that receives funds under this part [referring to Title I] shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

B. **ADDITIONAL INFORMATION**—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent.

- (i) Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
- (ii) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Baldwin Creek Elementary to notify you and obtain consent or allows you to opt out your child from participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”)

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. Sexual 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
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Wyoming Law.)

REGISTRATION AND ENROLLMENT

GENERAL ENROLLMENT: Proof of age must be shown when a child is registered for Kindergarten or First Grade with a state-issued certified birth certificate (not hospital-issued) and a current immunization record is required on all students. In accordance with the State of Wyoming school law, “A pupil may register in kindergarten in the public schools of this state in the year in which his/her fifth birthday falls on or before September 15.” To be eligible to enroll in First Grade, a child must be six (6) years of age on or before September 15.

SECLUSION AND RESTRAINT POLICY

FCSD#1 has a policy on seclusion and restraint of students. This policy (JLJ) can be found on the school district’s website at http://www.landingschools.org/wp-content/DistrictPolicies/Policy_JLJ.pdf. For questions about the policy, please contact the principal or the District’s Special Services Director (332-8420).

SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form to the appropriate principal no later than three school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The District shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school in the school district by contacting local law enforcement (police or sheriff’s department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

SEXUAL HARASSMENT (GCQD)

Discrimination, Sexual Harassment and Intimidation for Students and Employees

(This is a condensed version of the policy. A complete copy is available in the school office or on the District’s website.)

Basic Policy:

Fremont County School District #1 is committed to a positive and productive working and learning environment free of discrimination and sexual harassment. Discrimination and sexual harassment adversely affect morale and interfere with employee and student ability to work and learn. The District prohibits sexual harassment, discrimination or intimidation of its employees and students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student; and finds such behavior just cause for disciplinary action. Whereas, sexual harassment substantially compromises the attainment of educational excellence and the District will not tolerate such behavior between members of the same or opposite gender.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or discrimination or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination or sexual harassment and will lead to disciplinary action against the offender as hereinafter set forth.

This policy also applies to individuals attending any school-sponsored events, regardless of location.

Reporting:

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, a school nurse or the building principal unless such person is involved in the alleged harassment.

Once a report has been filed, a confidential and expeditious investigation shall be initiated.

Confidentiality:

A report of sexual harassment or intimidation, and the investigation, is to be kept in strictest confidentiality to the greatest extent possible for the protection of all parties involved.

All parties' right to privacy will be protected to the extent possible. The District has a compelling interest to provide educational programs in an environment free from sexual harassment and discrimination. Therefore, the District's obligation to investigate and take corrective action may supersede an individual's right to privacy.

Investigation and Action Procedure:

The District has a procedure in place to investigate and act on all complaints. Each incident will be investigated in a timely fashion.

SPECIAL SERVICES

Programs: The following special services are provided for students who qualify through a screening process: reading recovery, special education, speech therapy, occupational therapy, physical therapy, social worker/counseling, Title I, 504, and LEP (Limited English Proficiency). Parents or teachers may request screening. Request forms are available in the school office. The Building Intervention Team includes parents, classroom teachers, specialists, and the principal.

Referral Process: Once a request has been made, the parent is invited to the Building Intervention Team meeting to consider the referral and make one of the following recommendations:

1. Additional interventions by the classroom teacher and/or non-special education services provided in the building (i.e., tutoring, reading, etc.
2. "Lights On" tutoring, counseling services to be provided by the social worker, which may include individual or small group counseling?
3. Referral for Special Education Assessment

The recommendations are then shared with the parent(s). Parent(s) must give their approval for the Special Education assessment.

TITLE I

Baldwin Creek Elementary is a school-wide Title I school.

School-wide programs serve all children in a school and have great latitude to determine how to organize their operations and allocate the multiple funding sources available to them. They do not have to identify particular children as eligible for services. All staff, resources, and classes are part of the overall school-wide program. This allows school-wide programs to use all allocated funds to increase the amount and quality of learning time. In this way, they can embrace a high-quality curriculum, according to a comprehensive plan that ensures all children meet the state's challenging academic standards. Additionally, all staff in a school-wide school, including teachers and paraprofessionals, must be highly qualified.

Parents have many avenues of involvement in a school-wide Title I school. Each year there are at least two meetings to discuss the school-wide Program (fall) and review and revise the program based on the yearly needs assessment (spring). Using their required funds set aside for parent involvement, schools can offer parent/family nights and parent trainings that keep families "in the loop" with the school improvement efforts as well as helping families be active partners in the process. School-wide Title I schools also communicate partner roles with families using the School-Parent Compact signed at the beginning of the school year.

Core Elements of School-wide Programs

- A school operating as a School-wide program must conduct a comprehensive needs assessment that identifies the school's strengths and challenges in key areas that affect student achievement.
- The school must develop a [comprehensive school-wide program plan](#) that describes how it will achieve the goals it has identified as a result of its needs assessment.

The school must evaluate annually the outcomes and the plan's implementation to determine whether the academic achievement of all students, and particularly of low-achieving students, improved, whether the goals and objectives contained in the plan were achieved, and if the plan is still appropriate as written.

PARENT POLICY: Baldwin Creek Elementary will host an annual Title I school-wide meeting in the spring of each year to review Title I, what it means to be a school-wide Title I school, how students are selected, and what programs and interventions are in place to help all students meet our school goals. Time will be made available for parents and community members to express concerns and offer comments about the current school improvement plan as well as contribute ideas to be considered for interventions and activities in the future. Those parents and other community members who are unable to attend will be notified through newsletters, and personal contact about the opportunities for involvement in various capacities at Baldwin Creek Elementary.

Baldwin Creek Elementary will provide information on individual student performance to parents through mid-quarter progress reports, report cards, parent/teacher conferences, and individual appointments with teachers and staff as needed.

Baldwin Creek Elementary parents will have access to an annual school and district report card as part of the school improvement process. The report card will include, but is not limited to, group statistics on achievement and assessment data relating directly to the goal areas in our school improvement plan.

VOLUNTEERS – BACKGROUND CHECKS ~ Approved by Board of Trustees October 18, 2011

Individuals who volunteer to share their time, talents, knowledge, and efforts with students provide a valuable service to the District. However, it is the District's responsibility to ensure that student safety is the primary consideration as volunteers are approved.

All volunteers will be asked to complete the District's "Volunteer Information Form."

All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through a nationwide database selected and used by the District:

1. Individuals who volunteer on a "regular" basis so that it is anticipated that they will volunteer for 36 or more hours during the school year (i.e., one hour per week or more); if these individuals will likely never be alone with students without a school district employee being present, principals may choose not to have a volunteer in this category have the criminal background check; or
2. Any individual whose volunteer work will allow the volunteer to be alone with a student or group of students for more than a few minutes without being in visual contact of a school employee; or
3. Any individual who will accompany students on an overnight trip; or
4. Any individual who volunteers as a coach for more than five days during a season or is likely to assist an activity sponsor for more than five days during a school year; or
5. Any individual who will accompany students on an activity, sports event, or field trip off school premises and will be alone with a student or small group of students without a school district employee being within visual contact of the volunteer for more than a few moments.

A principal may require any volunteer to be screened through the nationwide database used by the District whether or not the volunteer is subject to mandatory screening as outlined above.

A volunteer will only need to undergo the screening one time unless the principal requests that it occur more frequently.

The results of the screening will be submitted to the Superintendent of Schools and will remain confidential to the greatest extent possible; however, the District reserves the right to provide such information to other School District personnel or to law enforcement officials as is deemed necessary, consistent with legitimate educational interests, including but not limited to school safety requirements. The Superintendent will review the results of the background checks and determine the suitability of a volunteer. If necessary, the Superintendent will discuss the results with the principal in whose school the volunteer wishes to work, other School District personnel, or law enforcement officials as the Superintendent determines necessary, and may discuss the results with the volunteer. The screening results must be received prior to allowing a volunteer to participate in an overnight trip with students or on a field trip during which the volunteer will be alone with a student or a small group of students. An individual who is required to have a background check may volunteer on school premises for up to three days before the results of the background check are received by the District if the following conditions are met: (1) The volunteer completes the "Volunteer Information Form" to self-report any prior criminal problems, and (2) the principal approves the volunteer being in the school, and (3) the volunteer will be monitored by a teacher, sponsor, or administrator.

To help volunteers and chaperones understand District expectations, a "Code of Conduct" will be developed and provided to all volunteers and chaperones.

For students who will be placed in businesses for work-study, job-shadowing, internship, etc. experiences without a school district employee being present while the student is at the work site, the agreement that is signed by the business or company where the student will work will have a clause that states that the employer verifies that no known sex offender or felon is employed by the business or company.

The District retains the right to reject or refuse the offer of any person to serve as a volunteer at any time for any reason or no reason at all.

WEAPONS POSSESSION

It is the intent of the Board of Trustees to prevent weapons from being brought onto school property and into school buildings. Weapons include objects, when used inappropriately by someone, could cause harm to any person on school property. Possession/use of any dangerous or deadly weapon in any school building (including buildings/property where students are assigned off-campus), on school grounds, in any school vehicle, any other vehicle assigned by the administration to transport students and staff, or at any school-sanctioned activity, is prohibited. It is against federal and state law to have firearms on school property. Hunting rifles and other firearms must be removed from vehicles and/or person prior to their coming on school property. Those who access and/or utilize the public schools shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person. Weapons shall be defined as any item/object that can be construed as a weapon, such as, but is not limited to guns of any type, facsimile weapons (toy weapons that resemble real weapons) Ninja stars, slingshots, bludgeons, knives, any kind of pocketknife laser pointers/pens, chains, etc. If a pocketknife is inadvertently brought to school and voluntarily handed in at the school office, no disciplinary action will be taken. An exception to this policy may be approved by the Superintendent, or designee, in consultation with the Board attorney. The Board will be notified of any exceptions.

Consequences

The possession or use of any item construed as a weapon shall require disciplinary proceedings to begin which may include suspension and the possibility of expulsion of the person involved. The following proceedings shall be immediately initiated by the principal or his/her designee:

- A. Notify parents (student infraction only)
- B. Notify SRO/police (Police will be notified an investigation will occur at police option, any aggrieved person may request an investigation by police/county attorney.)
- C. Immediately initiate proceedings for disciplinary action per applicable state statutes and district policies.

The State of Wyoming

provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship.

Contact your school counselor for more information.



(Please acknowledge that you/your child have reviewed our handbook and return this to your child's classroom teacher as soon as possible. Thank you.)

**BALDWIN CREEK ELEMENTARY
PARENT UNDERSTANDING/AGREEMENT**

My signature below indicates I have read, understand and agree to Baldwin Creek Elementary's student handbook/district policies and have reviewed the content with my child.

Parent Signature _____ Parent Printed name _____ Date _____

on behalf of: _____
Print Student name