

# **ELEMENTARY PARENT/STUDENT HANDBOOK**

**2016-2017 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.

# TABLE OF CONTENTS

<b>2016-2017 School Year Calendar</b>	<b>1</b>
<b>Board of Education</b>	<b>2</b>
<b>District Schools and Programs</b>	<b>3</b>
<b>Policy Statements</b>	<b>4</b>
<b>Attendance and Enrollment</b>	<b>7</b>
<b>Safety</b>	<b>12</b>
<b>Student Services and Programs</b>	<b>17</b>
<b>Student Conduct</b>	<b>18</b>
<b>Food Service</b>	<b>25</b>
<b>Grading</b>	<b>26</b>
<b>Student Technology Access</b>	<b>27</b>

## 2016-2017 School Calendar

**Approved by the Board**  
**Albany County School District One**  
**1948 E Grand Avenue**  
**307-721-4400 (Fax) 307-721-4408**  
**Laramie, WY 82070**

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Dates for Reporting Progress:**

- Oct 18 - Progress Reports Due

---

- Jan 20 - End of Semester

---

- April 12 - Progress Reports Due

---

- First Day of School - August 25**
- Last Day of School - June 1**  
(Early release first and last day)

- No School**
  - Sept 5 Labor Day
  - Oct 20 Parent-Teacher Conferences
  - Oct 21 Vacation
  - Nov 23-25 Thanksgiving Break
  - Dec 19-30 Winter Break
  - Mar 13-17 Spring Break
  - May 29 Memorial Day

- No School - Staff Development**
  - Aug 22 - District
  - Aug 23 - Building
  - Aug 24 - Teacher Work Day
  - Sept 26 - 1/2 District 1/2 Building
  - Nov 8 - 1/2 District 1/2 Building
  - Jan 16 - 1/2 District 1/2 Building
  - April 14- Building 8:00 AM - Noon

- Early Release**
  - Aug 25 - Teacher Planning
  - Oct 19 - Teacher Planning 1-3 PM
  - November 4 - Elementary
  - January 13 - Elementary
  - Feb 20 - Building 1/2 Day
  - April 7 - Elementary
  - April 13 - Teacher Planning 1-3 PM
  - May 26 - Elementary
  - June 1 - Last Day

- Parent-Teacher Conference**
  - Oct 19 3:30 - 7:30 PM
  - Oct 20 8:00AM - 7:00PM - No School
  - April 13 3:30 - 7:30 PM

- New Teacher Orientation**
  - Aug 18 - 19

**Last Day for Teachers - June 2**

**High School Graduation Dates:**

- Laramie - Friday, May 26, 2017

---

- Whiting - Wednesday, May 31, 2017

---

- Rock River - Thursday, May 25, 2017

---

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Important Dates To Remember:**

- Sept 17 - Constitution Day

---

- Nov 29 - Nellie T. Ross' Birthday

---

- Dec 7 - Pearl Harbor Remembrance

---

- Dec 10 - Wyoming Day

---

- May 12 - Native American Day

---

## BOARD OF EDUCATION

<p><b>Trustee</b> Ruth Castor 1250 Frontera Drive Laramie, WY 82072 (307) 760-3310 <a href="mailto:rcastor@acsd1.org">rcastor@acsd1.org</a></p>	<p><b>Vice-Chairman</b> Dona Coffey 409 Stetson Court Laramie, WY 82070 (307) 742-5681 <a href="mailto:dcoffey@acsd1.org">dcoffey@acsd1.org</a></p>	<p><b>Treasurer</b> Ken Cramer 222 S. Second Street Laramie, WY 82070 (307) 742-3870 <a href="mailto:kramer@acsd1.org">kramer@acsd1.org</a></p>
<p><b>Chairman</b> Janice Marshall 5505 Sunset Drive Laramie, WY 82070 (307) 742-7202 <a href="mailto:jmarshall@acsd1.org">jmarshall@acsd1.org</a></p>	<p><b>Trustee</b> Trish Penny 715 Plaza Court, Apt. 208 Laramie, WY 82070 (307) 760-6721 <a href="mailto:tpenny@acsd1.org">tpenny@acsd1.org</a></p>	<p><b>Trustee</b> Lawrence Perea 1120 Palmer Drive Laramie, WY 82070 (307) 399-7145 <a href="mailto:lperea@acsd1.org">lperea@acsd1.org</a></p>
<p><b>Trustee</b> Julie Radosevich 1022 E. Sheridan Street Laramie, WY 82070 (307) 460-0174 <a href="mailto:jradosevich@acsd1.org">jradosevich@acsd1.org</a></p>	<p><b>Clerk</b> Jason Tangeman P.O. Box 928 Laramie, WY 82073 (307) 742-7140 <a href="mailto:jtangeman@acsd1.org">jtangeman@acsd1.org</a></p>	<p><b>Trustee</b> Mary Thorsness 508 S. 8<sup>th</sup> Street Laramie, WY 82070 (307) 742-4859 <a href="mailto:mthorsness@acsd1.org">mthorsness@acsd1.org</a></p>

### ACSD1 VISION

Albany County School District One supports a positive learning community built upon achievement, empowerment, and excellence for all.

### ACSD1 MISSION

Our purpose is to prepare and empower all students for lifelong learning through effective teaching and successful learning in order to thrive in an ever-changing world and to be responsible citizens.

## DISTRICT SCHOOLS AND PROGRAMS

SCHOOL/PROGAM & WEBSITE	ADMINISTRATOR/PHONE	ADDRESS
Beitel <a href="http://www.acsd1.org/bes/">www.acsd1.org/bes/</a>	Loren Engel 721-4436	811 South 17 <sup>th</sup> Street Laramie, WY 82070
Centennial <a href="http://www.acsd1.org/ces/">www.acsd1.org/ces/</a>	Barb Farley 745-9585	2771 Highway 130 Centennial, WY 82055
Harmony <a href="http://www.acsd1.org/hes/">www.acsd1.org/hes/</a>	Barb Farley 745-5720	20 Lewis Road Laramie, WY 82070
Indian Paintbrush <a href="http://www.acsd1.org/ipes/">www.acsd1.org/ipes/</a>	Teresa Ross 721-4490	1653 North 28 <sup>th</sup> Street Laramie, WY 82072
Laramie High School <a href="http://www.acsd1.org/lhs/">www.acsd1.org/lhs/</a>	Stacy Bush 721-4420	1710 Boulder Drive Laramie, WY 82070
Laramie Junior High School <a href="http://www.acsd1.org/ljhs/">www.acsd1.org/ljhs/</a>	Debbie Fisher 721-4430	1355 North 22 <sup>nd</sup> Street Laramie, WY 82072
Laramie Montessori <a href="http://www.laramiemontessori.org">www.laramiemontessori.org</a>	Beth Coffey 742-2554	365 West Grand Avenue Laramie, WY 82072
Linford <a href="http://www.acsd1.org/les/">www.acsd1.org/les/</a>	Dave Hardesty 721-4439	120 South Johnson Street Laramie, WY 82070
Rock River <a href="http://www.acsd1.org/rr/">www.acsd1.org/rr/</a>	Wade Fiscus 378-2271	262 Morris Street Rock River, WY 82083
Slade <a href="http://www.acsd1.org/ses">www.acsd1.org/ses</a>	Heather Moro 721-4446	1212 East Baker Street Laramie, WY 82072
Snowy Range Academy <a href="http://www.snowyrangeacademy.org">www.snowyrangeacademy.org</a>	Dawn Wilson 745-9930	4037 East Grand Avenue Laramie, WY 82070
Spring Creek <a href="http://www.acsd1.org/sces/">www.acsd1.org/sces/</a>	Liann Brenneman 721-4410	1203 Russell Street Laramie, WY 82070
UW Lab School <a href="http://www.acsd1.org/lab/">www.acsd1.org/lab/</a>	Margaret Hudson 721-2155	College of Education, Dept. 3374 Laramie, WY 82071
Valley View <a href="http://www.acsd1.org/vv/">www.acsd1.org/vv/</a>	Loren Engel 721-4525	16 Mandel Lane Laramie, WY 82070
Whiting High School <a href="http://www.acsd1.org/whs/">www.acsd1.org/whs/</a>	Jeff Lewis 721-4449	801 South 24 <sup>th</sup> Street Laramie, WY 82072
Special Services <a href="http://www.acsd1.org/special-servicesindividualized-instructional-programs">www.acsd1.org/special-servicesindividualized-instructional-programs</a>	Steve Slyman 721-4460	509 South 9 <sup>th</sup> Street Laramie, WY 82070
Technology <a href="http://www.acsd1.org/acsd/technology">www.acsd1.org/acsd/technology</a>	Tony Czech 755-5596	801 South 24 <sup>th</sup> Street Laramie, WY 82070
Maintenance & Operations <a href="http://www.acsd1.org/acsd/maintenance-operations">www.acsd1.org/acsd/maintenance-operations</a>	David Bennett 721-4475	804 South Skyline Road Laramie, WY 82070
Transportation <a href="http://www.acsd1.org/acsd/transportation">www.acsd1.org/acsd/transportation</a>	Randy Wilkison 721-4470	804 South Skyline Road Laramie, WY 82070
Food Service <a href="http://www.acsd1.org/acsd/?s=food+service">www.acsd1.org/acsd/?s=food+service</a>	Jill Dunn 721-4482	419 South 8 <sup>th</sup> Street Laramie, WY 82070

## **POLICY STATEMENTS**

### **Notification of Rights under FERPA**

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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his/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.)

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

### **Non-Discrimination**

The District shall not discriminate in any manner because of race, color, creed, religion, national origin, ancestry, sex, disability, sexual orientation, or age except as otherwise provided by law. Inquiries concerning Title VI, Title IX and the Americans with Disabilities Act may be referred to the School District's Coordinator of the Office for Civil Rights, Stuart Nelson, at 1948 Grand Avenue, Laramie, Wyoming 82070 or telephone (307) 721-4400. Persons with concerns or questions regarding discrimination in the provision of employment are advised to contact the Assistant Superintendent for Personnel. Those with concerns regarding discrimination in other areas are to contact the Assistant Superintendent for Curriculum, Instruction and Accountability.

In addition, the District shall provide equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs regardless of gender, color, race, disability, national origin, age. Individuals with concerns regarding equitable access should contact the District's Assistant Superintendent for Personnel.

### **Section 504/ADA**

Albany County School District One (ACSD#1) does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Americans with Disabilities Act (ADA) applies to employers who have over 14 employees, regardless of federal financial assistance. Under both Acts, the definition of an "individual with a disability" is a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activity, such as seeing, hearing, speaking, breathing, learning, or working; or
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 of the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

The District will provide reasonable accommodations to each employee and qualified employment applicant covered by Section 504 of the ADA unless it would impose an undue hardship on the operation of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons unless it will result in an undue burden on, or a fundamental alteration in the program.

The District has a grievance procedure for discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator:

John Weigel  
1948 E. Grand Avenue  
Laramie, WY 82070  
(307) 721-4400  
[jweigel@acsd1.org](mailto:jweigel@acsd1.org)

### **Drug-Free Schools**

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:

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

## ATTENDANCE AND ENROLLMENT

### Admission

Per state law, 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 ACSD#1 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 15<sup>th</sup> 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 (10<sup>th</sup>) 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: <http://statelaws.findlaw.com/wyoming-law/wyoming-compulsory-education-laws.html#sthash.XLm9gr2B.dpuf>

**Attendance Boundaries:** 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:** REGULAR ATTENDANCE IS CRITICAL TO RECEIVING A QUALITY EDUCATION.

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.

Absences: If a student is absent or tardy, a call is required to the school's office before 9:15 a.m. on the day of the absence. A written note or a telephone call from home at the time of absence stating the nature of the absence may excuse the absence. If the school does not receive the written note or telephone call by 9:15 a.m. stating the reason for the absence and asking for the absence to be excused, the absence will be recorded as unexcused. When three (3) unexcused absences have been recorded for any student during any school year, parents/guardians will receive a letter which outlines the steps the District will take to ensure compliance with state law.

**Tardies:** All students coming to school after the last bell has rung will be considered tardy and must report to the office with an explanation before going to class. Every tardy must be excused by a written note or telephone call from home or personal visit from parent stating the reason for the tardy. If the school does not receive a written note or telephone call stating the reason for the tardy, the tardy will be recorded as unexcused.

If a student is not in attendance before 9:00 a.m., the student will be marked absent for a half day. If a student comes before 9:00 a.m., the student will be counted as tardy. A tardy student must report to the office for a tardy slip before going to class.

If a child leaves before 2:00 p.m., that child will be marked absent for a half day. After 2:00 p.m. the absence is considered to be an early dismissal and not counted as an absence.

**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.

**Accelerated Promotion:** District policy states: "In general, the District shall promote pupils only at the end of the school year." This policy also delineates social, emotional, mental, and physical maturation criteria for considering retention decisions. These same four criteria categories are to be considered for accelerated promotion requests. For further detailed information, please see the principal.

**Arrival and Departure Times:** Children should not arrive at school more than 15 minutes before the first bell unless requested to do so by the teacher or the principal. At the end of the school day, all children who walk home from school are expected to leave the school grounds immediately. If a child needs to wait for a ride other than on a school bus, s/he should wait quietly in the designated areas. There is no supervision for children arriving earlier or for children remaining on the playground after school is dismissed.

**Release from School:** A child shall not be released from the school premises at any other than regular dismissal time unless a parent or guardian personally picks him/her up, and unless approval of the principal or his/her designee has been given. At no time shall a child be allowed to leave unless accompanied by a school-approved adult. Students leaving the school grounds to go home for lunch must have a note from their parents.

**Withdrawal from School:** The only time a report card is given is if the child is enrolled on the last day of the grading period. A copy of the "Student Withdrawal" form which indicates current progress is completed by the teacher when a student withdraws from one of the District elementary schools. The original is kept in the child's file and a copy is sent with the child. The child's new school will request records directly from the District. Parents/guardians should let the principal know as soon as possible if they will be moving.

### **Immunization Requirements**

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.

### **Bus Transportation/Bus Conduct**

Bus transportation is available to elementary 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.

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.

### **Field Trips**

Teachers occasionally plan field trips to enhance a teaching unit or concept and the field trips are intended to make the learning experience more meaningful to students. In the event of a field trip, parents/guardians will be sent a form explaining the trip and securing their permission. Some field trips that include the full student population do not require a permission form, but will be announced in newsletters or in a note home. Any time parents/guardians have questions about field trip plans they should contact the teacher or the principal.

## **School Pictures**

Individual student pictures are taken in the fall and group class pictures are taken in the spring of each school year. Purchase of pictures is voluntary. The PTA in each school may assist with the taking of these pictures and receive a portion of the cost of the pictures. Information about the packet options available and the cost of the pictures is sent home with students.

## **Books and School Supplies**

Textbooks and library books are provided to students at no charge; however, if there is damage beyond normal wear, or if a book is lost, replacement costs will be assessed. The purchasing of supplies such as paper, pencils, notebooks and gym equipment is the responsibility of students. Students are expected to use soft-soled, non-scuff gym shoes when in the gymnasium. Teachers will provide students with a list of school supplies needed at the beginning of the school year and/or at the end of the school year for the fall term. Contact the school for the supplies list.

## **Homework**

Homework is considered an assignment to be completed as part of an independent study outside the school day. Homework assignments should be reasonable in length and expectation. The majority of regular assignments will be completed during the school day. Homework policies may vary from one teacher to another and from one school to another.

## **Chain of Command**

Parents and patrons are often discouraged when they attempt to communicate with Central Office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents/patrons can become informed about the “Chain of Command,” or where to begin the communication sequence regarding their questions and concerns.

Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. 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:**

### **Academic/Behavior/Discipline/Instruction**

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

## **Parent/Community Involvement**

**PTA/PTO/Parent Support Groups:** Laramie is fortunate to have an active parent support group in each of the schools. Information about membership or PTA activities is available at each school office.

**Volunteers:** Parents and non-parent volunteers provide welcome support to teachers and students in the schools. All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through the Wyoming Department of Family Services (DFS) and through a nationwide database selected 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 (1) hour per week or more); if these individuals will likely never be alone with students with a School District employee present, they will not be subject to the screening; or
2. Any individual who will accompany students on an overnight trip; or
3. Any individual who volunteers as a coach for more than five (5) days during the season or is likely to assist an activity sponsor for more than five (5) days during a school year; or
4. 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 with a School District employee being within visual contact of the volunteer for more than a few moments.

## **SAFETY**

### **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**

ACSD#1 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.

## **Supervision**

Each school provides for the supervision of students immediately before school, during all recesses, and immediately after school. Personnel within each building have been trained in first aid procedures and are able to respond to the needs of injured students. Parents/Guardians will be contacted in the event that their child is injured or gets sick while at school.

The WeTip School Safety hotline has been designed to reduce risk and threats in schools. The WeTip hotline is a valuable tool for students and school staff members who know about a crime, but are afraid to tell anyone. When someone calls WeTip no one asks them who they are or where they live. The WeTip operator asks some questions to find out about the crime and who committed it. The operator will give the caller a number so that they can call back if they find out more information. The WeTip school safety hotlines are answered by bilingual tip operators, 24 hours a day, 365 days a year. Calls are taken on all crimes affecting schools and the communities surrounding schools. WeTip: 1-800-782-7463.

## **Health**

ACSD#1 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.

**Medication Policy:** For the protection of all students, the ACSD#1 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. Expectations are that:

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:
  - be in its original pharmaceutical container. If not in the original container, personnel shall not allow it to be taken.
  - 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:

- 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
- 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 District 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.

NOTE: School Nurses are part-time in the elementary buildings.

### **Accident/Injury**

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](http://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](http://www.acsd1.org). The decision to close schools comes from the Superintendent, in cooperation with contacts throughout the county.

### **Food Allergies**

There are some students in ACSD#1 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.

### **Bicycles/Rollerblades/Skateboards**

With parental permission, children may ride bicycles to and from school. Students riding bicycles to school are expected to know and obey all traffic rules and regulations. Bicycles are not to be ridden on school property. Bicycles ridden to school are to be parked in the racks provided. To prevent theft, students should lock their bicycles and have them licensed with the City of Laramie (this can be done at any bicycle shop). The School District assumes no responsibility for the theft

of or damage to bicycles brought to school. Students should not play on or near the bicycle racks unless they are parking or removing their own bicycles at the beginning or the end of a school day.

Rollerblades and skateboards are not to be ridden on school property.

## **STUDENT SERVICES AND PROGRAMS**

### **Child Find**

For parents who...

- are concerned about their preschooler's development.
- would like to know how to help their school age child succeed in school.
- have questions whether their child has a disability.
- know their child has a disability and are looking for appropriate educational services.

### **What is Child Find?**

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".

**School Age Children:** ACSD#1 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.

### **Counseling**

Counseling interventions by School District professionals may be scheduled during the school day. If parents wish for their children to have counseling by a non-School District counselor, they must schedule those appointments outside the school day.

### **Special Student Services**

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, audiological services, counseling, school nursing services, vision/hearing, and assistive technology/equipment. 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.

Federally funded Title I remedial reading and math programs are also available in schools qualifying as Title I schools.

The Gifted and Talented Education (GATE) Program serves highly academic/creative students who are selected, based upon indicators of success, for an academic program that practices differentiated instruction, and who could benefit from a full-time program with their peer group. This program will be available to elementary students in grades 3 through 5 who have documented evidence of exceptional abilities through the specific GATE testing criteria. IF deemed appropriate, and after all testing is complete, recommendations for admittance into the GATE Program will be made in order to provide for students of high academic ability and/or potential, providing equal access to culturally different students, students of different economic levels, and students with special needs.

Information about these programs can be obtained from each school office.

### **Homebound Program**

In the event that a child is ill or injured and must remain out of school for a period exceeding one week, a program is available whereby a teacher may assist the child in his/her studies at home. More information is available from each school principal.

## **STUDENT CONDUCT**

### **Discipline Procedures**

Personnel in all of our 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 may vary slightly among elementary schools. Specific expectations/consequences are listed in individual elementary school handbooks.

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 schoolwide privileges
6. In-office time before, during, and/or after school

Consequences for more serious offenses 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.

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.

3. Expulsion from School: Student is entitled to a hearing before the ACSD#1 Board of Education to determine if the expulsion is approved and, if so, the length of expulsion. ACES is a possibility for expelled students.

More serious offenses will include, but not be limited to: Fighting, physical or verbal harassment, bullying, stealing, extortion, willful disobedience, possession or use of tobacco, drugs or alcohol, possession of weapons, fireworks, and vandalism. A Laramie City Ordinance prohibits the throwing of snowballs or rocks inside the city limits. The District will help enforce the ordinance on the school grounds. In the interest of safety, parents/guardians are asked to caution their child against throwing snowballs or other objects. In these cases, children will be sent immediately to the principal. In all cases, consequences are at the discretion of the administration.

Corporal punishment (spanking) shall not be administered to a student. School employees may defend themselves if attacked by a student and may remove a student against his/her will where his/her continued presence endangers, or is extremely disruptive to others.

For further, more detailed information, please ask the principal for a copy of the District's policy on discipline, suspension, and expulsion from ACSD#1 contained in the Bylaws and Policies of the Board of Education on the District's website at [www.acsd1.org](http://www.acsd1.org).

### **Dress and Appearance**

It is felt that a reasonable manner of dress and appearance on the part of students is conducive to the morale, healthful environment, and educational climate of the students and the school. Students shall be required to show proper attention to personal cleanliness. Clothing worn by

students shall be clean, neat, and in good repair. Steel caps, taps, or plates on the shoe soles or heels are not permitted because they mar and cut the floors.

For after-school activities, students will be expected to dress appropriately in accordance with the nature of the activity.

## **Prohibiting Harassment, Intimidation and Bullying**

### **I. Purpose**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community. This policy will be implemented in conjunction with training of staff, including the education of students in partnership with families and community. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

### **II. Prohibition**

- A. 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.
- B. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors do not rise to the level of harassment, intimidation or bullying but may still be prohibited by other district policies, building, classroom, or other program rules. Some behaviors are simply rude and are characterized by spontaneous, inconsiderate or thoughtless actions or are mean and are normally expressed in anger. However, expressed over time to the same individual or group, it can become Harassment, Intimidation or Bullying.

### **III. Definitions**

- A. "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:
  - 1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
  - 2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the schools; or
  - 3. Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.<sup>1</sup>

- B. “Retaliation” means and includes any written, verbal or physical action taken against any person who reports, files a complaint, or participates in an investigation regarding harassment, intimidation or bullying.
- C. “School” includes a classroom or other location on school premises, a school bus or other school-related vehicles, 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<sup>ii</sup>.
- D. “School Official” is a building level administrator (principal or assistant principal) or his/her designee or a central office administrator (assistant superintendent, director, or manager) or his/her designee.

#### **IV. Reporting Procedures**

##### **A. Incident Reporting**

Incidents of Harassment, Intimidation or Bullying may be reported in any of the manners listed below which will start the incident intake and analysis by a School Official:

1. Verbal Reporting: May be made to a School Official, teacher or other employee of the district and needs to be documented on the Incident Report Form (A).
2. Written Report: May be completed and submitted to a School Official, teacher or employee of the district using the Incident Report form which is available at any local school building or can be accessed on the district website—[www.acsd1.org](http://www.acsd1.org);
3. Anonymous Reporting: May be made by contacting 1-800-78-CRIME; or
4. Email Reporting: May be submitted to a School Official, teacher or any employee of the district.

##### **B. Reporting Process and Notifications (Incident Analysis)**

1. Reports should address specific facts, conditions, or circumstances reported to have occurred that may constitute Harassment, Intimidation or Bullying.
2. If a report is made to an employee of the district other than a School Official, the district employee shall immediately notify a School Official of the incident reported.
3. School Officials will gather any factual information from the reported incident to ensure completion of Incident Intake and Analysis Worksheet (Form C).
4. All reports of Harassment, Intimidation or Bullying, false reporting, or retaliation for filing a report shall be processed by a School Official.
5. A School Official may inform and notify the person who has been reported by the targeted for Harassment, Intimidation or Bullying and his/her parents or guardians of the nature of the report and the process moving forward.
6. School staff (other than teachers or principals) shall inform the classroom teacher or school principal when they receive a report of Harassment, Intimidation or Bullying. The principal shall keep documentation of all reports and incident analysis relating to Harassment, Intimidation or Bullying. Even if the target refuses to file a report, the School Official must proceed with the process of completing a report and the incident intake and analysis

documentation.

7. When the School Official, using the FICA and five-point criterion, has gathered and reviewed all factual information listed on the incident report, written statements and completed the Incident intake and analysis worksheet, the determination is made and noted on form C whether the incident is potentially harassment, intimidation or bullying, or falls into the potentially student misbehavior, conflict or misunderstanding.
8. When incidents are determined to be potentially harassment, intimidation or bullying, the school official will complete the Complaint of Alleged harassment, intimidation or bullying document (form D) and begin the formal investigative process.

## **V. Investigation Procedures**

### **A. Process for Investigations**

1. Investigations shall be completed using the actions outlined in the Incident Investigation Check List (form E).
2. When all items have been completed on the Incident Investigation Check List, the School Official will complete the Bullying and Harassment Investigation Summary Report (form F). The School Official may use Form H (Interview Notes and Guidance) to assist with completing Form F.

### **B. Notification of investigative findings**

1. When the investigation is completed the School Official shall compile the results of the investigation using the Investigative Findings Form (F1). Appropriate actions shall be outlined under the guidance provided by district policies and procedures as well as the Interventions/Consequences Form F2.
2. The School Official will notify all parties separately, outlining the results of the investigation using the Final Resolution of Incident(s) document F3:
  - a. Stated Findings may include:
    - i. Whether the district plans to take corrective action;
    - ii. The district does not have adequate evidence to conclude bullying, harassment or intimidations occurred;
    - iii. The complaint does not meet the definition of bullying, harassment or intimidation; and/or
    - iv. The complainant made false accusations and/or the complaint contained false accusations.
3. If the School Official determines that bullying, harassment or intimidating has occurred, the School Official shall meet with the student who has bullied, harassed or intimidated and/or his/her parents or guardians to discuss the issues and the meeting will also include a discussion of the corrective actions/consequences which the District intends to impose.
4. Corrective measures, discipline and other actions deemed necessary will be instituted as quickly as possible, and the complainant shall be informed in writing when the investigation is complete. Any action and the type of action

that should be taken as a result of the investigation and its findings shall be at the discretion of the district.

## **VI. Corrective Actions**

- A. The range of corrective actions for a student who bullies, harasses or intimidates will vary depending on the severity and age level of the student(s) involved. All corrective actions taken shall remain at the full discretion of the district and in accordance with district policy and the district's student handbook.
- B. A person who is found to have made intentionally false accusations, reports or complaints will face consequences for dishonesty and/or harassment, intimidation or bullying.

## **VII. Complaint Resolution or Appeal**

- A. If the Complainant reporter or target does not feel that the alleged reported harassment, intimidation, bullying has been investigated and resolved with satisfaction, the Complainant reporter or target may contact the District Superintendent of Schools at 1948 Grand Ave, Laramie, Wyoming. Phone number (307) 721-4400. The Superintendent shall be provided with a complete copies of the incident reports, written statements, intake and analysis worksheet, complaint documentation, investigation checklist summary and findings forms, intervention/consequences document and final resolution documents- The Superintendent shall notify the parties involved of his/her review and any additional information or action taken.
- B. If the reporter or target does not feel that the reported incident of Harassment, Intimidation, Bullying has been investigated and resolved to their satisfaction by the Superintendent, the person may file a complaint with the Board of Education in accordance with School Board Policy 7002.

## **VIII. Retaliation or Reprisals**

- A. The district will discipline any and all individuals who retaliate against any victim of bullying or any individual(s) that reports, testifies, assists or participates in any investigation(s) regarding, harassment and/or physical/verbal abuse. Individuals who retaliate against person(s) who reports bullying, harassment and/or physical/verbal abuse will also be disciplined by the district. Retaliation is considered a serious violation, independent of whether the underlying complaint is substantiated. The possible consequences for retaliation are the same or more severe for harassment, intimidation or bullying incidents.

## **IX. Communication**

### **A. Training**

1. This policy will be included in district orientation sessions for employees, students and regular volunteers. Staff will be provided information ~~on~~ to recognize and preventing harassment, intimidation or bullying. Staff shall be fully informed of the complaint processes and their roles and responsibilities under this policy and administrative procedures for addressing harassment, intimidation, and bullying. District administrators will be trained in the processes, procedures and documentation of reports involving harassment, intimidation and bullying by a certified trainer (annually).
2. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions which may include parents. The district shall include the information contained in this policy in all printed and electronic versions of the Bylaws and Policies of the Board of Education of Albany County School District No. 1 and in each school's and district's student's handbook. The policy is accessible on the district's website at [www.acsd1.org](http://www.acsd1.org). Parents will also be provided appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.

### **B. Publicity**

This policy will be publicized through its publication in Board policies and School and district handbooks, the district website, through staff training, presentations to students, other customary channels of communication and as otherwise specified herein.

- C. Annual Communication: Form G (LEA Annual Bullying Report) can be used to collect and compile data for reporting annually to the Wyoming Department of Education.<sup>iii</sup>

## **Disclaimer and Liability**

- A. This policy shall not be interpreted to prevent a victim from seeking redress pursuant to any other applicable civil or criminal law. This policy does not create or alter any civil cause of action for monetary damages against any person nor shall it constitute grounds for any claim or motion raised by either the state or defendant in any proceedings, and the defense of immunity shall be retained by the district and may be asserted in any action arising under this act.<sup>iv</sup>
- B. In the event of any ambiguity, this policy should be interpreted in conformity with the Wyoming Safe School Climate Act, W.S. 21-4-311 through 21-4-315.

## **Personal Property**

All personal property should have the name of the owner written on it. This is especially important for student clothing. It is also recommended that students not bring valuable items that may be lost or damaged at school. Items that distract or disturb the learning process are not to be brought to class. Such items include: Cell phones, pagers, CD players, M3 players, Ipods, toys, and any other personal item used as a disruption to learning. If students need to use a cell phone during the school day, they must get permission from the school office. Teachers may confiscate any nuisance items; these items will generally be returned to the student at the end of the day. Students are advised not to have personal items of any value where others have easy access to them. The school is not responsible for lost or stolen items.

## **Phone**

The phones in the schools are for school business. Student usage must be limited to only calls that cannot wait until the student returns home. Permission to use the office phones must be received before students are allowed their use. (See also **Personal Property**.)

## **Gym Shoes**

Children are asked to bring soft rubber-soled shoes so they may participate in the physical education program and for other activities in the gym. Gym shoes are a precaution against injury.

# **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 8<sup>th</sup> 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.

## **School Meal Prices**

Breakfast Full Pay = \$1.50; Adult = \$2.50

Breakfast Reduced = \$.30

Lunch Full Pay = \$2.65; Adult = \$3.90

Lunch Reduced = \$.40

Milk & Juice = \$.40; Second Entrée = \$1.50

No charge for extra fruits & vegetables with the purchase of a meal.

ACSD#1 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.

# **GRADING**

## **Reporting of Student Progress**

**Philosophy of Reporting to Parents:** Since home and school share responsibility for the education of children, accurate information must be communicated between teachers and parents. The formal communication systems used in the elementary schools are the progress reports at the end of the 9<sup>th</sup> week and 27<sup>th</sup> week of school, report cards at the end of fall and spring semester, and parent-teacher conferences. These forms of sharing information about a student's progress are designed to assist in developing a positive relationship between the parents and the teacher so all can work together to enhance every child's education.

## **Purpose of Standards-Based Grading**

The purpose of standards-based grading is to improve student achievement by focusing instruction on the alignment of curriculum with the essential standards. Standards-based grading and reporting will provide better communication to students, parents, teachers and administrators on what each student knows and is able to do.

Standards-based grading measures the mastery of the learning objectives, or how well students understand the material in class. It is based on a specific set of standards that students need to meet for each grade/content level. Marks are not a comparison of one student to another, but rather a way to measure how well students are doing on grade-level/course level standards. A standards-based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful in their educational program.

## STUDENT TECHNOLOGY ACCESS

ACSD#1 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 ACSD#1 policies can be found under the Policies tab at: [www.boarddocs.com/wy/acsd1](http://www.boarddocs.com/wy/acsd1).

---

<sup>i</sup>W.S. §21-4-312;

<sup>ii</sup> W.S. §21-4-311 (a)(i)(C)(ii)

<sup>iii</sup> W.S. §21-3-110 (a)(v)

<sup>iv</sup> W.S. §21-4-315

Cross Reference  
Policy 4024, Title IX, Sex Discrimination and Grievance Process