



**(DISTRICT)
PARENT/STUDENT
HANDBOOK**

2019 - 2020 School Year

**Albany County School District One
1948 Grand Avenue
Laramie, Wyoming 82070**

Dr. Jubal C. Yennie, Superintendent



The State of Wyoming provides Hathaway Merit and Need Scholarships for 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.

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BOARD OF EDUCATION

The legal basis for education is vested in the will of the people as expressed in the constitution of the State of Wyoming, the statutes pertaining to education, court interpretations of these laws, and the powers implied under them. This School District is organized as a unified district^[3], and governed by the laws of the State of Wyoming relating to unified school districts. (School Board Policy 1001).

The Board of Education shall act as the general agent of the State in carrying out the will of the people pertaining to the public schools in Albany County School District One. It shall be responsible for carrying out the mandatory laws, and accepting or rejecting the provisions of the permissive laws. (School Board Policy 1006)

Chairman Janice Marshall (307) 742-7202 jmarshall@acsd1.org	Vice-Chairman Mark Bittner (307) 760-6739 mbittner@acsd1.org	Clerk Jason Tangeman (307) 742-7140 jtangeman@acsd1.org
Treasurer Karen Bienz (307) 721-2968 kbienz@acsd1.org	Trustee Beth Bear (307) 399-6553 bbear@acsd1.org	Trustee Jamin Johnson (307) 760-8770 jjohnson@acsd1.org
Trustee Tammy Johnson (307) 399-5445 tjohnson22@acsd1.org	Trustee Nate Martin (307) 703-0198 nmartin@acsd1.org	Trustee Lawrence Perea (307) 399-7145 lperea@acsd1.org

ACSD #1 Vision

Entrusting and empowering everyone to excel.

ACSD #1 Mission

Educate all students to achieve at their highest potential,
to graduate, and to succeed in life.

SCHOOL DISTRICT SCHOOLS AND PROGRAMS

List of Contacts and Information

SCHOOL/PROGAM & WEBSITE	ADMINISTRATOR/ PHONE	ADDRESS
SCHOOLS		
Beitel www.acsd1.org/bes/	Loren Engel 721-4436	811 South 17 th Street Laramie, WY 82070
Centennial www.acsd1.org/ces/	Barb Farley 745-9585	2771 Highway 130 Centennial, WY 82055
Harmony www.acsd1.org/hes/	Barb Farley 745-5720	20 Lewis Road Laramie, WY 82070
Indian Paintbrush www.acsd1.org/ipes/	Justin Pierantoni 721-4490	1653 North 28 th Street Laramie, WY 82072
Laramie High School www.acsd1.org/lhs/	Chuck Kern 721-4420	1710 Boulder Drive Laramie, WY 82070
Laramie Middle School www.acsd1.org/ljhs/	Kevin O'Dea 721-4430	1355 North 22 nd Street Laramie, WY 82072
Laramie Montessori www.laramiemontessori.org	Mark Crawford 742-2554	608 South 4 th Street Laramie, WY 82070
Linford www.acsd1.org/les/	Dave Hardesty 721-4439	120 South Johnson Street Laramie, WY 82070
Rock River www.acsd1.org/rr/	Jeremy Qualls 378-2271	262 Morris Street Rock River, WY 82083
Slade www.acsd1.org/ses/	Heather Moro 721-4446	1212 East Baker Street Laramie, WY 82072
Snowy Range Academy www.snowyrangeacademy.org	John Cowper 745-9930	4037 East Grand Avenue Laramie, WY 82070
Spring Creek www.acsd1.org/sces/	Tanya Wall 721-4410	1203 Russell Street Laramie, WY 82070
UW Lab School www.acsd1.org/lab/	Margaret Hudson 721-2155	College of Education, Dept. 3374 Laramie, WY 82071
Valley View www.acsd1.org/vv/	Loren Engel 721-4525	16 Mandel Lane Laramie, WY 82070
Whiting High School www.acsd1.org/whs/	Scott Shoop 721-4449	801 South 24 th Street Laramie, WY 82072
DISTRICT OFFICES		
Superintendent www.acsd1.org	Jubal Yennie 721-4400	1948 Grand Ave Laramie, WY 82070
Special Services www.acsd1.org/special-servicesindividualized-instructional-programs	Steve Slyman 721-4460	509 South 9 th Street Laramie, WY 82070
Technology www.acsd1.org/acsd/technology	Sean Moore 755-5596	801 South 24 th Street Laramie, WY 82070
Maintenance www.acsd1.org/acsd/maintenance-operations	David Bennett 721-4475	804 Skyline Road Laramie, WY 82070
Operations www.acsd1.org/acsd/maintenance-operations	Randy Wilkison 721-4475	804 Skyline Road Laramie, WY 82070
Transportation www.acsd1.org/acsd/transportation	Dave Hunter 721-4470	804 Skyline Road Laramie, WY 82070
Food Service www.acsd1.org/acsd/?s=food+service	Jill Dunn 721-4482	419 South 8 th Street Laramie, WY 82070

FEDERAL POLICY STATEMENTS

Notification of Rights under FERPA (School Board Policy 4005)

The Family Educational Rights and Privacy Act (FERPA) affords 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 records 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 education 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 records should write the school principal (or appropriate school official), clearly identify the part of the records they want changed, and specify why it should be changed. If the school decides not to amend the records 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights.

ACSD#1 School Official and Legitimate Educational Interest

A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

Directory Information Public Notice

Information the school has designated as “directory information” if applicable requirements under § 99.37 are met (§ 99.31(a)(11)) including but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that ACSD#1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, ACSD#1 may disclose appropriately designated “directory information” without written consent, unless you have advised the school district to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the school district to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want ACSD#1 to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the ACSD#1 in writing within 15 days of student enrollment in ACSD #1. Notification must be sent to ACSD#1, 1948 Grand Avenue, Laramie, WY 82070.

4. 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

Notice of Non-Discrimination (Board Policy 1004)

Albany County School District One shall not discriminate in any manner because of race, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, or age in its programs and activities.

Inquiries relating to compliance with this policy may be addressed to:

Scott James, or
Title IX Coordinator

1948 Grand Avenue
Laramie, WY 82070
307-721-4400
sjames@acsd1.org

Debbie Fisher
Section 504 Coordinator
(relating to discrimination based on disability)
1948 Grand Avenue
Laramie, WY 82070
307-721-4400
dfisher@acsd1.org

or you can contact:

Office of Civil Rights
1244 Speer Blvd., Suite 310
Denver, CO 80204-3582
(303) 844-5695
OCR.Denver@ed.gov

Individuals with concerns or questions regarding discrimination in the provision of employment are advised to contact Taimi Kuiva, Director for Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

In addition, individuals with concerns regarding equitable access should contact Taimi Kuiva, Director of Human Resources, 1948 Grand Avenue, Laramie, Wyoming, 82070, (307) 721-4400, tkuiva@acsd1.org

Reporting Sexual Harassment and Discrimination of Students (Policy 4020)

Albany County School District One is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from sexual harassment and discrimination. Sexual harassment is a form of sexual discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et seq. and the Educational Amendments of 1972 (Title IX), 20 U.S.C. § 1681, et seq. The District prohibits any form of sexual harassment and discrimination of students, employees and others at School. Any form of sexual harassment is a violation of this policy.

All persons, whether student, parent, or staff, are encouraged to immediately report incidents of sexual harassment. Reports must be made within one (1) year from the date of the alleged discrimination or harassment. Sexual harassment may be reported in any of the manners listed in school board policy 4020 found on the district website www.acsd1.org or in the policy manual kept at each school building.

Sexual harassment may be reported in any of the manners listed below:

Any School Official, teacher, or other employee may receive oral or written reports of sexual harassment at the building level. Any teacher or employee who receives a report of sexual harassment under this policy shall immediately inform a School Official.

- Any teacher or employee who observes or has knowledge that a student is the victim of sexual harassment shall report to a School Official.
- If the complaint involves a School Official, the report may be made directly to the District's Title IX Coordinator or the Director of Human Resources
- Complaints may also be directed to the District's designated Title IX Coordinator.
- Individuals experiencing sexual harassment or discrimination also always have the right to file a formal grievance with the Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582, (303) 844-5695, OCR.Denver@ed.gov.

Reporting Harassment, Intimidation, and Bullying (Policy 4021)

Albany County School District One (the District) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation or bullying. The District prohibits Harassment, Intimidation or Bullying of persons at School.

Incidents of Harassment, Intimidation or Bullying may be reported in any of the manners listed in school board policy 4021, which will start the incident intake and analysis, by a School Official. The incident report form can be found on the [school district website](#).

Drug-Free Schools (Policy 4035)

The Board of Trustees recognizes the responsibility to regulate the school environment in order to provide the opportunity for maximum achievement on the part of all students. The Board further recognizes the adverse effect of student involvement with alcohol and other mind-altering chemicals on academic success and the development and maintenance of good mental and physical health.

Based on the recognition stated above, the following behaviors by any student while on campus, or on a school bus, or at any school-sponsored activity are prohibited:

1. The possession, use, being under the influence, transfer, and/or sale of alcohol, drugs, or any other illegal, controlled substance as defined by Wyoming State law; or
2. The misuse, being under the influence, possession, and/or sale of other stimulating, depressing or behavior altering substances such as prescription drugs, legal pharmaceuticals, inhalants such as paints, glue or other solvents; or
3. The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals.

Students in Housing Transition – McKinney Vento Act (School Board Policy 4043)

The federal McKinney-Vento Act and Albany County School District #1 guarantee that you can enroll in school if you live in a

- Shelter(family shelter, domestic violence shelter, youth shelter or transitional living program);
- Motel, hotel, or weekly rate housing;
- House or apartment with more than one family because of economic hardship or loss;
- Abandoned building, a car, at a campground, or on the street;
- Temporary foster care or with an adult who is not your parent or legal guardian;
- Substandard housing (no electricity, no water, and /or no heat); or
- With friends or family because you are a runaway or unaccompanied

If you live in one of these situations, you do not need to provide the following to enroll in or attend school: proof of residency, immunization records or a TB skin test result, school records, or legal guardianship papers. You may also:

- Continue to attend the school in which you were last enrolled, even if you have moved away from that school’s attendance zone;
- -Receive transportation from your current residence back to your school of origin;
- -Qualify automatically for Child Nutrition Programs for which you are eligible; and
- -Contact the district liaison to resolve any disputes that arise during the enrollment process.

If you have questions about enrolling in school or need assistance with enrolling in school, contact the school and one of the following School Support Liaisons for Assistance.

Lisa Theis-	LMS School Support Liaison & ACSD Homeless Liaison	(307) 721-4430
Jason Utterdyk-	LHS School Support Liaison	(307) 721-4420
Megan Plant-	Rock River Schools/ Elementary Schools Support Liaison	(307) 721-4439
Jessica Huhn-Taylor-	WHS School Support Liaison	(307) 721-4449
Debbie Fisher-	ACSD #1 Associate Superintendent	(307) 721-4400
Scott James-	Director of State and Federal Programs	(307) 721-4400

Parents Right to Know

The federal law, commonly called "The Every Child Succeeds Act," requires that schools which receive Title I money notify parents that they may request certain information about their children's teachers' qualifications. The specific information about which parents may inquire includes:

1. Whether the teacher has met Wyoming's licensing criteria for the grade level and/or subject s/he teaches;
2. Whether or not the teacher is teaching on emergency licensure or has had licensing criteria waived.

In addition, if a child receives services from a paraprofessional, parents may request information about the paraprofessional's qualifications.

You may request this information by completing the Request for Information About Educator Qualification Form, and submitting it to the ACSD #1 Human Resource Director at the district office. This form is available online at the ACSD #1 web-page (www.acsd1.org) or by contacting the school's principal.

Please rest assured that Albany County School District One takes pride in the quality of teachers and paraprofessionals it employs to serve your children. If you have any questions, please feel free to contact your principal.

What is Child Find? (School Board Policy 3021)

The Individuals with Disabilities Education Act requires school districts to locate and evaluate children between the ages of birth and 21 who may have a disability. This process for locating and evaluating children with these issues is referred to as "Child Find".

The District conducts Child Find activities throughout the year. If a parent is concerned about their child's development, would like to know how to help their school age child succeed, has questions as to whether their child a disability, or knows their child has a disability and is looking for appropriate education services, the Child Find process assists in addressing these concerns. Parents wishing more information about these services and the process by which they can be implemented should contact the Director of Individualized Instructional Programs at (307) 721-4460 or the building principal.

School Age Children: Albany County School District One identifies children five (5) through twenty-one (21) who may have a suspected disability. A parent or staff member may refer a student at their local school by contacting the principal or the Special Services office at (307) 721-4460.

SCHOOL DISTRICT POLICIES AND PROCEDURES

ATTENDANCE AND ENROLLMENT

Admission/Enrollment (School Board Policy 4001)

Per state law [§ 21-4-301], children who will be five (5) years old on or before September 15 in the year of school entry are eligible for kindergarten. It is the expectation when children are enrolled in Albany County School District One they follow and must be in compliance with District ages 5-7 attendance guidelines. Please bring your child's birth certificate, and physician-signed immunization record for registration. Students have thirty (30) days in which to be caught up on immunizations or provide the school authority the appointment date for immunizations which can be verified.

Children must be six (6) years of age on or before September 15 to enter the first grade that year. A child who has completed a full year of kindergarten the preceding year in the public schools of another district may qualify for enrollment in grade one on a probationary basis, regardless of age.

A birth certificate, or other acceptable documentary evidence of birth, and immunization record shall be required for all children entering school in the District for the first time.

Papers transferring/establishing guardianship are required for any child living with someone other than biological or adoptive parents.

School Attendance is Required from Seven (7) to Sixteen (16)

All children must begin school if they will turn seven on or before September 15th of that year. Parents may send their children to public school, choose a private school, or arrange for home schooling that meets state requirements. Compulsory education is legally required until a child either turns sixteen (16) or completes tenth (10th) grade. Parents failing to meet this requirement can be convicted of a misdemeanor punishable by up to a \$25 fine and ten (10) days in county jail.

There are a few exemptions to this law. First, the District Board of Trustees can provide an exemption when it believes compulsory attendance would be detrimental to a child's mental or physical health or to other children in the school. Second, the Board can also grant an exemption in the case of undue hardship. Finally, the compulsory education law does not apply to students who have been lawfully suspended or expelled.

For more information see School Board Policy 4001 and Wyoming State Statute § 21-4-301 and § 21-4-302

Attendance Boundaries (School Board Policy 4003)

Children are required to attend the school in the areas in which they reside and which have been determined by the Board of Education. The parents'/guardians' legal place of residence within

those boundaries determines which school the child will attend. In the case of divorced or separated families, the custodial parent's legal address will determine school placement.

In the event of building or class overloads, the District may reassign students to buildings outside their designated areas. The District guidelines for class sizes are: 16 students in grades K-3, 22 students in grade 4, and 24 students in grades 5-6.

Students who change their place of residence during the school year to one outside the school's attendance area with Albany County will be allowed to remain in their placement for the remainder of the school year as long as the class size does not exceed limits. Parents are responsible for providing transportation in this case. Frequent absences or tardies may result in the child being required to attend the school in the area in which the student currently resides.

Boundaries Exception

Parents wishing to request a boundary exception are required to complete a "Boundary Exception Request" form and return it to the school in the area in which they reside. The request will be considered by the administrators involved, and the parents will be notified of the action taken on their request. All "Exceptions" must be renewed annually and are acted upon just a few days before school begins.

Attendance Policy (School Board Policy 4006)

"Excused absences" shall include approved absences for school-sponsored activities, and approved absence for illness, medical and dental appointments that cannot be held after school, family emergencies, court appearances, and pre-arranged absences as approved by the Administration. A doctor's verification may be required in cases of illness.

"Tardies" will be considered a form of absence, with three (3) tardies equaling one day absent.

"Unexcused absence" means the absence of any child required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such child.

"Habitual Truant" as defined by law, a habitual truant is any child with five (5) or more unexcused absences in any one school year. It is the duty of the principal and those persons who serve as attendance officers to investigate and initiate legal proceedings against parents and guardians whose children are habitual truants under the legal definition, W.S. 21-4-101. Excessive unexcused absences may be referred to the Albany County Attorney.

If a student accumulates ten (10) excused absences within any year, verification of further excused absences may be required, i.e., doctor's excuse. Students without verifications for further absences may be referred to the Albany County Attorney.

After ten (10) consecutive days of absences, a student will be dropped from the rolls per state statute. The student will need to reenroll. Exceptions will be made in the event of a prolonged illness when homebound instruction is provided by the School District, W.S. 21-4-402.

Bus Transportation/Bus Conduct (School Board Policy 2018)

Bus transportation is available to students living one mile or more from the school in which attendance area they reside. Students receiving special services in a school outside their attendance area are also eligible for bus transportation. The District has implemented a new bus stop locator system, InfoFinder i. This bus stop locator system allows parents to enter a home address, locate the nearest bus stop, and the pickup time for each school. InfoFinder i can be found on: <http://www.infofinderi.com/tfi/address.aspx?cid=ACSD30P58TZI6>.

Contact the Transportation Department at (307) 721-4470 for further information.

Albany County School District One, in the interest of student safety, highly recommends that all kindergarteners and first graders are taken to and picked up from the bus stop by an adult or an older sibling. Students are expected to wait in an orderly manner while waiting for buses and to respond to the directions of the bus driver while riding the bus. Discipline of students on the bus is handled by the bus driver and misbehavior will be reported to the Director of Transportation who may notify the principal. Students may be restricted from riding the bus for disciplinary reasons. Student transportation is a privilege and improper behavior may result in the loss of that privilege.

HEALTH

Albany County School District One makes every effort to ensure a safe and healthy learning environment throughout the school. If the school personnel is concerned about a child's health, or if a child has a complaint about his/her own health, the school will attempt to resolve that concern and contact the parents/guardians if necessary.

Health Screenings (School Board Policy 3022)

The School District provides general screening in the areas of hearing, vision, and scoliosis to selected grades each year. Kindergarten screening is conducted prior to the start of school in August. Counseling, school nursing services, and homebound instruction services are accessible depending on need. In addition, special education services are available for qualified students in the areas of instruction, speech and language therapy, social work, psychological services, physical/occupational therapy, adaptive physical education, audiology services, counseling, school nursing services, vision/hearing, and assistive technology/equipment.

Immunization Requirements (School Board Policy 4032)

All students enrolled in District educational programs will have written documented proof of immunization included in the student cumulative education file. The proof of immunization must be signed by either a private licensed physician or his/her representative, or by any public health

authority on a form provided by the State Department of Health. New students to the District will be allowed no more than thirty (30) calendar days to obtain proof of immunization. If proof of immunization is not provided within this time limit, the principal will not permit the child to continue to attend school until proper proof of immunization is provided. A student will be allowed to attend school while receiving continuing immunization if the school administrator receives written notification from a private licensed physician or his/her representative, or from a public health official, specifying a written schedule for necessary immunization completion within the medically accepted time period. Once the scheduled deadline for completion of immunization is past, the parent/guardian is responsible for providing a completed official record of immunization or the child will not be allowed to continue attendance in school.

Exceptions will be allowed for students providing waivers authorized by the state or county health officer. However, in the presence of an outbreak of vaccine preventable disease as determined by the state or county health authority, these students will be excluded from attendance for the time period determined appropriate by the state or county health authority. Information regarding immunizations required by the State Department of Health are available upon request in the principal's office at each school.

Medication Policy (School Board Policy 4014)

For the protection of all students, the Albany County School District One Board of Education policy states that school personnel may NOT administer any form of medication to pupils without the following process on record at school. If it is determined by a physician that medication must be taken routinely during school hours, proper prior arrangements for administration of medication at school must be made. The following procedures will be implemented when school personnel supervise the administration of medications within the school setting.

1. "Medication" shall include prescription and nonprescription drugs intended for the diagnosis, cure, treatment or prevention of any illness, disease or other conditions adversely affecting the individual.
2. Each medicine to be self-administered by the student shall only occur under the supervision of principal-designated school personnel.
3. Neither the District, nor any of its personnel, shall be responsible for medication taken by a student or administered by the parent or legal guardian without supervision of designated school personnel. Likewise, the District and its personnel will not be responsible for the drug itself. Supervising personnel will only ensure that medication is taken in specified dosages at specified times.
4. Each medicine will be self-administered only under the supervision of designated school personnel when a "Request for Supervision of Self-Administration of Medication at School" form has been signed by the parent/guardian, the prescribing physician, and approved by the building principal and the school nurse. These are to be renewed on an annual basis.
5. The "Request for Supervision of Self-Administration of Medication at School" form must be completed and on file in the school office prior to supervision of any self-administered medication.
6. Medication which is to be self-administered under the supervision of school personnel will:

- a. be in its original pharmaceutical container. If not in the original container, personnel shall not allow it to be taken.
 - b. remain in the designated secured area of the school. Students will not be permitted to keep their medication in their possession while at school.
7. A record shall be maintained of each time the medication is taken, including the child's name, medication name and dosage, time, date, and signature of the person who supervised the student taking the medication.
8. District personnel will be trained in supervision of medication self-administration by the building nurse.

EXCEPTIONS:

1. In the event that exceptions are needed, individual adjustments to this policy may be made with approval of the principal or school nurse (e.g., students may be allowed to carry their own asthma inhalers or EpiPen auto-injections if ordered by a physician).
2. In the event that a student is incapable of supervised self-administration of medication, his/her medication will be administered by a school nurse, the parents, or other appropriately trained school personnel. Parents/Guardians must sign a release form indicating the specific school personnel whom they have trained to administer the medication other than the school nurse and whether or not they will allow anyone else to administer the medication, if one of the persons they have named is not present during an emergency requiring use of the medication. For students for whom medication must be administered, the school nurse and other school personnel who have been given permission by the parents to administer the medication, and parents/guardians will meet to discuss the logistics of the administration of the medication. The principal, the teacher(s), and other school personnel may be invited to this meeting.
3. Students may possess and self-administer asthma medication within the school setting of the District (which includes in school, on school grounds, on school buses, at school activities off the school grounds, etc.) if a written statement is submitted to the principal, or the principal's designee, of the school attended by the student containing the following:
 - a. Parental verification that: (a) the student is responsible for and capable of self-administration and parental authorization for self-administration of asthma medication, (b) the medication carried by the student in the school setting will always be current (i.e., not expired) and of the proper dosage, and (c) the student will always have the proper medication while in the school setting; and
 - b. Physician identification of the prescribed or authorized medication and verification of the appropriateness of the student's possession and self-administration of the asthma medication.

The form to be used for the written statement shall be the one developed by the Wyoming Department of Education and will require signatures from the parents/guardians of the student and the student's physician or the physician's representative. This form will be available at any school, the District administration office, and on the District's website.

Nurses or other school personnel shall have the right to examine medication carried by students to ensure that it is current and previously authorized to be carried in the school setting. Nurses or

other school personnel may require students to demonstrate that they can properly use an inhaler before students are allowed to possess and self-administer asthma medication in the school setting.

As used in this policy, “asthma medication” means prescription or nonprescription inhaled asthma medication. This policy implements W.S. 21-4-310.

Food Service: Lunch/Breakfast Program

Breakfast and lunch programs are available for students and staff at all elementary schools. Accounts are maintained by cafeteria staff for each student. Children carrying cold lunches are encouraged to drink milk or juice rather than pop. Milk may be purchased in the lunchroom. Current prices are available from the school office or lunchroom personnel. Free and Reduced Lunch applications are available on the District website under Parent Resources. Paper copies can be obtained at the schools or the Food Service office at 419 South 8th Street, Laramie, WY 82070. Adults may also purchase meals. Parents/Guardians who would like to eat lunch at their child’s school should call the school office before 9:00 a.m. on that day. Any questions should be directed to the School Lunch Director at (307) 721-4482 or the school principal.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20205, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

Albany County School District One Food Service payment processing site:
<https://ecommerce.acsd1.org/xcart/>

Food Service Payments

Parents are responsible for keeping a sufficient balance in their student’s lunch accounts if they are on full payment. Payment can be made on the District website, at the Food Service office or with a check sent with the student to school. If individual student account balances reach too large of a deficit balance, a collection process will be initiated and could lead to the account being sent to a local collection agency. Parents in this situation can contact the Food Service office at (307) 721-4482 to set up a payment plan.

Food Allergies

There are some students in Albany County School District One elementary schools who have significant food allergies, especially to peanuts and products containing peanut oil. If these students come in contact with the foods to which they are allergic, they can suffer significant health problems. In order to protect these students, all families are asked to comply with the school’s

request for restricting the types of food brought by students on a daily basis or by parents for special occasions.

Parents/Guardians who have a child with food allergies are asked to notify the school nurse and/or principal.

SAFETY

Accident/Injury (School Board Policy 4010)

In the event of a serious accident and/or injury, school personnel will attempt to contact the parents/guardians or their designated emergency contact person as soon as possible. If school personnel believe a child needs immediate emergency care, they will either call 911 for an ambulance to transport the child to the hospital or transport the child themselves. They will act in the best interests of the child and consider the time factor in deciding to call 911 or transport themselves. In the event that school personnel are unable to contact the parents/guardians or their emergency contact person, they will accompany or follow the child to the hospital.

Following an accident, the school nurse will complete an accident report and submit a copy to the Business Manager. In a case where the parent/guardian requests the District compensate them for medical expenses, the parent must complete a “Notice of Claim Form” and submit the form to the Business Manager. The District does not pay medical claims. The Business Manager will submit the claim form to the District’s insurance company for review. (Notice of Claim forms are available in the Business Office.)

**Accident insurance can be purchased by parents/guardians by enrolling in the K-12 Student Accident Insurance Program. Information and enrollment can be found at www.studentinsurance-kk.com.

Inclement Weather/School Closures

During inclement weather, pupils will be permitted to go to the designated, supervised area in the building upon arriving at school. Students may also be directed to and required to remain in a designated area at other times during severe weather conditions. The decision to allow students to come in the building at these times will be made by the principal or the principal’s designee. Monitors and teachers will bring children inside during recesses when threatening weather appears. If the temperature with wind chill drops below zero (0) degrees, students are kept inside. Children are encouraged to dress warmly and to wear overshoes or boots. Clothing should be marked clearly on the inside of the item (for safety reasons) with the child’s name or initials.

School Closures: In the event of a serious storm, parents/guardians should listen to local radio stations for the announcement of school closure or access the District’s website at www.acsd1.org. The decision to close schools comes from the Superintendent, in cooperation with contacts throughout the county.

Safety Protocols

School personnel, law enforcement and students have all been trained in using the four (4) safety protocols. The following four (4) protocols have been put in place to maximize the safety of students and staff:

- Lock out – Securing the Perimeter
- Lockdown – Locks, Lights, Out of Sight (NO ONE enters or leaves the building)
- Evacuate – “To a Location” (Parents/Guardians will be notified of location)
- Shelter – “For Hazard Using a Safety Strategy” (e.g., Tornado we shelter in Hallway)

Fire drills and lockdowns are held monthly to enable students to practice responding to emergency situations, and instruction is provided on safety procedures in case of emergencies. Crisis intervention plans have been developed at the building and District levels to cover natural disasters and other emergencies.

Security Vestibules and Secure Entry Procedures

Albany County School District One schools adhere to a single entry system where visitors to the school must enter school via one secure entrance. The secure entry and vestibule system requires that visitors ring a buzzer or doorbell to gain permission to access the building. Once the school office verifies that a visitor can enter the building, the door latch will be released.

Visitors: For the safety of our students and school personnel, ALL visitors to District schools are required to check in at the school’s office before proceeding to any other areas. Visitors will be asked to show a photo ID and sign in and/or out at the school’s office. Visitors are required to wear an identification badge while in the school.

Student Visitors: Students who are not enrolled in a school in the District will not be allowed to visit classrooms during school hours.

STUDENT CONDUCT

(Elementary)

Personnel in all schools make every effort to work cooperatively with parents for the good behavior, positive social growth and well-being of the students. The support of parents/guardians is appreciated. Expectations and consequences for misconduct may vary slightly among elementary schools. Generally, the following will apply:

Discipline procedures may consist of, but not be limited to, one or more or a combination of the following:

1. Student/teacher/monitor conference
2. Student/teacher/parent conference
3. Student/teacher/principal conference

4. Letter or phone call to parents from student, teacher, or principal
5. Student/teacher/principal/parent conference

Consequences may consist of, but not be limited to, one or more or a combination of the following:

1. Loss of classroom or other school privileges
2. Loss of recess times – including lunch recess
3. In-class time before and/or after school
4. Letter or phone call to parents from student, teacher, or principal
5. Loss of school wide privileges
6. In-office time before, during, and/or after school

Consequences for more serious offenses (for example, fighting, physical or verbal harassment, bullying, stealing, extortion, willful disobedience, possession or use of tobacco, drugs or alcohol, possession of weapons, fireworks, and vandalism) may consist of, but not be limited to, one or more of the following:

1. In-School Suspension: Student is removed from the classroom but stays at school, for a short period of time (up to 2 days).
2. Out-of-School Suspension: Student is sent to the ACES Program or home because of a major offense. The suspension can be for 1 to 10 days and determined by the principal.
3. Expulsion from School: Student is entitled to a hearing before the Albany County School District One Board of Education to determine if the expulsion is approved and, if so, the length of expulsion. ACES is a possibility for expelled students.

NOTE: Albany County Expelled and Suspended Student Program (ACES) is aimed at youth who are educationally at risk due to suspension/expulsion. The program will help students stay on track scholastically, while providing support to the family.

NOTE: Corporal punishment (spanking) shall not be administered to a student.

In all cases, consequences are at the discretion of building level administration acting within the authority of state law [W.S. § 21-4-305] and school board policy [Policy 4019]. For further, more detailed information, please ask the principal for a copy of the District's policy on discipline, suspension, and expulsion from Albany County School District One [Policy 4019] contained in the Bylaws and Policies of the Board of Education on the District's website at www.acsd1.org.

STUDENT CODE OF CONDUCT

(Secondary)

The purpose of the [insert school here] **Code of Conduct** is to recognize, preserve, and protect the individual rights of students with the necessary conditions of a safe and orderly environment. This environment must be guaranteed against disruption by an individual or group of individuals.

In accordance with the Wyoming and United States Constitutions, procedural and substantial due process will be afforded all students. The procedure to be followed for disciplinary actions including suspension and expulsion will be governed by the **Education Law of Wyoming Annotated**. Students are advised that they are subject to the by-laws and Policies of the Board of Education as well as this Handbook. Copies of ACSD#1 Board Policies are available at www.acsd1.org (School Board Tab; see also Wyoming State Statute § 21-4-305)

The Code of Conduct will be in effect during school hours, on school property, and at all school sponsored functions and activities. The Due Process procedure used is:

- The student will be informed of the discipline notice.
- The evidence will be presented to the student.
- The student will be given an opportunity to explain the situation and/or his or her behavior.
- The student's parents may be requested to attend a conference with an administrator and relevant parties.

The **Education Law of Wyoming** Annotated states in Section 21-4-306 that "The following shall be grounds for suspension or expulsion of a child from a public school during the school year:

- i. Continued willful disobedience or open defiance of the authority of school personnel;
- ii. Willful destruction or defacing of school property;
- iii. Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety, or morals of other pupils;
- iv. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.
- v. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(xi) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

Students who are in violation of the Code of Conduct will be subject to disciplinary consequences ranging from teacher assigned detention, lunch detention, after-school detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS) and expulsion in alignment with the [insert school here] Discipline Matrix.

MAJOR INCIDENTS – DEFINITIONS OF STUDENT MICONDUCT

Major incidents of student misconduct are listed and Wyoming Statute § 21-4-306 and more clearly defined in School Board Policies 4019, 4020, 4021, 4023, and 4035.

Policy 4019, Suspension and Expulsion

The following shall be grounds for suspension or expulsion of a child from a public school during the year:

- 1) Continued willful disobedience or open defiance of the authority of school personnel.
- 2) Willful destruction or defacing of school property during the school year or any recess or vacation.
- 3) Any behavior which in the judgment of the Board is clearly detrimental to the education, welfare, safety, or morals of other pupils; including the use of foul, profane or abusive language, or habitually disruptive behavior (overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel),
- 4) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.
- 5) Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102(a)(x1) or within the boundaries of real property used by the District primarily for the education of students in grades kindergarten through twelve (12).

Administrative procedures and guidelines for addressing student misconduct that results in suspension or expulsion are found in board policy 4019.

Policy 4020, Sexual Harassment and Discrimination of Students

- 1) **Sexual harassment.** Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual, or sex or gender-based conduct that denies or limits a student's ability to participate in or benefit from a school's education program. Sexual harassment may include but is not limited to sexual advances, requests for sexual favors, sexual jokes, sexual graffiti or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment can occur adult to student, student to adult, student to student, male to female, female to male, male to male, and female to female.
- 2) **Sexual violence.** Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including sexual assault, sexual battery, sexual abuse, and sexual coercion.

Administrative procedures for reporting, investigating, and addressing complaint procedures are found in school board policy 4020. School officials who can address policy complaints or violations of sexual harassment or discrimination can be found on page 5 of this document.

Policy 4021, Prohibiting Harassment, Intimidation, and Bullying

“**Harassment, Intimidation or Bullying**” means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of:

- Harming a student physically or emotionally, damaging a student’s property or placing a student in reasonable fear of personal harm or property damage;
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the schools; or
- Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

Administrative procedures for reporting, investigating, and addressing complaint procedures are found in school board policy 4020. School officials who can address policy complaints or violations of sexual harassment or discrimination can be found on page 5 of this document.

Policy 4023, Weapons

Weapons possession is the possession of one of the following items:

- 1) Type 1: Firearms (as such term is defined in Section 921 of Title 18, US Code), or deadly weapon (as such term is defined in W.S. 6-1-104(a)(iv) [firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury]
- 2) Type 2: Articles other than firearms and deadly weapons as described above, used or designed to inflict bodily injury and/or to intimidate other persons. Examples are metal knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
- 3) Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily injury and/or intimidate. Examples are belts, combs, pencils, pocket-knives, files, compasses, scissors, etc.

Administrative procedures and guidelines for addressing student misconduct that results in suspension or expulsion for possession of a weapon are found in School Board Policy 4023.

Policy 4035, Drug Free Schools

The following student behaviors are prohibited:

- 1) The possession, use, being under the influence, transfer, and/or sale of alcohol, drugs, or any other illegal, controlled substance as defined by Wyoming State law.
- 2) The misuse, being under the influence, possession, and/or sale of other stimulating, depressing or behavior altering substances such as prescription drugs, legal pharmaceuticals, inhalants such as paints, glue or other solvents.

- 3) The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals.

Administrative procedures and guidelines for addressing student misconduct that results in suspension or expulsion for possession of drugs, alcohol, or other illegal substance can be found in School Board Policy 4035.

Major Infractions Discipline Consequences:

Discipline consequences for all major infractions will be assigned on a cumulative basis across infractions. Legal consequences may be pursued for each infraction.

Infraction	1st Offense Minimums	2nd Offense Minimums	3rd Offense Minimums	4th Offense Board Action
Illicit Drug Related	3 - 10 days ISS, OSS, ACES	5 - 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Alcohol	3 - 10 days ISS, OSS, ACES	5 - 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Violence Incident	3 - 10 days ISS, OSS, ACES	5 - 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Physical Injury	3 - 10 days ISS, OSS, ACES	5 - 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion
Other behavior Related to drugs, Alcohol, weapons, Violence	3 - 10 days ISS, OSS, ACES	5 - 10 days ISS, OSS, ACES	10 days OSS, ACES, Stipulated Agreement, Expulsion	Stipulated Agreement, Expulsion

Minor Infractions:

Staff will address minor classroom disruptions and behaviors. Discipline consequences for all moderate infractions may be assigned on a cumulative basis across infractions.

STUDENT TECHNOLOGY ACCESS

Albany County School District One makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Access to the Internet is provided through the District's network, and each computer with Internet access and the District's network systems have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA) and as determined by the District. Students should not attempt to circumvent the filtering systems and should follow established procedures for requesting access to a site that is blocked and that the user believes should be allowed. These access requests will be reviewed by District personnel.

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public are not to be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

The District is not liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the availability of the District's technology.

Detailed information regarding these Student Responsible Use Guidelines for Technology can be obtained by visiting <http://www.acsd1.org/technology/procedures/rup>. Board of Education policy regarding student access to District technology is contained in policy #3013, Responsible Use Policy, and can be viewed by visiting the District website and clicking on the Board Docs icon from the front page.

All Albany County School District One policies can be found under the Policies tab at: www.boardarddocs.com/wy/acsd1.

Chain of Communication

When resolving a concern, please use the chain of communication. Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program rather than contacting the principal or central office. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the chain of command.

Please use the following chain as a means of problem solving any of the following concerns related to your child's learning, behavior, or safety at school.

Academic/Behavior/Discipline/Instruction

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Student Dress and Appearance, Policy 4016

The following is the Students Dress Code (Policy 4016) for Albany County School District One.

Allowable Dress

- Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes.
 - Shirts and dresses must have fabric in the front and on the sides.
 - Clothing must cover undergarments.
 - Fabric covering all private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- For after-school and extracurricular activities, students will be expected to dress in accordance with the nature of the activity.

Non-allowable Dress

- Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.
- Clothing, jewelry, accessories, or mode of appearance that denotes affiliation in any gang or violent group is prohibited.
- Clothing, jewelry, or accessories, that advertise or advocate illegal drugs, alcohol, weapons, or tobacco/nicotine are prohibited. Clothing, jewelry or accessories that pose a risk to self or others are not allowed.
- Clothing with obscene or suggestive images and/or messages are prohibited.