

TONGUE RIVER ELEMENTARY
PARENT/STUDENT HANDBOOK
2021-2022

Teaching, Reaching, Enriching All



TONGUE RIVER ELEMENTARY
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Dear Parents/Guardians and Students,

Welcome to Tongue River Elementary School! Whether you are new to TRE or a returning Eagle, it is truly my pleasure to welcome you. It will be a fun and fulfilling year, filled with excitement and most importantly, learning. In this handbook you will find the necessary information to make 2021-2022 an amazing year.

My name is Annie Griffin and I am the principal at TRE. I can't begin to explain how honored I feel to be leading such a phenomenal school. I am looking forward to getting to know all of our new families as well as working with each of you to help your child reach their highest potential. Look for communication on Thursdays through both our school wide emails and as well as the Thursday Eagle Folders.

As we move forward, rest assured that our highly skilled staff will continue to offer programs and activities that make TRE unique and a supportive, safe place to be. At Tongue River Elementary we value high expectations both academically and behaviorally for our students. Their education, safety, and future are of the utmost importance to all of us. We take this responsibility very seriously and continue to focus on our mission to Teach, Reach and Enrich every student, everyday! As the TRE Family we believe in all students feeling accepted. We do regular kindness challenges and regularly recognize students showing positive traits with Eagle Postcards. We are so excited to welcome your child to the new school year! We ask that you carefully read both the behavior and academic expectations within this handbook with your child.

When we all work together we believe that your child can be their best self. With the support of family, friends, school, and community your child will reach their highest potential. The sky is the limit! Know that our staff, as well as myself, are always happy to meet with you to help facilitate your child's education. All staff emails use the following template: first initial of first name, followed by their last name, @sheridan.k12.wy.us for example my email is agriffin@sheridan.k12.wy.us. Please don't hesitate to call, email, or send a note, and we will be happy to discuss your child's education. Thank you in advance for your support in the upcoming school year.

Educationally yours,

Annie Griffin, Principal

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Non-Discrimination Statement

"Sheridan School District Number One does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Sheridan School District One Title IX Coordinator (Phone: 655-9541) or to the Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294."

2021-2022 Sheridan County School District 1

Board of Trustees

Carol Garber-Chair
Eric Lofgren
Mercedes Biteman
Clint Krumm
Chad Baker

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Cara Reichert, Accounts Payable/Payroll
Tassie Pitman, Administrative Asst.
Denise Manore, Administrative Asst.

Tongue River Elementary Staff

Tongue River and Slack School Staff

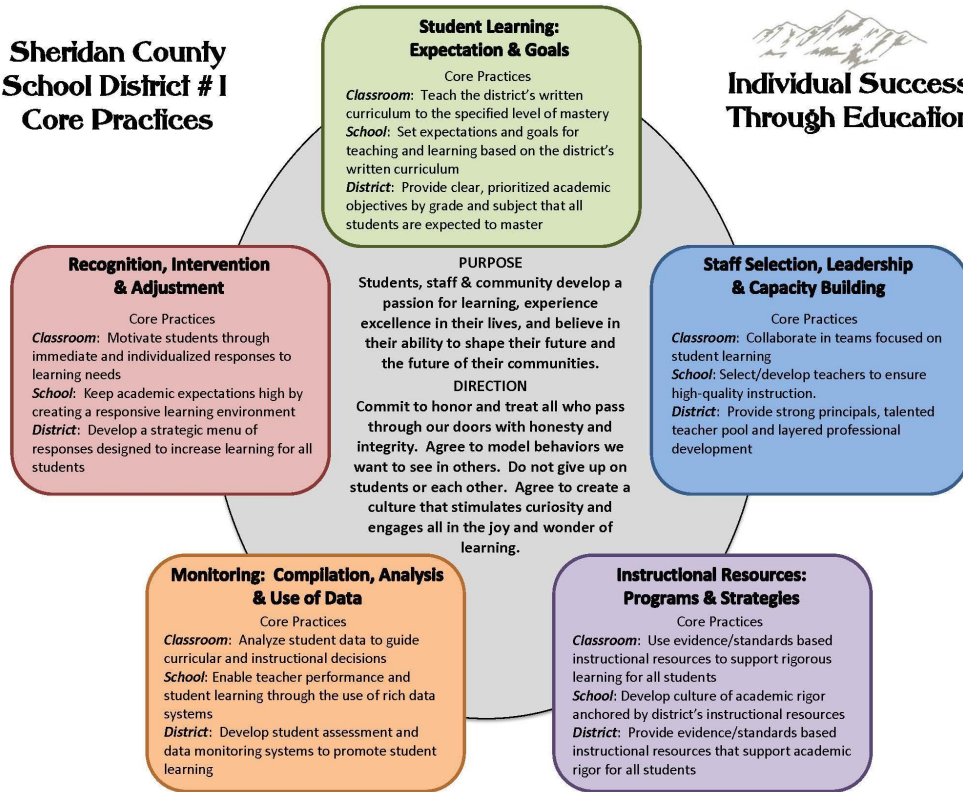
Annie Griffin	Principal	Kathrin Ritterbush	SPED
Kari Johnson	Office Assistant	Trista Logan	SPED
Nicole Alley	Office Assistant	Ashlee Gorham	Title 1/ Reading
Emily Lewis	Tongue River Nurse	Gina Melger	Title 1/Reading
Rachel Carlson	Kindergarten Boost	Beth Turner	Speech
Pamela Woodward	Kindergarten	LaDonna Garneau	Occupational Therapy
Kristin Burnett	Kindergarten	Jeremy Brandl	K-5 PE
Karla Hill	1 st Grade	Zack Weller	Reading/Science
Molly Stamenkovic	1 st Grade	Amber Johnson	Literacy Lab/Technology
Eva McCrary	2 nd Grade	Stephanie Neujahr	Art/K-5 Music
Andrea Sears	2 nd Grade	Kevin Charlson	K-5 Counselor
Tamie Simmons	3rd Grade	Michele Fritz	District Social Worker
Amanda Ball	3rd Grade	Elizabeth McDole	Special Education Para
Sara Struckman	4 th Grade	Amy Simonson	Title I Para
Shae Lynch	4 th Grade	Kathie Stevens	Title I Para
Russell Wilde	5 th Grade		Title I Para
Deb Duncan	5 th Grade	Dan Walter	Custodian
Brooke Johnson	SLACK	Angie Summers	Kitchen
Samantha Ihde	SPED	Jolene Nelson	Kitchen

At times, there may be concerns between parents, the child, and the school. These concerns can usually be resolved very quickly. We at TRE ask that the following steps be taken in resolving parent/child/school concerns:

Chain of Command

- Staff Member
- Principal
- Superintendent of Schools
- School Board

**Sheridan County
School District #1
Core Practices**



**Tongue River Elementary
Mission, Vision, Values and Goals**

2021-22

Mission:
Teaching, Reaching, Enriching, ALL!

Vision:
*To be known for our academics and our kindness.
To be a Model PLC School and a Title One School of Distinction in two years because of our academic achievement.*

Mantra:
All, Everyday!

Values
We commit to celebrating academic and social/emotional achievements for staff, students and our community.
We commit to building relationships within our school family and the TR community to encourage kindness, motivation and success.
We commit to setting reasonable limits for behavior with empathy (Love and Logic).
We commit to making informed decisions based on data and the use of researched-based strategies to ensure high achievement in our students.
We commit to promoting literacy in our school and community.
We commit to purposefully nurture success.

School Improvement Goals
To increase the number of students scoring proficient or advanced on the WYTOPP Math Assessment to 82% (a 10% increase).

To increase the number of students scoring proficient or advanced on the WYTOPP ELA Assessment to 75% (an increase of 10%).

HOW PARENTS CAN HELP TO MAKE STUDENTS SUCCESSFUL IN LEARNING

School success begins at home. Parents are children's first teachers, and know their children better than anyone. There are many things that can be done at home to support learning. Parents can ensure that children are physically ready for learning by providing for adequate sleep and nutritious breakfasts and lunches. A routine should be established for completing homework to include a specific place for homework without distractions. Parents can take an interest in their children's education by discussing the school day with them, reviewing assignments, and complimenting them on accomplishments.

SCHOOL VISITATIONS

We invite parents to visit our classrooms and special programs. We want you to know about your child's educational program! As a courtesy to your child's teacher, we respectfully request that you make an appointment when visiting your child's class or teacher, and check in at the office when entering the building.

SCHOOL VOLUNTEER PROGRAM

The school recognizes the importance of the contributions that volunteers make to the educational program at Tongue River Elementary. Each year students, parents, and members of the community volunteer time and talents for the benefit of our students. Ask your child's teacher or the principal how you can be involved!

SCHOOL ENTRANCE

Students must be five years of age on or before September 15th for entry into kindergarten. Students must be six years of age on or before September 15th of the year of entry into the first grade. Kindergarten screening will be held each spring for pre-kindergarten children. This screening is not mandatory but is recommended.

SCHOOL REGISTRATION

No student may enter Tongue River Elementary without being registered. A general online registration is held prior to the beginning of the school year. A kindergarten registration is held in the spring. To complete registration, an official copy of the child's birth certificate and official record of immunization are required. The completion of the school district's physical examination record by a physician is encouraged but not required.

WITHDRAWAL FROM SCHOOL

Parents should notify the school as soon as they know a student will be withdrawing. Prior to checking out, pupils are to report to the elementary office so that all records can be cleared and brought up to date in order that Tongue River Elementary can forward records on to the next school district. This can only be done at the request of the next school district with parental signature.

ATTENDANCE

Students are expected to attend school regularly in order to perform their best. The school district follows the compulsory attendance regulations. Absences should be kept to a minimum and we appreciate your assistance in keeping students in school except for illness, injuries, or emergencies. Your effort to schedule doctor, dentist, and other appointments on Fridays is helpful to your student(s) and us, especially during testing. Pupils who have been absent are requested to bring a written excuse from their parents or guardian when they return to school. If attendance is irregular or absences frequent, the principal will work with parents in accordance to SCSD #1's Elementary Attendance Policy (included at the end of this handbook). Attendance is taken daily in the morning and afternoon. **Please call or email the Front Office before 9:00 a.m.** when your child is absent. If parents do not contact the Front Office, parents will be called to verify the safety of their absent child. Excessive absences may result in lower academic achievement, and your student may be required to receive extra instruction such as staying after school or other opportunities. In extreme cases, retention may also be considered for excessive absences in accordance with district policy. **(See attached Attendance Policy JED-R)**

STUDENT RECORDS

Under the Family Education Rights and Privacy Act, parents and guardians may have access to student files by submitting a written request.

TARDINESS

It is important for students to arrive on time and be ready for learning each school day. Late students disrupt the learning environment. Tardy students miss important directions and have a hard time getting caught up. Teachers will begin teaching at 8:00 a.m. Please help your student to arrive on time! The principal will work with staff and parents to address excessive tardiness. **If you know that your student will be late (i.e. for a doctor's appointment), please let the office know in advance so that he/she is not counted tardy.**

DISMISSAL

The elementary school dismisses at 3:55 P.M. for all students. Students may be picked up in the Kiss and Go lane or in the parking lot. However parents may not leave their car unattended in the red fire zone. No student may be picked up or unloaded in the bus loading/unloading area.

STUDENT RELEASE DURING SCHOOL HOURS

Students should not leave school during the day without written or verbal authorization from a parent. When a student is picked up, the parent must come to the office to check their child out.

STUDENT RELEASE TO OTHER THAN A PARENT

Students are not released in the custody of anyone other than a parent, a court appointed guardian, or their designee. Students of estranged parents shall be released only at the request of the parent who has custody of the student pursuant to court order and who is designated as parent or guardian of the student on school records.

STAFF HOURS

Certified staff members are required to be in their classrooms or offices from 7:30 AM - 4:30 PM each day. There are no specific office hours so if parents want to meet with a staff member please check with individual staff members to set up a specific meeting time.

EMERGENCY SCHOOL CLOSURE/DELAYED OPENINGS

The Superintendent may close, delay, or dismiss school early for any one or a combination of the following conditions: extreme temperatures, high winds, poor visibility, freezing rain, extreme snow accumulations, drifting snow, or situations that may prove harmful for students or staff. In the event that any of these conditions exist, please listen to the radio (KROE 930 AM, KWYO 1410 AM, or 93.7 FM) or watch KOTA TV for closure information. In addition, the District uses an automated caller service called School Messenger to notify parents and staff members of any changes to the school day due to emergency conditions. **It is vitally important for parents to make sure that contact information is correct and kept current so messages can be sent.**

School Messenger will attempt to notify families in the event of an early dismissal. Students whose parents cannot be reached will remain at school until a parent can be contacted or until one of the people listed as emergency numbers can be contacted. The principal will remain at school until all students have been picked up from school and all buses have returned.

Please listen to the radio (KROE 930 AM or KWYO 1410 AM) or on television (KOTA) before sending your child to the bus stop or to school. In the case of a sudden storm during the day, the children may be sent home early. If parents are not home during the day, a place should be designated and the school notified, so the child will know where to stay.

DIVERSE WEATHER CONDITIONS

Generally, all students are to stay outside before school and at recesses. There are times when the weather does not permit the children to stay outside: heavy rain, stormy conditions, and severe cold (below 10 degrees). Exceptions will be made for students with severe illness, severe asthma, or who are recovering from pneumonia. Please send a note with your child each day he/she must remain inside.

HEALTH

Tongue River Elementary has a full-time registered nurse. If your child has a health issue, please inform the school at once. We will be better able to deal with it if we have this information. If your child is ill, he/she is better off at home. You should definitely keep your child at home and consider calling your physician if he/she has one or more of the following conditions:

- Fever of 100.4 degrees or higher (keep at home until fever is less than 100.4 for 24 hours *without* pain/fever reducer)
- Has vomited more than once in last 24 hours - keep home for 24 hours after last episode of vomiting
- Has had diarrhea more than twice in last 24 hours - keep home for 24 hours after last episode of diarrhea
- Has a rash - until cleared by a physician
- Red, painful eye with drainage - until cleared by a physician

Children should also be kept at home if they are too sick to participate in class or recess. Please send a note when your child returns to school if he/she needs any special considerations. If your child has a communicable disease such as chicken pox, he/she will be excluded from school until a note from a physician indicates he/she is well enough to come back to school. If your child becomes ill at school, he/she will be taken to the nurse's office and evaluated. If the illness appears to be serious, if he/she has a fever 100.4 or above, if he/she has vomited or had diarrhea once, if he/she has a rash that is concerning, or he/she has a red painful eye with drainage, parents will be contacted to take the child home.

The school is equipped to give limited emergency aid only. Parents will be contacted in cases of serious injuries which require further treatment. If parents cannot be contacted we will contact the people listed as emergency contacts for your child. If those people cannot be contacted or if the injury or illness is considered serious enough to warrant it, an ambulance may be called. It is very important that families keep phone numbers and emergency phone numbers up-to-date so that contact can be made when your child is sick or injured.

Medication Policy

Medication can be given at school by the school nurse or a school designee providing the following conditions are met:

- Prescription medications must be provided in the original prescription bottle with the pharmacist's label. A completed medication consent form (available at school from the nurse's office) **must** be signed by the parent/guardian.
- Over the counter medications can be administered when necessary. Medication consent forms (available at the school nurse's office) must be signed for each over the counter medication by the parent/guardian. Over the counter medication must be provided in the original container by the parent/guardian. **We do not stock over the counter medications.**

Immunization Policy

All students (K-12) must have proof of up-to-date immunizations upon entering school. Students who are not in compliance with the Wyoming School Immunization Law, Wyoming Statute (W.S.) 21-4-309, within 30 days of enrolling will be excluded from school. Exceptions are granted for medical and religious exemptions granted by the State of Wyoming. A copy of the exemption or an official "Record of Immunization" must be on file for all children in the nurse's office.

STANDARDS-BASED GRADING

The goal of the School District is to improve student learning by reporting grades that are accurate, consistent, meaningful, and supportive of learning, and the change to standards-based learning is an effort to reach that goal. Here is how Standards-Based learning addresses each criteria:

1. Accurate: By basing a student's grade on solely academic factors, the teacher creates a clear picture of what the student has learned without the influence of other factors. These other factors, such as effort and attitude, are still essential, but are not part of the student's academic grade and are communicated separately.
2. Consistent: For each unit, the teacher will provide a rubric that describes exactly what the student will need to master. Using these rubrics establishes clear expectations for mastery up front and applies them consistently throughout the unit and semester.
3. Meaningful: A meaningful grade is one that clearly communicates what learning has taken place. In a Standards-Based classroom, scores are recorded by the essential standards rather than the type, such as tests or homework, making it easier to identify areas of strength and to address areas of concern for each student.

STANDARDS-BASED SCORING SCALE

The scores on the 4.0 scale each have a very specific meaning. They are:

1. 4.0: The student demonstrates an in-depth understanding of the material by completing advanced applications of the material.
2. 3.0: The student has mastered the complex, targeted knowledge and skills for the class.
3. 2.0: The student understands the foundational material that supports the targeted learning, but is still working to master the complex material for the class.
4. 1.0: The student is able to demonstrate an understanding of the foundational materials for the class with support from the teacher, but still struggles when working independently.
5. 0.0: Even with assistance from the teacher, the student shows no understanding of the material. A zero will not be given for missing work until the end of the semester.

The intermediate scores of 0.5, 1.5, 2.5, and 3.5 are used to show that a student has shown partial mastery of the next level of learning. In particular, a score of 0.5 shows that a student has mastered some but not all of the foundational 2.0 material, a score of 1.5 shows that a student has mastered all of the foundational material with help but only some of it without help, and a score of 2.5 shows that a student has mastered all of the foundational material at the 2.0 level but has only shown partial mastery of the complex, targeted learning at the 3.0 level.

MAKE-UP WORK

Parents and students must make arrangements with teachers for make-up work.

EXPECTED STUDENT BEHAVIOR

Students are expected to take responsibility for their behavior at all times during school hours and after school hours on the school grounds. Our program emphasizes the teaching, practice and reinforcement of appropriate

student behavior.

SCHOOL EXPECTATIONS

All students are expected to demonstrate the school rules when on school grounds or at a school activity. Students are the responsibility of all staff on the Tongue River Elementary campus and any adult supervising a school activity. All adults are asked to help maintain a safe, orderly, and positive atmosphere at all times.

BEHAVIOR

Safety is a primary concern on the playground, in the halls, in the gym, in the lunchroom, and in the classroom. Students are expected to demonstrate respect for themselves, others and school property. In addition, appropriate conduct, manners, and language are expected.

School-wide expectations for students are to:

1. Students will show respect for learning.

Students choosing rude behavior will have consequences commensurate to the behavior. Disobedience to this guideline may result in school suspension (ISS) and or other logical consequences.

2. Students will show respect for people.

Persons using violence (fighting, hurting others, etc.) have chosen immediate In-School Suspension from regular classroom and school activities.

3. Students will show respect for property.

Principal Referral- Students are referred to the principal in situations where classroom consequences have not been successful or in instances where severe or dangerous behaviors have been observed. Students will be immediately referred to Mrs. Griffin in any situation where another student or adult is harassed, intentionally hurt, for any illegal activity, or an activity which would be illegal if done by an adult outside of school. Examples of behaviors leading to principal referrals are: fighting, vandalism, verbal/emotional/physical intimidation, weapons, threats, drugs, profanity directed at an individual, and/or bullying behavior.

Consequences of Misbehavior- Our goal is to teach children to be responsible for their own behavior choices.

Natural Consequences- As much as possible students will take care of their own mistakes by natural consequences. They will clean up messes, make apologies, and draw up behavior management plans. Students who visit the principal's office on a regular basis will make calls to their parents to let them know what mistakes they are working to correct.

In School Suspension (ISS)- Students will spend a short amount of time in our ISS room to think about their behavior choices and to come up with a better plan. Students who are sent to the office for behavior problems will spend a maximum of 3 times their age in minutes, and will then visit with the principal to come up with a better plan. Students who continue with poor behavior choices will be asked to give up personal time (recess) to work on understanding the expectations for their behavior.

Consequences may include a conference with the teacher and family, loss of recess privileges, community service, Friday School, letters of apology, restitution, social skills training, in-school suspension, out of school suspension, or expulsion. The consequence of a principal referral is up to Mrs. Griffin's discretion after consulting with the student, family, classroom teacher, the superintendent, and the Sheridan County School District #1 Board policies JGD and JGE, and/or the School Board and will be handled consistent with Board policy and state law. The SCSD #1 Board Policy book is available on our Sheridan County School District website (<http://www.sheridan.k12.wy.us>).

PLAYGROUND SUPERVISION

Our student body will be using the playground during morning, noon, and afternoon recesses. Adult supervisors will be on duty. It is the responsibility of the parent(s) to supervise any playground use before or after school or on weekends. The playground closes daily from the time school dismisses until after the last bus leaves. Community members are welcome to use the playground after all buses have left campus. The playground is closed after dark. Students cannot be left unsupervised after school hours.

SERIOUS INAPPROPRIATE BEHAVIOR/CONSISTENT INAPPROPRIATE BEHAVIOR/WEAPONS

In cases of serious inappropriate behavior or consistent inappropriate behavior, students may be assigned restitution, in-school suspension and/or may be sent home. It is the strict policy of the District that no students, school personnel, visitor or other person shall bring or possess a firearm, simulated firearm, destructive device, or deadly weapon on District property or at any school functions. Any student violating this policy may be suspended or expelled as provided by law.

BULLYING BEHAVIORS

Bullying is deliberate behavior in which someone uses his/her power to hurt or humiliate others. Bullying will not be tolerated in our school.

Student Rights:

- Students have the right to learn in a safe and positive environment.
- Students have the right to be treated with respect and dignity.
- Students have the right to learn in an environment free from intimidation, harassment, and humiliation.
- Students have the right and expectation to an education free of racial or sexual harassment.

Students should bring any concerns to their teacher, any staff member, or the principal. In a situation where students and/or parents are concerned for a student's safety, bullying may be reported using the anonymous reporting form found on the Sheridan County School District website (<http://www.sheridan.k12.wy.us/>). If a student or his/her parent does not feel the concern is addressed in a timely or appropriate fashion, the student or his/her parent should request a written complaint (Form KDL-E) from his/her principal, fill it out, and turn it into the appropriate administrator. The student is encouraged to share all of his/her concerns with his/her parent or guardian.

Consequences for Bullying Behaviors:

- First offense – documented warning
- Second offense – disciplinary report sent home
- Third offense – disciplinary report and parent conference
- Fourth offense – disciplinary report, parent conference, counseling, and possible in-school or out-of-school suspension

SEXUAL HARASSMENT – (Policy ACA)

It is the policy of SCSD #1 to maintain learning and working environment free from sexual harassment. Any form of sexual harassment on school premises or at school sponsored events and extracurricular activities are prohibited. If you believe you have been subject to unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature, please contact the principal, superintendent, or a law enforcement agency. The District will respect the confidentiality of any individual(s) complaining of or being accused of sexual harassment.

TOBACCO, ALCOHOL, AND DRUG USE (Policies JFC, JFCG, JFCH-JFCI, JGD-JGE, GBK, and GBKA)

It is the policy of SCSD #1 to have a drug-free school and workplace. All tobacco, alcohol, and drug use is forbidden on school owned property and school sponsored activities including sporting events and other extracurricular activities. Possession and/or use of tobacco, electronic cigarettes, alcohol, or illegal drugs by a student is grounds for suspension or expulsion.

WEAPONS (Policy JFCJ)

Possession of weapons on school owned property or school sponsored activities including sporting events and extra-curricular activities is forbidden and is subject to state law and expulsion from school.

STUDENT SEARCHES (Policy JFG)

The primary mission of public schools is to educate students. That mission requires that students enjoy an education environment that is safe, secure, and intellectually challenging. Inherent in this mission is the authority of the School District to conduct reasonable searches and seizures within the limitations of the United States Constitution and the Wyoming Constitution. Searches by school officials of students' persons, lockers, automobiles, or the property of the student shall be conducted in a manner to protect the rights of all students.

SPECIAL SERVICES PROGRAMS

Special Education and Title I services at Tongue River Elementary School include complete and comprehensive programs and service options. The school staff takes great pride in the professional commitment of all staff, variety of services, and the quality of programs available to all students.

Special Education

Sheridan County School District #1 provides services to educationally disabled children in full compliance with regulations and requirements of Wyoming Department of Education and federal mandates as outlined in the Individuals with Disabilities Act.

Who is eligible? Any student is eligible when identified within one of the categories of disability as defined under state and federal definition. Students are tested for special education after review from the building intervention team. A multi-disciplinary team of certified special education staff and parents must then make the determination of student special education services based on this testing.

Eligibility Classifications- The categories of disability that must be met in order for students to qualify for special education services are: autistic disability, deaf-blind disability, emotional disability, health disability, hearing disability, learning disability, mental disability, orthopedic disability, speech/language disability, traumatic brain injury disability, and visual disability.

Building Services

Child Find-Locates students with disabilities

Psychological Services- Psychologists provide diagnostic evaluations to assess students for issues that impact a child's ability to learn.

Counseling and Guidance- TRE has on staff a counselor who can serve students who have gone through the SIT process or who are on an IEP. If a situation arises for a child that is causing a disruption to their learning, the counselor can meet with them to determine the need for further counseling. If the SIT or IEP team determines that there is an academic need for school counseling the student will be assigned to the caseload. Parents will be contacted to discuss counseling goals.

Speech and Language- This program provides corrective services to students who exhibit speech/language delays or deficiencies, fluency problems or voice disorders.

Occupational/Physical Therapy- This program provides screening, evaluation, and intervention designed to serve students identified as eligible for special education services.

School Health Services- This program oversees the personal health care of all students.

Title I

Title I is a federally funded program designed to help strengthen skills of students who qualify for the program. A major function of the Title I program is parental involvement. Parents are provided classes, opportunities to participate, and are asked to sign a parent/school contract so that their child can participate in the program. Title I completes a needs assessment annually, and identified students are then offered academic services. Annual goals are written for students who qualify for Title I services. The annual goals allow for parent and school communication, while also supporting the student in either math, reading, or both. Title I also sponsors Family Fun Nights and all parents are invited to attend.

STUDENT CONDUCT ON SCHOOL BUSES

Parents are responsible for the safety of their children from the time they leave home in the morning until they board the school bus; and at the end of the day from the time the school bus departs the loading area or unloading area and the children reach home. Once the child enters the school bus, and only at that time, does he/she become the responsibility of the school. The bus driver shall keep the students orderly at all times while they are on the bus.

Parents must recognize that they are responsible not only for their children's behavior on the school bus, but also for any damage caused by their children to the bus or to the property on route to and from the bus stop. When parents desire a change in bus transportation (i.e. have their child depart the bus at a different stop, go home with another child on a different bus), go home with someone other than their parents, a written note should be given to the school or bus driver. A sample form is included at the back of the handbook.

In view of the fact that a bus is an extension of the classroom, Big Horn Elementary students shall conduct themselves in the bus in a manner consistent with established standards for classroom behavior. This includes but is not limited to the following rules:

1. The bus driver is in full charge while transporting students.
2. Passengers of a school bus are limited to regular and approved pupils and activity sponsors.
3. The possession or use of tobacco, electronic cigarettes, alcohol, or controlled substances is prohibited.
4. Guns (loaded or unloaded), shells, explosive articles, matches/lighters, knives, or any other potentially dangerous items are prohibited.
5. Offensive language, disruptive behavior, or discourteous behavior is prohibited.
6. Bus riders must remain in their seat and face forward while the bus is in motion. Kids are not to move or change seats unless instructed by the driver.
7. Heads, hands, feet, and all objects are to be kept inside the bus at the times. There is not to be throwing or shooting of any articles at any time.
8. Animals are prohibited.
9. Any damage done to the seats or other bus equipment will be paid by the offender.
10. Eating or drinking on the bus is prohibited unless approved by the bus driver.

In cases when a student does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the student by the bus driver. The following procedure will be followed:

1. **WARNING**-The bus driver will discuss the problem with the student and try to find a solution so that the behavior will not occur again. (A short entry will be documented in the bus driver's daily log).
2. **FIRST OFFENSE**-The same procedure as in #1 is followed. In addition, a "School Bus Incident Report to Parents" including disciplinary action to be taken will be completed, and sent to the student's parents, building principal, and transportation coordinator.
3. **ADDITIONAL OFFENSES**-If the incident is a minor one, the same procedure as in #2 is followed. If the offense is of the same type as the first two, and indicates the student has a problem with consistent inappropriate behavior, a conference will be held with the principal, the student, the bus driver (if possible), and the parents (if possible). After solutions are explored, a behavior contract will be written to include consequences of future offenses which may include suspension of bus riding privileges.
4. **SERIOUS OFFENSE**-In case of serious offenses, the building principal may circumvent the preceding steps and suspend a student's riding privileges immediately.

FIELD TRIP POLICY

In coordination with our District Number One Board Policy, Tongue River Elementary recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. Field trips will be encouraged as an integral part of each classroom program.

Parents can expect advance notice of field trips and must give signed permission for their child's participation. The teacher will provide parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.

The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Student safety will be a primary consideration. Children will not be permitted to leave the field trip group during the trip unless they are released to their parents. Students must ride to and from the field trip activity in school approved transportation. The parent(s) and/or guardian must present the sponsor with a written, signed request to make other transportation arrangements.

If children return to school after hours from a field trip, the teacher will make provisions for their safe return home, taking into account the age of the students and the time of day.

FRIDAY ACTIVITIES

Structured Friday Activities are provided through TRE and TRVCC. Participation is optional. Permission slips are required and will be distributed the week prior to the activity. Transportation to and from school on Fridays is the responsibility of the parents.

CURRICULUM DEVELOPMENT

Tongue River Elementary conducts an ongoing curriculum development process. This is done cooperatively with Tongue River Middle School and Tongue River High School, to insure curriculum continuity kindergarten through twelfth grade. The Tongue River School curriculum is developed and monitored as part of the combined School District No. 1 program.

SCHOOL PROGRAMS AND CURRICULUM IMPLEMENTATION

Subject areas in the elementary system include:

MATH
LANGUAGE ARTS
SOCIAL STUDIES
SCIENCE
TECHNOLOGY
MUSIC/BAND

ART
PHYSICAL EDUCATION
SOCIAL SKILLS
HEALTH

The classroom teacher teaches the subject areas, with the exception of music/band, art, physical education, technology, health.

PARENT CONCERNS ABOUT CURRICULUM or INSTRUCTIONAL MATERIALS

The school board recognizes the needs and rights of students to free access to many different types of books and materials. It also recognizes the rights of the staff to select books and other materials supportive of the school's philosophy and goals. However, we do recognize the right of an individual parent to request that his own child not use certain materials or that the school reevaluate the use of certain materials. Board policy designates an established procedure for challenging materials (Policy KLB). Any parent/patron with concerns should contact the building principal.

GIFTED AND TALENTED PROGRAM (Policy IGBB)

SCSD #1 Board of Trustees believes that one of the central tasks of the school is to facilitate the continuous educational progress of each student. This is accomplished by identifying the differences among learners, by differentiating expectations for them, and by promoting maximum growth.

The district will provide students with opportunities which will enable them to develop their critical, creative, and cognitive thinking skills. Differentiated programs will also be provided for students who possess outstanding abilities or potential.

Differentiated programs are provided in two ways:

- Inside of the classroom by the regular teacher upon completion or mastery of the basic skills.
- During the Flooding time through collaboration of the classroom teacher, reading and math teachers, paraprofessionals, and special educators. Students are placed in instructional groups with peers performing at similar instructional levels for rigorous and challenging instruction at their independent instructional levels.

It is expected that each student will receive additional time and support to insure high achievement and maximum academic growth. Every TRE staff member is responsible for the high achievement and academic growth of every student.

STUDENT INTERVENTION TEAM (SIT)

Children having difficulty learning in the regular classroom or who have demonstrated an exceptional level in certain areas may need additional help or enrichment. When this occurs, a classroom teacher may bring the child's name to the Student Intervention Team (SIT) for discussion. The committee may consist of: Principal, Reading Specialist, Math Specialist, Counselor, Nurse, Special Education Teacher, Audiologist, Speech Therapist, Diagnostician, Psychologist or Contracted Counselor and Classroom Teachers. If your child is being discussed you will be invited to attend the SIT meeting.

Ideas are generated by the committee for the teacher to use in the classroom to give the child additional support. If the ideas and strategies generated call for help from a specialist the child may be referred for special education. Placement in special programs requires parent permission. Parents will be contacted prior to any special testing. Testing results will be shared with the parents and a meeting held to determine if the child is eligible and will benefit from one or more of the support programs available. Students who meet grade level standards easily may also be brought to the SIT team to plan for enrichment opportunities.

PROFESSIONAL COUNSELOR'S DISCLOSURE STATEMENT

Licensed Professional Counselors (LPC) is required by Wyoming law to provide students and their parents with certain information. Included in that information is this "disclosure statement."

Public school counselors provide a support service program to help empower each student to fully function in society by assisting all students to reach their potential through a life-long learning process. We use problem-focused and goal-directed strategies to help students resolve problems in their lives.

Ethics Regarding a Counseling Relationship

We will treat you with respect as a unique individual. We are concerned about your educational, career, emotional, and behavioral needs, and we seek to encourage your development in each of these areas. To do this we will occasionally need to share the information necessary to adequately evaluate, counsel, and assist you with your personal, social, academic, or career development needs.

We will abide by all national and state laws pertaining to the ethical treatment of minors. We are governed by the policies, procedures, and standard practices as established by the State of Wyoming Department of Education and Sheridan County School District Number One Board Policy. As Licensed Professional Counselors and Licensed Clinical Social Workers, we are also governed by the American Counseling Association Ethical Codes and the Wyoming Mental Health Licensing Board. Counselors must maintain ethical, professional, and social relationship boundaries with their students, including those boundaries that agree that sexual intimacies between a counselor and client are never appropriate.

Confidentiality

We will protect the **confidentiality** of information received in our counseling relationship as specified by federal and state laws, written policies, and ethical standards. We will also protect the confidentiality of your school records and release personal data only according to prescribed laws and school policies.

For any of the following matters, legally and ethically, we may break confidentiality and involve others who can help:

A. If disclosure is required to prevent clear and imminent danger to you or others.

B. If we are made aware of the potential or actual occurrence(s) of physical or sexual abuse of minors, persons with disabilities, or senior citizens.

We will disclose information to an identified third party who is at high risk of contracting a disease from a student that is both communicable and fatal, providing that student has not already informed him/her or are not intending to do so.

Confidentiality cannot be guaranteed in group counseling sessions due to their nature and composition. In group counseling, members of the group are always admonished to maintain confidentiality, but this cannot always be ensured.

As counselors we will respect the inherent rights and responsibilities of your parents and may share information with them about you. We are sensitive to the cultural and social diversity among families, and we will adhere to the laws and local guidelines as they pertain to facilitating your maximum development and welfare. We recognize that all parents (custodial and non-custodial) are vested with certain rights and responsibilities for the welfare of their children by virtue of their position and according to the law.

Provisions for Complaints

If we are not able to help you resolve your concerns, or you wish to obtain further information or report a complaint, you may contact the Sheridan School District #1 Laurel Main, Special Services Director at 655-9541, or the Wyoming Mental Health Professions Licensing Board, 2020 Carey Avenue, Suite 201, Cheyenne, WY 82002 (Phone: 307-777-7788).

LIBRARY/TECHNOLOGY

Students are responsible for all books, library materials checked out, and computer programs, etc. They will be asked to pay for lost or damaged items. Parent permission is required for student use of the Internet. Please read the “Acceptable Use Policy” (EHAA) and please sign the acceptable use policy during the online registration process. Misuse may result in loss of privileges and/or school consequences.

FOOD SERVICE

The most current prices and menus are available on the district website. Departments>Food Service or <http://www.sheridan.k12.wy.us/Content/32>

FREE & REDUCED BENEFITS REMAIN AVAILABLE

Free and reduced benefits remain available for all eligible students. Families may complete applications on the district’s website. Paper copies can be picked up from any school office, or the District Office and returned to either location. To receive a copy by mail or email, please contact Tassie Pitman at (307) 655-9541 ext. 1106 or tpitman@sheridan.k12.wy.us. You can also sign up online at <https://www.schoolmealapp.com/Register.aspx>.

PAYMENT GUIDELINES

The district operates its food service sales through Primero Edge where each student and staff member has a debit account. Phone messages notify families when their student’s lunch account needs to be replenished.

1. Payments must be made to each student’s account and **cannot be made in the lunch line.**
2. Replenish student accounts through the “**Parent Online**” link on the **Sheridan County School District #1 website**, or by bringing a cash or check to the student’s school office.

Lunch periods are 11:40-12:35. for K-5. Parents are welcome to eat at the school. Please call the office before 9:00 A.M. in order to be put on the lunch count.

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. 20250, or call (202) 720-7327 (voice) or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

FRESH FRUITS AND VEGETABLES PROGRAM

TRE students will be given a free fresh fruit or vegetable snack each morning. The goal is to expose kids to some new and exciting healthy snacks. During the 2020-2021 year students will be served the snack in the Commons Area.

PERSONAL BELONGINGS, DRESS, AND APPEARANCE

All personal belongings should be permanently labeled. Please make sure your children are dressed in warm clothing during cold weather. Boots, gloves, hats, and coats certainly help your child to be more comfortable. Students will be outside during cold weather. *Children are required to bring a pair of tennis shoes for the physical education program.*

Weapons, knives, laser pointers, and toy guns are not allowed at school. I-Pods, MP3 players, video games, remote control cars and other toys may be brought with teacher permission only. *These items are not allowed on the playground.*

CELL PHONES

Cell phones have become an essential communication tool for families. Cell phones should be clearly labeled and should only be used before or after school. During the school day, all student cell phones should be kept in backpacks and off. For safety purposes, TRE staff members need to control communication into and out of the school during regular school hours. Parents may contact their child(ren) by calling the school office, and students can make arrangements to contact a parent by talking with school personnel.

STUDENT ATTIRE

Students are required to dress in appropriate attire at school. All clothing should reflect respect for learning and school safety. When a student's choice of dress is inconsistent with this philosophy, the student will be asked to change.

- Students are not allowed to wear hats, bandanas, or any other head coverings during school hours.
- Shirts which expose a bare midriff are prohibited.
- Sleeveless dresses or shirts are acceptable if they exceed three inches in width at the shoulder.
- Undergarments will not be visible.
- Printing on shirts cannot contain offensive drug, alcohol, tobacco-related or sexual references.
- Shorts and skirts must be of reasonable length.
- Pants must ride no lower than the hip area.

This dress code is in effect during school hours and at all school sponsored functions. The principal reserves the right to decide whether dress is appropriate.

LOST AND FOUND

Lost items will be placed in the "lost and found" area and if not claimed will be given away at the end of each 9 week period. The "lost and found" at TRE is in the Commons Hallway and on the hooks going out to the playground.

PARTIES

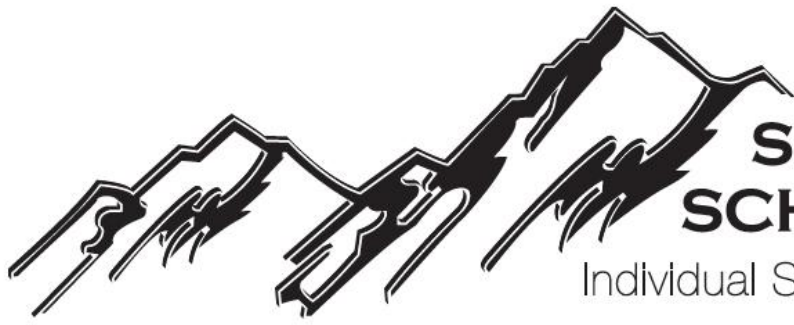
Parties may be scheduled school-wide or by individual teachers to celebrate special days and cumulative learning. Classroom teachers will work with room mothers/fathers to coordinate parties. Healthy snacks and drinks are encouraged and appreciated.

FIRE AND EMERGENCY DRILLS

It is a state law that conducts emergency drills once a month. We will try to schedule such drills during agreeable weather. Lockdown drills and intruder drills will be held two to three times during the year. These drills prepare students for dangerous situations in which they need to take a safe location within the school building or to evacuate.

**TONGUE RIVER ELEMENTARY
GENERAL SCHEDULE
2021-2022**

7:30-7:55	Breakfast Served
7:30 A.M.	TRE Office Opens Teacher/Para Day Begins
7:30 A.M.	Supervision for Students Arriving Early Begins Buses Arrive
7:55 A.M.	Students are Allowed to Enter Classrooms
8:00 A.M.	School Begins
11:40 A.M. - 12:55 P.M.	Lunch and Recess
3:55 P.M.	Students Dismissal



SHERIDAN COUNTY SCHOOL DISTRICT #1

Individual Success Through Education

P.O. Box 819, Ranchester, WY 82839

Phone: 307-655-9541

Fax: 307-655-9477

2021-2022 SCHOOL CALENDAR AT A GLANCE

Monday/Tuesday August 3/4	Kindercamp-Incoming Kindergarteners
Thursday, August 18	Back to School Celebration BBQ
Monday August 23	First Day of School
Monday, September 6	Labor Day/NO SCHOOL
November 24 & 25	Thanksgiving/NO SCHOOL
December 20 - January 3	Winter Break/NO SCHOOL
Tuesday, January 4	School Resumes
March 21-24	Spring Break/NO SCHOOL
Monday, May 30	Memorial Day/NO SCHOOL
Friday, June 3	Last Day of School

ACCEPTABLE USE POLICY FOR TECHNOLOGY/INTERNET - EHAA

Purpose

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor file server space utilization by district users. Use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The district shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the right of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

Guidelines

Only the authorized owner of the account will use network accounts for its authorized purpose. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

- 1. Use of the network to facilitate illegal activity.*
- 2. Use of the network for commercial or for-profit purposes.*
- 3. Use of the network for product advertisement or political lobbying.*
- 4. Use of the network for cyber bullying, hate mail, discriminatory remarks, and offensive or inflammatory communication.*
- 5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.*
- 6. Use of the network to access excessive violence, obscene or pornographic material.*
- 7. Use of inappropriate language or profanity on the network.*
- 8. Use of the network to transmit material likely to be offensive or objectionable to recipients.*
- 9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.*
- 10. Impersonation of another user, anonymity, and pseudonyms.*
- 11. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.*
- 12. Loading or use of unauthorized games, programs, files, or other electronic media.*
- 13. Use of the network to disrupt the work of other users.*
- 14. Destruction, modification, or abuse of network hardware and software.*

15. Quoting personal communications in a public forum without the original author's prior consent.
16. Accessing Chat Rooms or Instant Messenger without teacher permission and supervision.
17. Accessing Web 2.0 Tools such as but not limited to Wiki's, Blogs, Twitter, without teacher permission and supervision.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety

Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Consequences For Inappropriate Use

Accessing the district's networked computer system is a privilege, not a right. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Employees that violate the terms of this policy may be subject to disciplinary action. Students who violate the terms of this policy may be subject to suspension or expulsion.

The use of District network and computers by employees and staff shall constitute a waiver of any privacy rights that the employee or student may have in e-mail or Internet communications. District computers may be searched by the District at any time to investigate violations of this policy.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any information uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

E-Mail Policy

Electronic mail is provided by the School District to conduct business. All documents or electronic messages created and stored on School District Computers or networks are property of the District and are not considered private. The District retains the right to access the electronic mail of students and staff if it has reasonable grounds to do so. The contents of electronic mail will not be disclosed other than for security purposes or as required by law. The District reserves the right to review all email communications. Messages may be retrieved by the District even though the sender and reader have deleted them. Such messages may be used in disciplinary actions.

Adopted: 10/04/00

Revised: 9/15/09

Reviewed: 3/21/17; 3/10/20

ABSENCES AND EXCUSES (Policy JED)

Regular attendance is of prime importance in the educational process. All students are expected to attend school on a consistent basis to ensure optimal learning.

Absence: Absence is defined as “any time a child is not in school”. This includes partial days, or class periods for grades 6-12 (if a student misses more than two hours of school, K-5 it will be counted as 1/2 day of absence), and full days.

Excused Absence: Absences occurring during school hours shall be considered excused absences for the following reasons: illness of the student, death in the family, medical or dental, observance of religious holiday, or for any reasons for which the principal considers that exemption from attendance is in the best interest of the student.

Unexcused Absence: Unexcused absence means the absence which may include: family vacations, child care situations, non-school-related activities, missed school bus, or other reasons unacceptable to the school. After 3 unexcused absences the student will be reported to the county attorney for truancy prevention. After 6 days of unexcused absences the student will be reported to the county attorney for truancy and Educational Neglect will be pursued.

Steps To Be Taken by the Sheridan County School District #1 Schools To Ensure Good Attendance for All

- Schools will make sure that school attendance policies are provided to the parents/guardians of all students on a yearly basis during registrations.
- If a student is absent on any given day and the office has not been contacted by the parent/guardian, the school office will attempt to contact the parent/guardian to verify the absence.
- On the 4th absence of the academic year, the school will make a “personal contact” with the student’s parent/guardian by either the principal or the school counselor. A letter may be sent home and a meeting may be scheduled.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.

- Following the 8th absence of the academic year, the school will contact the parents/guardians to set up a meeting. A letter will be sent to include the student’s attendance record and date and time of the meeting. Minutes will be kept concerning the meeting, and one or more of the following steps may be agreed upon at this meeting:
 - Discussion of the reasons of the excessive absences
 - Review or take into account the historical attendance issues for a student
 - Develop a contract (attendance improvement plan) with parents and student.
 - Discussion of make-up work, remediation, summer school, etc.
 - The school may request Doctor’s verification with dates for student absences
 - Outline further steps to be taken if the problem continues.

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, disciplinary actions (if any), meeting or letter may be necessary.

- Following the 12th absence of the academic year, if the previous meetings and interventions have not resolved the attendance issue, a letter may be sent home and another meeting scheduled with the parent/guardian and student. The letter may include the following:
 - Review of the attendance/academic problem
 - Description of previous agreed upon solutions from previous meetings, and an outline of possible new agreed upon actions or interventions
 - Explanation of excessive absences/consequences

NOTE: If prior arrangements for educational needs of the student were made and/or the absences were determined, by the principal or designee, to be reasonable, no parent contact, meeting or letter may be necessary.

- When a student has reached 16 or more absences in an academic year, and prior meetings, contacts, contracts, and interventions have not been successful, after receiving all attendance documentation, the school may make a referral to the appropriate authorities under the Children in Need of Supervision Act and/or the Department of Family Services. A letter by registered or certified mail and a personal contact will be made to inform parents of this action.
- A student’s attendance record from the previous year may be reviewed and applied to the following year for attendance issues.

NOTE: Sheridan County School District # 1 is committed to work intensely with parents in providing a meaningful and consistent program for a child’s attendance. The school and school district will make an earnest and consistent effort to improve attendance and to provide meaningful educational programming while working with the parents/guardians and student regarding school attendance.

Attendance regulations will follow Wyoming state statutes W.S. 21-4-104 (a)(ii), compulsory education, and W.S. 21-4-107, habitual truancy.

Adopted: 6/19/07

Revised: 9/21/10; 1/18/11; 7/17/13; 12/18/18; 7/15/20

Non-Discrimination Statement

Sheridan School District Number One does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Sheridan School District One Title IX Coordinator (Phone: 655-9541) or to the Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

Sharing Student Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Sheridan County School District #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary. We have designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Grade level
5. Participation in officially recognized activities and sports
6. Height of members of athletic teams
7. Degrees, honors, and awards received

The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

1. A program for a concert or student production
2. The annual yearbook
3. Honor roll or other recognition lists
4. Graduation programs
5. Sports activity sheets, such as for basketball, showing grade level and height for team members.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, parent organizations, community foundations, and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving federal assistance to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want SCSD#1 to disclose directory information for your child without your prior written consent, you must notify the district in writing. Should you have questions contact Pete Kilbride at the Central Office (655-9541), or send your written communication to Brandi Miller, Box 819, Ranchester, WY, 82839.

Information about Staff

The Federal legislation requires each school district to provide parents with information about their child's teachers. If requested by a parent, our district may disclose the following information about staff members' qualifications:

1. Grade level and subject areas in which they are certified
2. Status of their teaching certification – full, temporary, or provisional
3. College degrees (bachelors, masters, doctorate) and majors

If you would like to request this information please call or write Pete Kilbride, Superintendent, 655-9541, Box 819, Ranchester, WY 82839.

Do You Know The Immunization Law?

Under the Wyoming state law (W.S. 21-4-309) K-12 students are required to be fully immunized against vaccine preventable diseases as designated by the State Health Officer. An official record of immunization is required to be on file for all students. Wyoming state law allows medical and religious waivers to vaccination, and can be obtained from the State or County Health Officer by submitting written evidence of religious objection or medical contraindication to the administration of any vaccine. If you have any questions concerning the requirements contact your personal physician; Suzanne Prior, Big Horn School Nurse, 672-3497; or Emily Lewis, Tongue River School Nurse, 655-2206.

Crisis Plan

A primary responsibility of public schools is to provide a safe and secure environment for students, employees, and the public. Sheridan County School District #1 has clearly defined policies and procedures for responding to situations that threaten the health, safety, and welfare of students, staff, and community members using our facilities. The district crisis plan includes written procedures for taking action and communicating with local law enforcement agencies, community emergency services, parents, students and media in the event of a crisis. You can view the Sheridan County School District #1 Crisis Plan on the district website:

<http://www.sheridan.k12.wy.us/> under Parents-Students.

Unsafe School Choice Option

The federal No Child Left Behind Act of 2001, at Title IX, Section 8532, entitled “Unsafe School Choice Option,” requires each state receiving funds under the Act to establish and implement a policy requiring that a student attending a persistently dangerous public elementary school or secondary school, be allowed to attend a safe public elementary or secondary school within the local educational agency.

A Wyoming public school is considered to be persistently dangerous if the following condition exists: In any two consecutive years, the school has experienced expulsions (as defined by the Wyoming State Education Code) for drug, alcohol, weapons, or violence that exceed an expulsion rate of 2% per year of the student body or four students, whichever is higher, as figured from the most currently available year’s enrollment. For the purpose of this definition, a “violent criminal offense” shall mean homicide, rape, robbery, and/or aggravated assault (as defined by Wyoming Violent Index Offenses).

Persistently dangerous schools will be identified based on school safety data such as the types and occurrences of violent criminal acts in public elementary schools or secondary schools. Schools at risk of being identified as persistently dangerous will be monitored in an effort to address and correct those areas posing risks within the schools. Parents of students attending schools identified as persistently dangerous will be provided notice of the school status and of the option of allowing their children to transfer to a safe public school.

McKinney-Vento Homeless Education Assistance Act of 2001

Each State Educational Agency shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.” (Title X, Part C, § 721(1))

The McKinney-Vento program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Homeless children and youth should have access to educational and other services that they need to meet the same Wyoming State Standards and Assessments to which all students are held. States and local education agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the enrollment, attendance, or success in school of homeless children and youth. For more information, contact Laurel Main, At-Risk Coordinator, at 655-9541.

Equal Educational Opportunities

The Sheridan County School District #1 Board of Trustees believes that discrimination has no place in public education. Schools should be open to all who wish to enjoy their benefits. This right should not be curtailed because a student possesses characteristics, which do not conform to majority patterns. In accordance with the General Education Provisions Act (GEPA), the district will assure equal access and participation of all students regardless of gender, color, race, disability, national origin, or age, and will remove barriers to learning that would limit participation in educational activities. The district shall also be responsible for providing materials and equipment to assure equal access.

REF: Policies IGB, IGBA, IGBFA, IGBG, IGBJ, IHBC, Opportunity Act of 1972 20 U.S.C. 794, Rehabilitation Act of 1973, Section 504 Titles VI and VII

20 U.S.C. 1401, Individuals with Disabilities Education Act Disabilities Act 20 U.S.C. 1681, Education Amendments of 1972, Title IX

TONGUE RIVER ELEMENTARY SCHOOL
REQUEST FOR CHANGE IN BUS TRANSPORTATION

I am requesting that my child _____ in grade _____ change bus transportation to return home after school on the following date(s). The reason for the change is indicated below.

The desired change:

Parent's Signature _____

Date _____

Bus Route _____

