

INDIAN PAINTBRUSH

ELEMENTARY

SCHOOL

(307) 721-4490

(307) 721-4568 FAX



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**PARENT INFORMATION
INDIAN PAINTBRUSH ELEMENTARY SCHOOL
2014-2015**

Indian Paintbrush policies are in accordance with the district policies and guidelines.

STUDENT RIGHTS & RESPONSIBILITIES

The basic rights and responsibilities of students include the following:

ALL STUDENTS HAVE THESE RIGHTS:

- To be safe.
- To be respected.
- To be treated without disturbance or distraction.
- To have personal property respected and protected.
- To express views and be heard.
- To be exposed to competent teachers and positive adult role models.
- To be challenged with materials and instructional techniques commensurate with their abilities and learning styles.
- To be free from harassment.
- To learn in a drug-free, smoke-free and violence-free environment.

ALL STUDENTS HAVE THESE RESPONSIBILITIES:

- To treat others fairly and without prejudice.
- To obey laws and comply with reasonable school rules.
- To respect other people's rights, property, and reputations.
- To contribute to a positive clean and safe school environment.
- To strive to learn to the best of their abilities.
- To respect and maintain school property.
- To attend regularly.
- To avoid violent behavior.
- To value education and take it seriously.
- To dress and use language appropriate to a learning environment.
- To practice civility and to demonstrate respect in all dealings with peers and adults in the school.

"MAKING IT RIGHT"

If a student's behavior hurts someone else, or the school, the most responsible thing to do, after apologizing, is to "make it right" with the person(s) involved and the school. This process of "making it right" with others is called **restitution**, and it is the fastest and surest way for a student to regain self-respect from others.

MISSION STATEMENT

The Indian Paintbrush Community is dedicated to developing caring students within a safe, nurturing and educationally challenging environment which prepares them to be responsible citizens of our ever changing world.

INTRODUCTION

It is hoped that the following information will help parents be informed about procedures used in our school and promote the cooperative relationship necessary to fulfill our mission.

We encourage parents to visit our school; however, to reduce any interference with the educational process we request that parents who wish to visit their child's class telephone ahead and coordinate their visit with the teacher. Please feel free to contact the school office at 307-721-4490 if there are questions about the school or its program. These procedures are in place for your child's safety. All visitors to the school must check in at the office and wear a visitor's badge while on school grounds.

ATTENDANCE PROCEDURES

School begins at **8:10 A.M.** and students are expected to enter class when the bell rings at that time. School hours are **8:10 A.M. - 3:10 P.M.**

1. Students are expected to **attend school** and be **on time** each school day, as excessive tardiness and absences can significantly impact a child's success in school. If your child has a medical or dental appointment of any kind, please bring a note from the doctor's office or call the school office to excuse the absence.
2. Teachers will check attendance in the morning after school begins **and** following the lunch period.
3. Bus students arriving late will not be counted tardy and will not be counted absent if the bus does not run or reach their place of loading.
4. Parents should call the office to excuse their student(s) between **7:45 A.M. and 9:15 A.M. (307-721-4490)**.
5. Students who are tardy must secure an "Admit Slip" from the office before proceeding to class.
6. To leave during school hours requires written or verbal parental permission. **Each time parents are asked to sign their child in and out at the office whenever the student leaves or returns to the building. Please come in to the office with your child.**
7. Students who are withdrawing from school must have written permission. A "Withdrawal Form" will be completed and sent with the student.
8. Students who leave for lunch must return to school **on time**. Students may not leave any earlier than their assigned lunch time. Students must make up the time in class if they do not return when the bell rings. **Students are not allowed to leave the school grounds with anyone but a family member.**
9. Should a student accrue 5 tardies and/or 10 absences within a year, a letter will be mailed to the parents concerning the seriousness of missing school.

STUDENTS ARRIVAL AND DISMISSAL - ATTENDANCE TIMES - 8:10 A.M. – 3:10 P.M.

1. Upon arriving at school students are to proceed to the surfaced playground area and are to line up at the appropriate entry when the bells sound. **Supervision begins at 7:45 A.M. Students are asked not to arrive before that time for their own safety.**
2. Students may enter the building to go to the office or use the restrooms before school begins. Students will be permitted in classrooms only when a pass has been issued by an adult supervisor.
3. When inclement weather prohibits having morning, noon and/or afternoon recesses, students will remain in their classrooms or designated areas. This may occur due to severe temperature (0 degrees or colder depending on wind chill, etc.) or wet conditions. IPE Student Council has purchased indoor games for students' use during inside lunch recess.
4. Upon dismissal from school all students are to depart for home without stopping to play on the playground equipment. Students waiting for buses are to wait outside in front of the building for their bus to arrive. Due to inclement weather or other safety concerns, school staff may choose to keep children inside rather than outdoors to wait for their rides. If this occurs, drivers should phone the office or enter the school to get their child.
5. Students will be allowed to play on the fields north and east of the building only when supervised by a teacher or playground monitor. For safety, students should use the path to go up and down from these fields.
6. Playground balls from the classrooms may be used during recess. Students are expected to help collect these balls at the end of the recess periods.
7. Bicycles
 - a. Students riding bicycles to school are to dismount their bike upon reaching school property and **walk** them to the bicycle rack.
 - b. Bicycles are to be parked in the bicycle racks provided on the west or east sides of the building. A lock and name or telephone number painted on the bike are recommended.
 - c. Upon dismissal from school bicycles are to be **walked** to the edge of the school grounds before mounting. Bikes are not to be ridden around or between parked vehicles.
 - d. The school is not responsible for the theft of or damage to bicycles ridden to school.
 - e. Roller blades, roller shoes, skateboards, and scooters are not allowed at school.
 - f. It is recommended that students below Grade 3 not ride bicycles to school, and that all bike riders wear helmets.

STUDENT DRESS

Student's dress and appearance must meet standards of personal hygiene. Students should wear clothing which is clean and in good repair. Shoes should be worn at all times. No cleats are allowed at school. We reserve the right to ask students to change clothing that is deemed inappropriate and/or offensive.

1. Students need to be neat and clean.
2. Students should be dressed appropriately for various weather conditions.
3. Clothing apparel with logos that have double meanings, and/or advertise drug or alcohol, or deemed inappropriate for school are not permitted.
4. Gang related attire and/or saggy clothing is prohibited.
5. Hats may be worn outside the building only.
6. Students need to bring gym shoes with non-marking soles on P.E. days.
7. Short shorts or skirts, tank tops, double tank tops, see-through shirts/blouses, backless or midriff shirts are not acceptable. Bare midriffs and exposed body parts are not allowed.
8. Jackets, coats, or outerwear are not to be worn within the classroom.
9. Clothing chains or wallet chains are not allowed.

Violation of school dress code will result in offending student consequence: **Student will change clothes.**

BREAKFAST PROCEDURE

Breakfast will be served in the cafe from 7:45 A.M. to 8:05 A.M. The purchase of breakfast tickets is the same as for school lunch. Students eating breakfast are expected to complete their meal by 8:05 A.M. The cost of a breakfast is \$1.40.

LUNCH PROCEDURE

Students in all grades will be taken to the cafe by classroom teachers and are to form one line to proceed through the serving line. Cafe personnel will give directions and assistance to students as they proceed through the serving line. Students with cold lunches may proceed directly to lunch tables or may proceed through the serving line with other students. Cafe monitors will supervise students while they are in the cafe. **There are two microwaves in the café for student use.** Students will not be permitted in the kitchen. Students will sit at assigned tables. We encourage students to remain at school for lunch and to eat school lunch.

Students will exit from the cafe through the main door and proceed to the playground quietly through the center hall between the media center and art room. Parents are welcome to have school lunch with their student. All students are expected to bring coats, etc. to lunch with them so they will not need to return to classrooms before proceeding to the playground. Coats may be worn while eating; however, if they are removed they are to be hung on the coat racks provided. Hats and/or caps are to be removed while in the cafe for lunch.

Students may purchase school lunch on a daily basis and pay as they exit the serving line. Students purchasing quantities of meals at once should take their money to the cafeteria in the morning. Those purchasing quantities of meals will be issued a bar code number that will be scanned each time the student receives a school lunch. The use of the scanner will automatically keep track of the amount paid and spent by each student. Students will be mailed a notice when they have depleted their lunch account. The cost of a student lunch is \$2.55. The cost of a student breakfast is \$1.40. Adult breakfast is \$1.80 and adult lunch is \$3.70.

Indian Paintbrush discourages outside fast food being brought to school for lunchroom eating.

No student may go to lunch with another students' parent. **NO EXCEPTIONS.**

Peanut/tree nut products are not allowed at school. If a student brings a cold lunch, the lunch should not contain any items containing peanut/tree nut products.

WE BELIEVE. . .

School and community work in partnership for the success of all.

Students need to be responsible for their own learning and respect the rights of others to learn.

All children are entitled to a quality education in a safe, nurturing, and academically challenging environment.

Quality educators need time, training, and support to be effective.

Children learn at their own rate.

Children learn best when using their preferred learning style.

STUDENT EXPECTATIONS

1. Be prepared for learning. For example, have necessary supplies; i.e., paper, pencils, books. Have assigned work completed. Be physically prepared; i.e., rested, wear proper clothing, and eat a good breakfast and lunch. Exhibit a desire for learning.
2. Help others learn. For example, keep hands, feet, and objects to yourself. Use quiet voices inside the school. Respond appropriately to teachers, students and other staff.

STUDENT EXPECTATIONS (continued)

3. Help keep yourself and others safe. For example: Keep hands, feet, and objects to yourself. Use appropriate manners in the school and on the playground. Use playground and classroom equipment properly. **Follow directions of the adults in charge.**
4. Take care of our school. For example: Use all teaching and playground equipment properly. Help preserve displayed materials in halls and classrooms; i.e., art work, posters, pictures. Place trash in garbage containers. Use special areas properly; i.e., labs, bathrooms, library, student kitchen. Keep our school clean; i.e., no marks on walls, clean shoes and boots. Damage to property; i.e., books and desks, may be asked to have restitution made, to include but not limited to monetary compensation.
5. Make responsible decisions. For example: Carefully consider choices before acting. Respect others property and person. Consider the consequences of your behavior. Listen to and follow directions of the adults in charge.

DISCIPLINE

1. **Warning**--The student is told what is incorrect, has the expectation restated and given an opportunity to make an appropriate choice.
2. **Short-term loss of privilege**--The student is removed from recess for a period of time. Parents may be contacted.
3. **Long-term loss of privilege**--The student is removed from the activity for an extended period of time. Parents are contacted by teacher or principal.
4. **Students having a pattern of repeated offenses of a similar nature may be sent to the principal. Parents will be notified.**
5. **In School Suspension is an option when deemed appropriate by the principal. Parents will be notified.** In School Suspension means the student is removed from the classroom and spends the day (or ½ day) in the office completing his/her schoolwork.
6. **Out of School Suspension** – The student is sent to the ACES Program or home because of major offense. The suspension can be for 1-3 days.

PROBLEMS/CONCERNS PROCEDURE

The "Complaint" flow chart is as follows:

Teacher

Principal

Assistant Superintendent

DISTRIBUTION OF RECORDS TO RECEIVING SCHOOLS FOR STUDENTS WHO HAVE BEEN SUSPENDED OR EXPELLED

For any student who transfers to another school or another district and for which a District school receives a request for records, the District school will provide the receiving school with a record of the student's suspensions or expulsions while a student is in this district. For students who have not been suspended, a statement will be included in the materials which are being sent saying: "Per federal legislation, Albany County School District One is notifying you that this student has never been suspended nor expelled while a student here."

VOLUNTEERS

We encourage and welcome volunteer assistance in our school. Volunteers are used to assist students in classroom, prepare materials, assist on field trips and in many other ways. Volunteers play an important role in making Indian Paintbrush School successful.

Anyone interested in working as a volunteer is encouraged to contact the principal or the classroom teacher at school (307-721-4490) to arrange a volunteer schedule. You will be asked to contact the school office to obtain the form that all volunteers are required to complete before working in the role of a volunteer.

As part of our safety and security program volunteers are required to "sign in" and secure a "Volunteer" badge from the office.

VISITORS

We welcome parents and interested persons who wish to visit our school. We are proud of the programs and educational opportunities available in our school and enjoy sharing these with others.

In order to make visits to classrooms more productive parents are encouraged to contact the teacher **and** the office **prior** to the time they wish to visit (307-721-4490).

The front entrance will remain unlocked during school hours. All other doors will be locked.

As part of our safety and security program visitors are required to check in at the office and secure a "Visitor" badge.

Students who are not enrolled in a school in our district **will not** be allowed to visit classrooms during school hours.

SCHOOL BOARD "ADOPTION"

Each year members of the Board of Education "adopt" one or more of the district's schools. While Board members are interested in all schools the Board member "adopting" a particular school will focus attention on their "adopted" school.

PTA

Indian Paintbrush Elementary School is fortunate to have an interested and active PTA. General meetings are held on the third Wednesday of the month. Meeting time will be decided at the first meeting in September. Notices about these meetings will be published in the PTA newsletter.

PTA Officers – 2013-2014

Co-President Levi Hime/Tori Kricken **Vice-President** George Mathes

Co-Treasurer Nicole Bleak/Trinity Thatcher

Co-Secretary Sara Pommarane/Leann Kaiser

BACK TO SCHOOL NIGHT

A "Back to School Night" is scheduled for August 21, 2014, 6-7:30 p.m. and will allow students and parents to meet teachers, bring school supplies and take a tour of their classroom and the school. Parents will also have an opportunity to join the PTA, pick up PAWS results, sign up to volunteer for various functions, order school shirts, and obtain information about various clubs and organizations for students.

EDUCATION FAIR

"Celebrate Education" will be held April, 2015. During this celebration parents will have an opportunity to tour the school and view displays of student work and projects with a focus on youth art and science.

ALL STUDENT PERFORMANCES

One all-school student performance is held each year. The programs may alternate between a winter program and a spring performance. These programs are planned by the music teacher and prepared with the cooperation of the total faculty. Programs may be held at either the school or other local auditoriums.

The program to be held during the 2014-2015 school year will be a winter program and is scheduled to be held at the University of Wyoming Arts and Science Auditorium December 17, 2014 at 7:00 p.m.

CLASS PARTIES

Three class parties will be held during the school year. These parties will be held in conjunction with observances of Halloween, Winter Break, and Valentine's Day. The following conditions apply to these parties:

- a. Parties are to be limited to one hour in length.
- b. Halloween costumes must be appropriate. Masks, blood, gore, weapons, and face paint are not allowed.
- c. Christmas gifts may not be exchanged among or between students.
- d. The exchange of Valentine's cards is permitted.

Birthday parties should not be held at school. **Invitations to any party should be disbursed after school.** Treats are permitted at school. We are a peanut/tree nut free school. Please do not bring anything containing these items or containing trace amounts of nut flour. We regret that some treats may have to be sent back home, because they are not peanut/tree nut free.

Indian Paintbrush School has adopted a Wellness Plan for our school. We suggest and recommend that all treats be healthy foods i.e., cheese, crackers, fruits, vegetables, juice, etc. If you have any questions, please call your child's teacher, the secretary, or the school nurse.

SCHOOL PICTURES

Parents will have two opportunities to purchase school pictures during the school year. This includes individual student pictures and group class pictures. Lifetouch of Cheyenne will take these pictures during the 2014-2015 school year.

Individual pictures will be taken **September 11, 2014**. Class pictures will be taken **March 26, 2015**. Information about the cost of the picture packets will be sent home with students a short time before they are scheduled to be taken.

MAIL DAY

IPE Correspondence Days are Tuesday and Thursday of each week. Please check with your student to see if they have any important papers each Tuesday and Thursday. Some school mailings are sent with the youngest child in the family.

PHONE USAGE/CELL PHONES

We recommend that students make plans **before** leaving home in the morning. Students may use the office phone **only** in an emergency situation. Forgetting homework, P.E. shoes, making after school plans, etc. are not emergencies. Cell phones should be turned off during the school day. If students use cell phones during school hours, teachers may "hold" the phone until parents can pick it up and may implement further disciplinary actions (i.e. loss of recess, additional assignments, etc...)

DRILLS

Each month during the school year a safety drill is held. Safety drills alternate with inside and outside procedures to prepare teachers and children for emergencies.

EMERGENCIES

During an emergency in which we need to evacuate the building, we will walk to the Laramie Junior High School or buses will be called to transport students. School personnel will contact parents to retrieve students if necessary.

MEDICATIONS

The school nurse does NOT stock any medications-including Tylenol/Aspirin. If a student needs to take medication at school, a medication form must be completed and signed by the parent. The completed form and a supply of the needed medication in its **original container** should be brought to the nurse. It will be administered from the nurse's office.

OUTSIDE COUNSELING

Students are not to be taken from school during the time they are to be in class for the purpose of non-IEP-required counseling. If parents wish for their child to have counseling by a non-school counselor, the counseling sessions need to occur before school, after school, or during the students' lunch breaks.

“Attendance Matters! – New Research supports the unquestionable link between attendance and student achievement. Students who attend school between 85 and 100 percent of the time pass the state tests in reading and math at much higher rates than students who attend school less than 85 percent of the time.” From Minneapolis Public Schools
<http://mpls.k12.mn.us/attendance.html>

UNEXCUSED ABSENCE

If students will be missing school for reasons other than “excused absences” (i.e. illness, death in the family, medical or dental appointments, observance of religious holidays, or for any reason the principal considers acceptable and is in the best interest of the student) teachers shall not be asked to prepare packets or make-up work. **Make-up work provided by the classroom teacher cannot replace or duplicate the learning opportunities that are lost due to the absence.** If parents would like students to complete school work during their absence they may obtain grade appropriate activities from the school office.

Rules at Indian Paintbrush Elementary

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2. Indian Paintbrush students and parents remove their hats when they are in the building.
3. Indian Paintbrush students should not throw balls against the building.
4. Indian Paintbrush students stay outside on the playground until the bell rings.
5. Indian Paintbrush students should not eat food or snacks in the hallways or outside, with the exception of popcorn days. Breakfast and lunch are to be finished in the cafeteria.
6. Indian Paintbrush students should enter the building walking quietly and calmly. Indian Paintbrush students walk quietly in the hallways.
7. Indian Paintbrush students should not push, shove, horseplay, fight, speak rudely to one another or use profanity. Students are not to bring inappropriate magazines, etc. to school.
8. Indian Paintbrush students go outside for recesses. Indian Paintbrush students are allowed to stay inside only if they are under the direct supervision of a teacher.
9. Indian Paintbrush students do not throw wood chips, rocks, snowballs, or ice.
10. Indian Paintbrush students do not endanger their safety or the safety of others in any manner.
11. Radios, CD players, hand held electronic games, and iPods are not allowed at school. Cell phones are discouraged. If a student brings a cell phone to school, it **MUST** be turned off and kept in a backpack during school hours.

Faculty List
Indian Paintbrush Elementary School
2012-2013

NAME	POSITION	ROOM
Teresa Ross	Principal	154
Julie Nutter	Secretary	106
Judi Mondragon	Secretary	106
Amanda Gribble	Teacher-Kindergarten	140
Kellen Groshart	Teacher-Kindergarten	151
Mischa Henry	Teacher-Kindergarten	152
Daniel Minton	Teacher-Kindergarten	131
Vicky Peters	Teacher-Kindergarten	139
Susan Branch	Teacher-Grade One	144
Randy Dolence	Teacher-Grade One	143
Leisa Wallhead	Teacher-Grade One	147
Stacy Hoffer	Teacher-Grade Two	148
Julie Howard	Teacher-Grade Two	110
Genee Witte	Teacher-Grade Two	109
Lisa DeLancey	Teacher-Grade Three	123
Erica Jensen	Teacher-Grade Three	111
Sara Pommarane	Teacher-Grade Three	114
Eileen Johnson	Teacher-Grade Four	122
Jay Whitman	Teacher-Grade Four	115
Rob Hamlin	Teacher-Grade Five	118
Teri Weisz	Teacher-Grade Five	119
Kathy Manker	Teacher-Grade Six	Bungalow West
Jennifer Palm	Teacher-Grade Six	Bungalow East
Katie Moore	Teacher-Personalized Learning Services	131
Stephanie Wodahl	Teacher-Personalized Learning Services	128
Holly Gamroth	Paraprofessional	128
Meghan Sullivan	Paraprofessional	131
Danielle Webb	Paraprofessional	128
Valerie Linz	Paraprofessional	131
Kelsey Mills	Paraprofessional	128
Ryan Puckett	Paraprofessional	131
Cindy Williams	Paraprofessional	131
Kala Farley	Paraprofessional	131
Tracy Anderson	Guidance Counselor	106A
Jessica McKee	Speech/Language Therapist	124
Anna Youmans	Librarian	135B
Angela Kemp	Reading/Math Specialist	130
Helen Ommen	Reading/Math Specialist	133
Julie Murdock	Paraprofessional	135A
Julia Dolence	Paraprofessional	133
Stacy Busch	Nurse	106D
Kandi Furphy	Teacher-Resource Room	136
Cindy Barrett	Paraprofessional	136
Ann Ward	Paraprofessional	136

Carolyn West	Paraprofessional	136
Sage Worman	Teacher-Resource Room	125
Joanne Windham	Paraprofessional	125
Colleen McQueary	Paraprofessional	125
Meghan Sullivan	Paraprofessional	125
Janette Parker	Paraprofessional	125
Justin Deegan	Teacher-Art	129
Sally Edgar	Teacher-Music	108
Jamie Huston	Teacher-Physical Education	104E
Robin Espinoza	Custodian	103
Gene Olson	Custodian	103
Teresa Werner	Custodian	103
Chris Olsen	Teacher-Band	104E
Ronald Ryan	Teacher-Orchestra	108
Sarah McCoy	Teacher-Orchestra	108
Shane Tweeter	Teacher-Adaptive Physical Education	104E
Kathryn Ewert	Occupational Therapist assistant	104E
Michele Chalmers	Occupational Therapist	104E
Arlene Gregory	Physical Therapist	104E
John Cowper	Case Manager	105
Bill McKay	Psychologist	136B
Stephen Walters	Psychologist	136B
Kay Gannon	Food Service-Cashier	107B

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UNEXCUSED ABSENCE

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10. Indian Paintbrush students do not endanger their safety or the safety of others in any manner.
11. Radios, CD players, hand held electronic games, and iPods are not allowed at school. Cell phones are discouraged. If a student brings a cell phone to school, it **MUST** be turned off and kept in a backpack during school hours.