

# Grant Elementary School



## **2021-2022 Handbook**

**125 Mustang Trl, Glenrock, WY 82637**

**Phone #: 307-436-2774**

*Building Bridges to a Successful Future*

# Welcome to Grant Elementary School

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Dear Glenrock Families,

It is with great excitement I introduce myself as the principal of Grant Elementary School. My name is Ms. Emily Larsen, and I am honored to be a part of the Glenrock family. I want to extend a warm greeting to everyone, and I look forward to working alongside all of you.

This handbook contains useful information on school rules, practices, and building procedures. Please keep this handbook close at hand so you are able to refer to it whenever you have questions or concerns. Please take the time to read this handbook thoroughly and discuss the information with your child.

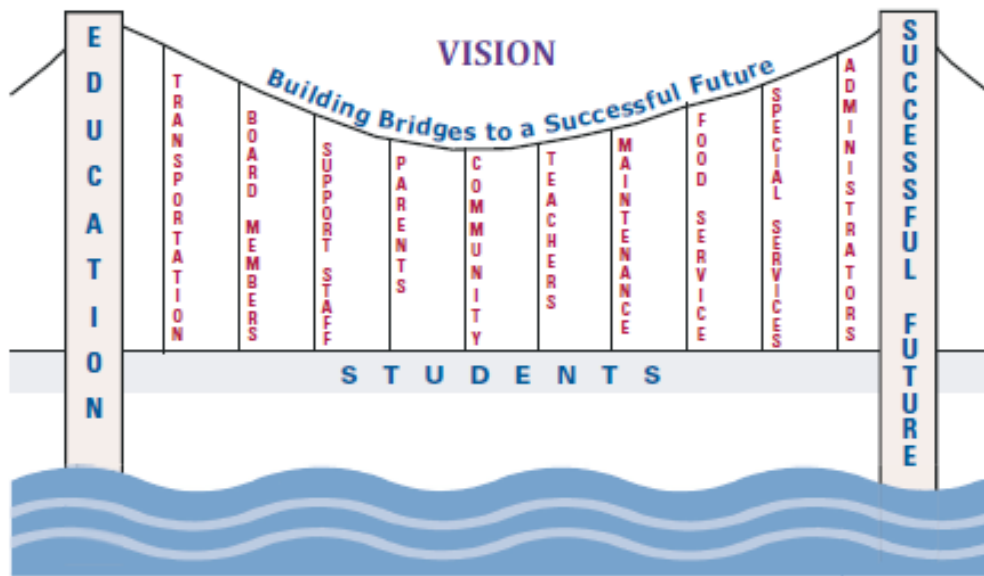
The faculty members at our school are dedicated professionals committed to ensuring that every student is offered the opportunity to grow and learn in a positive, safe, and caring environment. We will have an amazing journey.

As your principal, it is important to me that everyone who steps through our doors- teachers, students, and families- are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door is always open! I welcome your conversation and input during this year. Let us keep our students the primary focus of our work. Please feel free to call or email me anytime to discuss any concerns you might have throughout the school year. I look forward to working with you and celebrating our collective success now and in the future.

Sincerely,  
Emily Larsen  
Grant Elementary Principal  
[elarsen@converse2.org](mailto:elarsen@converse2.org)

## OUR MISSION

In partnership with students, parents, staff, and community, our purpose is to ensure a safe and orderly environment where all students receive quality educational experiences that empower them to be responsible citizens and lifelong learners.



### District Goal:

~To be recognized as the top performing 2A school district in Wyoming.~

#### Objectives:

1. All schools will meet or exceed targets as measured by the state accountability report.
2. All schools will train staff to fully implement the Professional Learning Communities (PLC) model, and use student outcomes to drive teaching and learning.
3. The district will provide a safe and secure learning environment for all students and staff.
4. The district will provide varied choices in curricular, co-curricular, and extra-curricular programs to increase student engagement.
5. The district will promote internal and external communication to effectively engage all community stakeholder groups.

# Grant Elementary School

## FACULTY & STAFF

### 2021-2022

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**Principal – Emily Larsen**  
**Superintendent – Coley Shadrick**

#### **Preschool**

Cara Felton, Gina Moore, Crystal Peasley,  
Brandi Hamm

#### **Kindergarten**

Sunny Fleck, Levi Wooden, Erin Dona

#### **Grade 1**

Tessa Freeman, Laurie Steinmetz, Toni  
Coates

#### **Grade 2**

Stephanie Kaufmann, Kailey Simms, Erik  
Turner

#### **Grade 3**

Kristie Long, Paige Reid, Gabrielle Bowie

#### **Title 1**

Amy Young, Lori Dahlke

#### **ELL**

Meghan Anderson-ELL Teacher  
Virginia Kamrath

#### **Art**

Storiee Halvorson

#### **Librarian**

Helene Crouch

#### **PE/Health**

Charlie Haskell

#### **School Social Worker**

Amy Guenther

#### **SPED/504 Counselor**

Maegen Kemery

#### **Secretary**

Annette Johnson

#### **Day Custodian**

Shannon Fleming

#### **Nurse**

Stephanie Stanfield

#### **Special Education**

Jaclyn Flynn, Gretchen Engel

#### **Special Education Aides**

Teanna Hill, Jody Preston, Meagan  
Brandon, Roy Kincaid,

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## ***Access to the Building***

For the safety of our children, we ask that you enter the building through the main entrance. All other entrances will be locked from the outside. Every entrance in our building can be exited from the inside at all times. In order for us to know who is in our building **we ask that you stop by the office, sign in and receive a visitor's badge.**

### Annual Notification in Compliance with AHERA

The Asbestos Hazard Emergency Response Act requires the annual notification of staff members and parents of the existence and availability of the district's asbestos management plan. Such a plan was developed for the district by licensed EPA inspectors and designers serving under contract to the school district.

The plan was completed, accepted by the school board and filed with the state prior to October 12, 1988, as required by AHERA. A copy of this plan is available for review at the Administration Office, 120 Boxelder Trail, Glenrock, Wyoming.

A copy of the final remedial recommendations, response action, the extent of remaining asbestos and the ongoing operations and management plan are included in the district's management plan. This plan is also available for review at the administration office.

## ***Athletic Events Student Behavior Expectations***

- Students are expected to sit in the stands during the athletic contest and watch the game. Students are not to be "hanging out" behind the stadium, in the hallways, in the cafeteria, or on the adjacent playing fields.
- Students are advised not to bring footballs, projectiles, or other distracting "toys" to our facilities. These will be confiscated when they are discovered. All skateboards, rollerblades, and bicycles need to be left at home.
- Games such as tag or touch football will not be allowed on any adjacent field or play area. This is a safety concern for our students and could turn into a liability if someone does get hurt.
- Students are not to be on the playing court or field at any time. These areas are only for competitors, coaches, and officials.
- Students are expected to show good sportsmanship to everyone that is involved in the competition: players, fans, and officials. Taunting and booing will not be tolerated.
- The throwing of snowballs or games of tackle or tag will not be allowed around any school facilities.

## ***Attendance***

To maximize the opportunities provided in the educational program, school attendance is necessary. It is the parent's responsibility to inform the office when their child will not be in school. **Our goal as a district is to meet or exceed 95% daily attendance rate on an annual basis.** Due to COVID-19, absences will be handled on a case by case basis.

## ***Absences & Tardies***

Excessive tardiness will be monitored. Out of school suspensions will be recorded as an absence. School district policy mandates the following actions:

- 5 Absences (excused or unexcused) during one semester – Written notification to parents stating the times absent.
- 7 Absences (excused or unexcused) during one semester – Written notification to parents stating the times absent. A conference may be scheduled between principal, student, and parents at this time.
- 9 Absences (excused or unexcused) during one semester – Written notification to parents stating the times absent. Referral to County Attorney unless a waiver is granted.
  - **NOTE:** It is critical that you review the following information detailing how absence days are charged and what absence codes will be used at GRANT.
  - 
  - The following absent codes, found in PowerSchool, count towards your 9 absences allowed.
  - 
  - **R** = Truant
  - **U** = Unexcused
  - **E** = Excused
  - **O** = Out of School Suspension
  - 
  - The following absent codes DO NOT count towards your 9 absences:
  - 
  - **M**= Medical (must provide Dr. note or a note from our school nurse after being treated at school)
  - **C**= Counseling (must provide note from counselor)
  - **H**= Homebound
  - **I**= In-School Suspension
  - **S**= School Activity
  - **P**= Principal Approval

**Behavior Expectations**

Our goal is to take a proactive approach to discipline and to help students realize they are responsible for their own behavior.

**Responsibility, Respect, and Be a Champion** will be emphasized. We believe all students can behave appropriately while at school. *No student will be allowed to stop the teacher from teaching or prevent other students from learning.* Each classroom establishes expectations, rewards, and consequences. There are also guidelines for out-of-class behavior, in the halls, restrooms, cafeteria, and on the playground. The choice of behavior is the student’s. If these expectations are not followed, we will follow the [school’s discipline matrix](#).



**‘Herder Pride’ Student Expectation Matrix**

	Be Respectful	Be Responsible	Be a Champion
<b>Classroom</b>		<ul style="list-style-type: none"> <li>● Ask permission if you need to leave</li> </ul>	<ul style="list-style-type: none"> <li>● Be a team player</li> </ul>



	<ul style="list-style-type: none"> <li>● Follow teacher directions the first time given</li> <li>● Respect the learning, space and property of others</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and respond appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Give your best effort</li> <li>● Include others – Be kind</li> <li>● Take pride in our classroom</li> </ul>
	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Champion</b>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands and feet to yourself</li> <li>● Noise Level 0</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to your destination</li> <li>● Walk in a straight line</li> <li>● Keep eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>● Greet people with a smile, wave, or voice level 2 when talking to a teacher/adult</li> <li>● Respect classroom learning</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Wash hands with soap</li> <li>● Keep water in the sink</li> <li>● Noise Level 0</li> </ul>	<ul style="list-style-type: none"> <li>● Flush the toilet</li> <li>● Clean up after yourself</li> <li>● Report problems</li> <li>● Be prompt and take care of business quickly</li> </ul>	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Respect the privacy of others</li> <li>● Take pride in our bathrooms</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Eat politely</li> <li>● Noise Level 2</li> <li>● Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>● Raise hand for what you need</li> <li>● Stay seated until table is dismissed</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Take pride in our lunchroom</li> <li>● Say please and thank you</li> <li>● Make positive choices</li> <li>● Include others – Be kind</li> </ul>

<b>Playground</b>	<ul style="list-style-type: none"> <li>● Follow teacher directions the first time given</li> <li>● No rough play</li> <li>● Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>● Run to line-up when the bell rings</li> <li>● Follow the rules of play in each area</li> <li>● Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>● Take pride in our equipment and playground</li> <li>● Include others – Be kind</li> </ul>
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	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Champion</b>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands, feet, and belongings to yourself</li> <li>● Noise level 2</li> </ul>	<ul style="list-style-type: none"> <li>● Go directly to your destination (bus, parent pickup circle, or home)</li> </ul>	<ul style="list-style-type: none"> <li>● Be kind – be aware of others</li> <li>● Exit with pride</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Follow bus driver directions the first time given</li> <li>● Keep hands and feet to yourself</li> <li>● Stay in your own seat</li> <li>● Follow noise level assigned by bus driver</li> </ul>	<ul style="list-style-type: none"> <li>● Be safe while waiting, loading, riding, and unloading</li> <li>● Be on time and ready to load/unload</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Take pride in our bus</li> <li>● Be kind</li> </ul>
<b>Assembly/Field Trips/ School Events</b>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Be attentive</li> <li>● Keep hands and feet to yourself</li> <li>● Noise Level 0 during presentations/performances</li> </ul>	<ul style="list-style-type: none"> <li>● Stay with your class/group at all times</li> <li>● Follow instructions</li> <li>● Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Clap to show appreciation; Respond appropriately</li> <li>● Represent Grant Elementary School with pride</li> </ul>

## ***Birth Certificates***

ALL new students must have a birth certificate or other legal document to show legal names of students. The Wyoming Department of Education requires that this be done within 30 days of enrollment. The copies of birth certificates will be retained in the student's cumulative file.

## ***Building Intervention Team (BIT)***

The Building Intervention Team is a group of staff members who meet and make educational recommendations for children, referred by their teachers, who are struggling in the classroom. The main goal of the BIT team is success for every student in school.

## ***Bus Transportation***

### **Pupil and Parent Responsibilities - Boarding or Unloading**

Pupil transportation is a privilege and not a right. It is the responsibility of each passenger to ensure that his/her actions or behavior will do nothing to endanger the safety and welfare of self, other passengers and driver, or cause damage to the bus or property on the bus.

If a student violates school bus behavior rules, the violation is to be reported by the driver to the parent using an approved district disciplinary report form. Disciplinary action will be determined by the driver as provided in the "consequences section" of this regulation. Failure to comply with rules and regulations may result in suspension or denial of the privilege of using school pupil transportation.

- Be on time and ready to board.
- At the bus stop, stay off the road until the bus is completely stopped before attempting to enter, and when leaving, remain seated until the bus is stopped.
- Remain off the road at all times and behave in a safe manner while waiting for the bus.
- Bring no friend or relative onto the bus without prior written permission of the principal.
- Knives, shooters or weapons of any kind are not allowed on the bus.
- Alcoholic beverages or controlled substances are not allowed on the bus. Do not try to ride a bus after having used such beverages or substances.
- Do not eat on the bus. Clean up any trash or litter you create.
- Cross 5' - 10' in front of the bus so you can be seen by the driver when crossing the road in front of the bus.
- Depart and load only at your regular stop unless prior approval has been obtained in advance to do otherwise.
- Help look after the safety of younger children.
- Any electronic device that can send or transmit video, audio or text is not permitted to be used on a route bus without prior approval of the bus driver.

### **Pupil Responsibilities While on the Bus**

- Leave windows closed unless permission is granted otherwise. If you open it, close it upon leaving. No arms or head are to be extended from a window, nor any object thrown out a window.
- Sit where assigned and stay there. Never walk inside a moving bus.
- Ordinary classroom conduct is always to be observed.
- Keep aisles free and passable.
- Hands off safety devices, any mechanical part, or door closers.
- No littering, spitting, writing on the bus or vandalizing the bus in any way.

- Profanity, swearing, abuse or bullying of others, rowdy behavior, horseplay, teasing, and shouting are not allowed.
- Obey the driver and be courteous to pupils and to the driver.
- In emergencies, assist where possible, obey the driver, and stay with the bus unless instructed otherwise, or unless the driver is incapacitated and the bus is on a road where it seems unsafe to remain.

### **Causes To Exclude Students From Riding the Bus**

- Endangering safe bus conditions by refusal to obey orders, threats of any sort, physical violence, loss of self control, fighting, exhibiting a knife or weapon, throwing any objects, vandalism to the bus or school property or property of other passengers.
- Harassing, hazing, threatening, abusing verbally or physically, initiating, or in any way tormenting another pupil, the driver, or a chaperone.
- Use of tobacco or controlled substances.
- Insolence, refusal to obey requests or rules, refusal to leave a bus if committing any policy violations.
- Refusal to compensate for vandalism, destruction of property, or malicious mischief.
- Indecent exposure.
- Creation of undue noise, shouting, loud whistling.
- Bringing any animal, firearm or unsafe object onto a bus without permission.
- Continued willful disobedience or open defiance of authority of the school. An accumulation of minor infractions will be considered continued willful disobedience and/or open defiance.
- Willful destruction or defacing of school property.
- Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or driver with physical violence.
- Any behavior which is detrimental to the education, welfare, safety, or morals of other pupils.

### **Discipline Problems on the School Buses**

The bus driver will either assign an action plan or use the Transportation Department's discipline plan, depending upon the severity of the offense. The bus driver will write up the student for a violation of bus rules and give the accused student the write up sheet to be signed by the student's parents or legal guardian before the student shall ride the school bus again.

### **Ranges of Consequences for Violation of Policy**

- REPORTED FIRST OFFENSE - Student will receive one week riding in the front of the bus unless it was a serious enough violation to warrant further action.
- REPORTED SECOND OFFENSE - Three days suspension from bus privileges.
- REPORTED THIRD OFFENSE - Ten days suspension from bus privileges.
- REPORTED FOURTH OFFENSE - One semester suspension of bus privileges.
- The transportation department will have the right to follow the consequences in order or make changes as necessary according to the severity of the violation.

### **Driver Responsibilities**

- Drive the bus in a safe legal manner at all times while protecting the safety and welfare of pupils. Stop the bus in a safe place and do not continue until pupils are orderly and under control.
- Obey laws, time schedules, consider weather condition delays, be in control of the bus and its passengers at all times, and enforce these policies.
- Stop only at regular stops and discharge or board only authorized pupils.
- Provide a clean, sanitary bus.
- Report all infractions of policies to the appropriate principal as soon as possible.

- Remove physically in any practical manner, at any time and at any place, a pupil or other person who threatens the health and safety of others or who refuses to obey reasonable requests.
- Complete pre-trip inspections of the bus and its special equipment.
- Complete required reports in the manner prescribed by the administration.

**Change of Stop on Regular Bus Run/Change of Bus Run/Request to Ride a Bus**

Parents/guardians who wish their child/children:

- to be let off the school bus at a different stop on the regular bus run; or
- to ride a different bus than the assigned bus; or
- to ride a bus (for those who are not regular passengers)

**Must submit a request in writing to the building principal and bus garage with as much lead time as possible but no later than the school day prior to the day of the requested change.**

Requests will be honored if:

- A written request is submitted to the principal before the effective date.
- Space is available.
- The requested stop is an authorized stop.
- All bus behavior rules as per the School Board Policy are adhered to by the student(s).
- The change is temporary in nature (5 days or less).
- The note must be from a parent/guardian of the child.

***Cell Phone Policy***

If a cell phone is used for cyber bullying, profanity, inappropriate images and texting while in school the offense will be dealt with according to our discipline chart.

In order to provide a safe environment for all students the following policy has been instituted:

- Cell phones and phone watches are to be turned off while your child is in the school building.
- Cell phones and phone watches are to be put in their book bag, in their cubby upon arrival at school and left there until your child leaves that day.
- Cell phones and phone watches are not to be used by students at any time during the school day.
- Students may use their phones after school, but must be outside of the school building to do so.
- We ask that parents not text or call their child’s cell phone during the school day. Please call our office at 436-2774, and we will deliver messages to your child.
- The school is not responsible for lost or damaged phones or smart watches.

**Consequences**

**1<sup>st</sup> Offense** - The student will be told to turn their cell phone/watch off and to put it in their book bag in their cubby.

**2<sup>nd</sup> Offense** -The phone/watch will be taken to the office and kept until the end of the day.

**3<sup>rd</sup> Offense** - The phone/watch will be taken and parents will be contacted to pick it up at the school office.

**4<sup>th</sup> Offense** - Any further occurrences in violation of these rules will be dealt with as insubordination and defiance. The phone/watch will be taken and parents will be contacted to pick it up at the school office.

## ***Change in After School Plan Procedure***

The purpose of this procedure is to tighten our dismissals and to lessen instructor disruptions.

- Please direct all telephone calls to the office – **436-2774**.
- Messages will be forwarded to the instructor.
- Teachers will return your telephone calls when they are free (if a call back is requested).
- Office personnel will create a log to record messages and after school changes.
- These messages and changes will be delivered to instructors at about 3:00.
- Our office is very busy at the end of the day, so please try to alert us of changes by 2:30. We realize there are emergencies.
- **Students will be sent home according to their “Everyday Plan” unless the office is notified of a change.**

Do not use cell phones for this purpose as the office needs to be aware of this information in case of emergencies.

## ***Computer Usage***

Computers are used as a tool for reinforcement in reading, math, language arts, and keyboarding. Students access the work assigned to them by using a designated sign-in. This work is individualized and each student progresses at his or her own speed. Computer use is a privilege. If students vandalize computers, they will lose this opportunity and/or be required to reimburse the school for the damages.

All students, parents and staff must sign an internet usage agreement acknowledging that they are aware of their rights and responsibilities. This agreement requires efficient, ethical and legal utilization of the network’s resources. If a student violates any of these provisions, their account will be terminated and future access could be denied. A violation of this agreement may be considered as willful disobedience and defiance of school personnel authority.

## ***COVID-19***

Due to Coronavirus, we will continue to take precautions in order to safely educate our students.

## ***Crisis Management***

Grant Elementary School has a building Crisis Team which meets regularly to review safety procedures in our school. This team would also implement the district plan in the event of a crisis.

## ***Directory Information***

Converse County School District #2 has designated the following information as directory information:

- Student’s Name
- Date & Place of Birth
- Grade Level
- Telephone Number
- Address
- Date of Attendance
- Most Recent Educational Agency or Institution Attended
- Participation in School-Sponsored Activities, Clubs & Sports
- Pictures of Students Involved in School Activities
- Degrees, Honors and Awards Received

This information is kept confidential. It will not be posted on the internet or released to 3<sup>rd</sup> parties. Class pictures, special event programs and newspaper pictures and articles will be the only exceptions unless paper is signed at the beginning of the year.

### ***Dress for Students***

- Shorts should be at least the length of an arm when held at the side.
- Tank tops must be 2" wide on the shoulders.
- No midriff tops, halter tops, or fish net shirts should be worn.
- Shirts with references to alcohol, tobacco or which show vulgar language will not be permitted.
- Chained items such as watches or wallets must not hang from clothing.
- Students should wear belts or suspenders if they are wearing big and/or saggy pants.
- Dress children appropriately for the weather.
- No pajamas or sleeping pants.
- No slippers are to be worn.

School personnel reserve the right to prohibit all forms of dress which in their judgment are a safety or health hazard or cause a disruption to the school/learning environment. If it is determined that the clothing is inappropriate, your child will call home to get appropriate clothes or borrow clothing from the school nurse.

### ***Equal Educational Opportunities***

The right of a student to participate fully in classroom instruction & extra-curricular activities will not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any other reason not related to the student's individual capabilities.

### ***Emergency Closing of Schools***

School is rarely closed. If closing becomes necessary, the following stations will be notified:

#### **KTWO TV (Channel 2)**

**Casper Radio Stations:** KTWO (1030 AM), STAR (96.7 FM), KTALK (1400 FM), KWY (95.5 FM), RIVER 107.9 FM), MELODY (94.5 FM), KQLT (103.7 FM), KICK (106.9 FM), KVOC (1230 AM), HEART (102.5 FM), KISS (104.7 FM)

**Douglas Radio Stations:** KKTY (1470 AM or 99.3 FM)

The Glenrock Police Department will also broadcast an announcement over the emergency broadcast system on cable TV.

Please do not call the bus garage, as most times they will be driving the bus routes or trying to contact the radio and TV stations.

## ***Emergency Contacts***

Parents are asked to provide the school with emergency telephone numbers where they can be reached during the school day. We also need contact information of a family friend who preferably resides in Glenrock. Parents of bus students should give the school the name of a “town person” that will take their students if it becomes unsafe or impossible to send bus students home. Please ensure that your emergency contacts are updated within the office.

## ***Facility Usage***

Individuals who wish to use the building need to contact the office and complete a facility usage form. Once the form is completed a decision will be made whether to grant the request.

## ***FastBridge Testing***

FastBridge provides educators with the accurate tools and informative data to provide timely, targeted support. FastBridge combines Computer-Adaptive Tests and Curriculum-Based Measures for universal screening and progress monitoring. It delivers reliable data and insights along with built-in assessment and instruction coaches. With the help of this tool, we can reconstruct the way we provide support for students’ learning across reading, math, and social-emotional behavior.

## ***Harassment, Intimidation or Bullying***

It is the policy of Converse County School District #2 to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability.

Any unlawful harassment of a student or school employee by a member of the school community is a violation of this policy. Converse County School District #2 shall act to investigate all complaints of harassment, formal or informal, verbal or written and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Harassment, intimidation or bullying means any intentional gesture, any intentional electronic communication or any intentional written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of:

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

*(HB 223 – Safe School Climate Act/Board Policy JBA, ANTI-HARASSMENT POLICY)*

## ***Health***

Should your child become ill or hurt at school, we have a nurse who will attend to his/her immediate needs. If your child is sick, however, he/she belongs at home. Please do not send your child to school if he/she has: vomited or had diarrhea in the last 24 hours; a fever (100 degrees or above); a rash or other questionable symptoms; or eyes that itch, burn or are



bloodshot or draining especially if they are matted shut in the morning (these can be symptoms of conjunctivitis or pink eye—usually very contagious and needs treatment by your doctor). Your child may return to school after a minimum of 24 hours of antibiotic eye ointment treatment. If a child, for medical reasons, must be excused from participating in any school activity including PE for more than two consecutive days, a written explanation is required from a physician.

Emergencies, illnesses, or any accident occurring on the way to, from, or at school should be reported to the office as soon as possible. Generally, if an accident does occur, the office staff will administer basic first aid such as the application of an ice pack, simple bandage, or washing the cut. For more serious injuries, the school nurse will be called. If further treatment is needed, the parent will be notified. In the event of a serious accident and the parent or guardian cannot be reached, the principal or designee will follow the most appropriate course of action. It is for this reason that it is **mandatory** for a child's emergency information to be updated as personal circumstances change during the course of the year.

Refer to District Site: <https://www.converse2.org/Student-Health>

If a student becomes too ill to remain in class, parents or the emergency contact person will be called and asked to come to school and pick up the ill child. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for children.

## ***Homework***

Homework will only consist of reading with your child nightly. Anything else sent home will be work students did not finish during the school day. If a child is bringing work home on a regular basis a conference will be held with the parents and teachers to determine the problem and to develop a plan. A parent may request additional work from the child's teacher. However, all students are expected to read at least 20 minutes daily.

## ***Insurance***

The school district is providing accident coverage for all students, grades K-12 during school sponsored sports, physical education and all other classes, field trips and other activities that are exclusively school scheduled, supervised, funded and sponsored. Upon parent request, when a student is injured, a claim form will be mailed to the parent or picked up at central office. Any questions may be directed to Tammy Price at Central Office, 436-5331.

## ***Lunch Program***

Our goal is to provide nutritious meals in a relaxed but controlled atmosphere. Menus are printed in the local paper and posted on the school website. Students eating a school breakfast and/or lunch, will eat for free. For those who choose to bring a sack lunch, milk may be purchased for twenty-five cents.

- Please make arrangements for payment of lunches before the school day starts.
- Please try to pack nutritious sack lunches for those eating a cold lunch.
- If parents would like to have lunch with their child please call the office **before 9:00 a.m.** so we can prepare enough food.
- **We are not allowed to charge lunches.** Federal guidelines prohibit public school lending.
- Any student who does not have adequate funds will be served a cheese sandwich and milk.
- Low account balances will be communicated to your child verbally on a daily basis or as needed
- You may pay ahead for any amount.
- Make your check payable to **Glenrock School Lunch Fund.**

### **Lunch Prices:**

Breakfast:

\$1.60 – Students	\$0.30 – Reduced Students	\$1.60 - Second Breakfast	\$2.50 – Adults
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Lunch:

\$2.60 – Students	\$0.40 – Reduced Students	\$1.25 - Second Entree	\$3.85 – Adults
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### **Free or Reduced Lunches**

A letter will be sent home with the students, along with the application form, to apply for free or reduced lunches. Social Security numbers are required on this application. Extra milk and second entrées are full pay regardless of free and reduced lunch status.

### **Non-Discrimination Statement**

Converse County School District #2 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, or religion in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IV, Title IX, Section 504, and ADA may be referred to Converse County School District #2, Director of Special Education/Student Support Services, Civil Rights Coordinator, 120 Boxelder Trail, Glenrock, Wyoming 82637-1300, or (307) 436-5331 or the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844-5695 or (303) 844-3417.

### ***Recess:***

- All students **will go outside unless the wind chill is less than 0 degrees** or they have a doctor's note stating otherwise.
- The website The Weather Channel <https://weather.com/> will be consulted for temperature and wind chill information.
- Please make sure that your student(s) has adequate clothing; coats, gloves, snow pants, hats and boots so they can enjoy the fun outside.
- We are unable to provide changes of clothing for children who have wet clothes from playing in the snow.

### ***Reporting of Student Progress***

Progress of students will be available to parents at all times via PowerSchool Mobile app. Report cards will not be sent home with students, but will be available via Powerschool for Parents (<http://ps.cnv2.k12.wy.us/public/>) located on the school district website. Report cards may be printed at the Grant Elementary School office if internet access is not available. Parent –teacher conferences will be held two times a year.

Grant uses a Standards-Based Grading System. This allows teachers to measure how well an individual student is doing on individual standards. This gives parents and teachers a better understanding of the child's strengths and weaknesses. Grades are reported on a 0-4 scale.

### Grade Scale Score Key:

- 0: Even with help, no success
- 1: With help, partial success with score 2 content-understanding simpler content.
- 2: Understands simpler content.
- 3: Understands grade-level content.
- 4: Understand advanced content.

## ***Severe Misbehaviors – Suspension and Expulsion***

According to Wyoming State Statutes the reasons for suspension or expulsion are as follows:

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

In addition to abiding by the guidelines provided by the State Statutes of the State of Wyoming, the Board of Trustees of Converse County School District No. 2 have determined that the following acts and behaviors are clearly detrimental to the welfare or safety of other students, and therefore suspension or expulsion may be imposed as punishment:

- Verbal or physical assault of a staff member.
- Possession of a weapon on school property, while participating in school activities or attending school activities, or while under school supervision.
- Use or possession of tobacco products, including electronic/vapor and look-alike devices, on school property, while participating in school activities or attending school activities, or while under school supervision.
- Fighting, rioting, or holding disruptive demonstrations on school property, while participating in school activities or attending school activities, or while under school supervision.
- Consuming, having possession of, selling or distributing, or being under the influence of unlawful drugs or intoxicating beverages on school property, while participating in school activities or attending school activities, or while under school supervision.
- Making bomb or similar threats against the school or any school property.

The Board has determined that the following acts and behaviors are clearly detrimental to the welfare or safety of other students, and therefore suspension or expulsion may be imposed as punishment:

- Harassment of a student or staff member to include sexual, racial, verbal or physical harassment.
- Extreme dress or personal appearance which disrupts the normal operation of the school or school activities.

Suspension or expulsion may be imposed for other acts of gross or persistent misconduct. The stated lists are not inclusive.

## ***School Day***

- 7:20 - Breakfast and/or Morning Recess
- 7:50 - School Begins
- 3:15- Dismissal

## ***Special Services***

Special services for identified students include the resource room, occupational therapy, speech/language therapy, and adaptive physical education. Services require an IEP and written parent consent.

## ***Speech/Language Therapy***

The purpose of the speech/language program is to help reduce or eliminate by appropriate therapy, any speech, language and/or hearing impairments that interfere with the identified, qualified, and assigned student's ability to derive full benefit from the district's educational program.

## ***Strep Throat Policy***

Upon annual approval by the Converse County School District #2, students will be afforded the following services of the Strep Throat Program:

1. The school nurse will make throat swabbing available to students of school age who have checked the appropriate space on the Permission for Treatment Form.
2. Throat swabbing will be a symptomatic program, i.e.; swabbing will be done for those students who exhibit symptoms of streptococcal throat infection.
3. Rapid strep A cultures will be done by the school nurse.
4. If the rapid strep A culture is positive, the school nurse will notify the parents and provide documentation to take to the physician for treatment.
5. If the rapid strep A culture is negative, a 24 hour strep culture will be done and sent to the clinic for testing. Parents will receive notification of a positive 24 hour strep culture from the lab.
6. Students whose throat cultures are positive will be excluded from school until written proof of medical treatment or evidence of a negative throat culture is provided to school personnel.

## ***Student Council***

This committee provides opportunities for developing leadership skills. It is involved in making suggestions for different aspects of our school, including the lunch menu, and helps promote school support and spirit.

Any third grade student who is interested in serving on this committee must fill out an application. The committee makes their selection from the applications.

## ***Student Pick-up***

- Do not park and leave your vehicle unattended in the front circle drive between the hours of 7 AM-8 AM and 2:00 PM – 4:00 PM
- At dismissal time, traffic needs to loop through the south parking lot, and then enter the front circle drive.
- Once you enter the front circle drive, stay in your vehicle and keep moving forward.

The overflow parking lot north of the school is also available for parking and student pickup.

**Title I Reading & Math**

The Title I Program is designed to improve students' reading and math skills through individualized and small group instruction. Selection for this program is based on standardized test results and teacher recommendation. Parents will be notified if their child is selected for this program. Services will not begin until parents give their written consent.

**TITLE I SERVICES PROCESS  
Universal Screening**

<b>KINDERGARTEN</b>	<b>1<sup>st</sup> -2<sup>nd</sup> GRADE</b>	<b>3rd Grade</b>
Kindergarten Screening	FastBridge Testing	FastBridge Testing
FastBridge Testing	Teacher Recommendation	Teacher Recommendation
Letter/Sound Identification	AIMSweb Computation	AIMSweb Computation/CAP
Teacher Recommendation		WyTopp

Students determined “At Risk” through the screening process will be served through supplemental Title 1 interventions. Students in need of interventions are determined through a team meeting reviewing all assessment/screening data. A letter is sent to the parents indicating the concerns and need for supplemental educational services; a response back is needed to begin the interventions. A Title 1 Compact is reviewed with parents and students indicating all responsibilities to assist in student progress.

Supplemental Interventions are provided to students once parent notices are returned. Evidence Based Programs are implemented through Tier I. Tier II interventions are implemented with students determined to need that level based on screening/assessment data.

**Progress Monitoring**

AIMSweb Progress Monitoring	Intervention Assessments	Team Meetings
Classroom Assessments	FastBridge Testing	

**EXIT Title I Services**

- A student is performing at or above current grade level may move to monitoring status before Exit.
- Transfer out of District.
- Transfer to Special Service.

**Tobacco Use**

The Board of Trustees of Converse County School District #2 recognizes that smoking and other use of tobacco represents a health and safety hazard which can have serious consequences for the user and nonuser and for the safety and welfare of the district. The Board also recognizes that staff members have a personal choice as to whether they use tobacco or abstain. Further, the Board believes that use of tobacco does not provide the example that should be set for students. Because of these concerns, and in order to protect students, staff, employees, visitors and guests of the district from an environment that may harmful to them, and because of its possible harm to personal well-being, the Board hereby prohibits smoking and other use of tobacco by all staff, visitors, or guests in all school district buildings and on school grounds. It is specifically directed that this ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present in district buildings and on school grounds. Staff members are prohibited from smoking and all other use of tobacco in the presence of students anytime they are on the job for the district in any capacity. This includes times spent supervising or directing student activities. It is understood that this policy will be in addition to existing board policy concerning the prohibition of smoking by students on school property and buses.

*LEGAL REF.: Educate America Act of 1994.*

## ***Weapons***

All weapons, or toys that resemble weapons, are prohibited. They will be taken from any person on the school campus, on school buses, during school sponsored activities, or during a school related activity with the exception of weapons under the control of law enforcement personnel.

The district will pursue appropriate disciplinary or legal action for violation of the Dangerous Weapons Policy.

*School Board Policy: JFCJ and JFCJ-E*

The building principal may authorize persons to display weapons that are handled in a legal manner for the purpose of education. The building principal may prescribe special conditions or procedures to be followed before giving such authorization.