

# Glenrock Intermediate School



## **2020-2021 Handbook**

**645 S. 3rd St., Glenrock, WY 82637**

**Phone #: 307-436-9258**

*Building Bridges to a Successful Future*

# Welcome to Glenrock Intermediate School

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Dear Glenrock Families,

It is with great pleasure that we extend our heartfelt welcome to our Glenrock Intermediate School (GIS) families. At our small and close-knit school, we are very proud of our students and their accomplishments. Our dedicated staff members work hard every day to bring the best learning opportunities possible to our student body. We are a family at GIS, and we welcome parental involvement in the classroom and at school events.

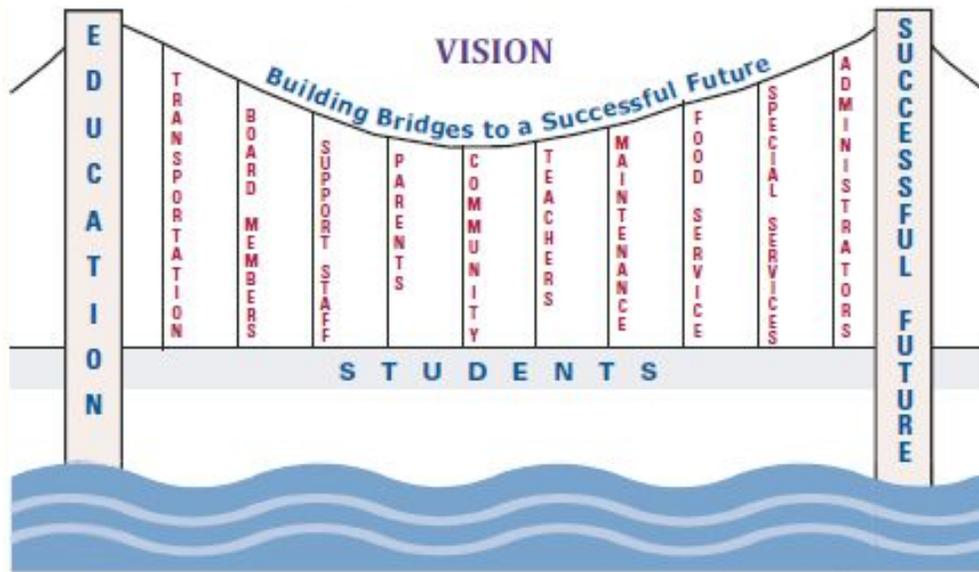
As your educational leader, I pride myself on working hard and getting our students to be where they need to be. I have high expectations of myself, which then gets passed to the teachers and students. I believe building relationships is the key to success with our students. As Rita Pierson once said, "Every child deserves a champion; an adult who will never give up on them, who understands the power of connection, and insists that they become the best they can possibly be." I believe we are all here to make a difference in the lives of our students. I look forward to the opportunity to get to know each of the students to see where their talents, passions, abilities, and knowledge can best be utilized to make GIS the best possible school.

Our doors are always open, so please feel free to stop by to see the new and exciting things that are happening at GIS. Our staff members are happy to be here and to help our students be successful. Let's make this year an outstanding and excellent year for our students.

Sincerely,  
David Sunday  
Glenrock Intermediate School Principal  
[dsunday@converse2.org](mailto:dsunday@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.

**Glenrock Intermediate School**  
**FACULTY & STAFF**  
**2020-2021**

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**Principal – David Sunday**  
**Superintendent – Coley Shadrick**

**Grade 4**

Kaitlin Sanderson, Kari Thornock, Kelsie Radke

**Grade 5**

Nicole Williams, Wendy Phillips

**Grade 6**

Josie Roberts, Sally Downs, Kailey Simms

**Art**

Storiee Brown

**Librarian**

Ryan Collier

**Music**

Jason Horn

**PE/Health**

Shawn Huxtable

**Special Education**

Kelsey Ticknor, Andi Nelson

**Special Education Aides**

Glenda Albertson, Aimee Potter  
Roy Kincaid,  
Alisha Coleman

**Title 1**

Jamie Lewis, Heath Hayes

**ELL Para**

Virginia Kamrath

**School Social Worker**

Amy Guenther

**SPED/504 Counselor**

Maegen Kemery

**Secretary**

Melony Sundseth, Stephanie Bean

**Day Custodian**

Shannon Fleming

**Kitchen**

OPEN, Christina Alverado

**Nurse**

Sara Beer

**SPED Director**

Chris Harris

**SPED Secretary**

Victoria Bishop

**SPED Psychologist**

Michele Perko

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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.*** Due to COVID-19 we are trying to limit the number of visitors in the building. We ask that you remain outside or in the vestibule when picking up your child or dropping off items.

## ***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.

## ***Anti-Harassment Policy***

Converse County School District #2 (CCSD #2) is committed to providing all students and staff with a safe and supportive school environment.

Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of CCSD #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. CCSD #2 shall act to investigate all complaints of harassment, either 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.

## ***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" in the hallways, in the commons area, in the locker rooms, or in the pool area.
- 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.

- Students are not to be on the playing court. 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 CCSD2 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.

The typical school day begins at 8:00 am and ends at 3:25 pm.

## ***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.

## ***Behavior Expectations***

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

**Respect, Responsibility, and Being 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.

\*See [GIS Herder Pride Student Expectation Matrix](#) for specifics

## ***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/or 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 are to be turned off while your child is in the school building.
- Cell phones are to be put in their locker upon dismissal to class at 7:55 and left there until your child leaves that day.
- Cell phones can be used by students before school, in the commons area only.
- 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 436-9258, and we will deliver messages to your child.
- The school is not responsible for lost or damaged phones.

### **Consequences**

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

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

**3<sup>rd</sup> Offense** - The phone 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 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 – **436-9258**.
- 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 2:00. 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.

## ***Consequences of Behavior***

Consequences are determined by the level and frequency of the behavior. Consequences may include the following: Recess detention, Lunch detention, In-school suspension (ISS), classroom assigned, and/or Out of school detention (OSS). ISS is served during the day. Students earning ISS are expected to complete classroom work missed while they are out of class. Students are not allowed to participate in extracurricular activities while suspended in school. OSS is served off school grounds. Students are not to be on district property and are not allowed to participate in, or attend, activities while suspended. The principal is empowered to suspend students up to 10 days. The board of trustees may suspend a student for a period exceeding 10 school days or expel a student for a period not to exceed 1 school year, provided the student is afforded an opportunity for a hearing in accordance with the procedures of the Wyoming Administrative Procedure Act.

## ***COVID-19***

Due to Coronavirus, changes will be taking place this school year. We ask for patience from our students and parents as we do our best work with new guidelines and adaptations. Our goal is to educate students in the safest environment we can.

We strongly encourage you to review our district’s smart start plan which includes clear steps and guidelines regarding the operation for our school moving forward. Please refer to the [Converse County School District #2 Smart Start Plan](#).

Due to COVID-19, we are limiting open public access to the building as much as possible. Therefore we are asking that visitors remain outdoors in the vestibule area when picking up students, dropping off items, etc.

## ***Crisis Management***

Glenrock Intermediate 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.

## ***Curriculum***

Students will follow a prescribed course of study unless otherwise adjusted by the administration. 4th, 5th, 6th graders are required to take reading, math, science, social studies, PE/Health, music, and art. If the religious beliefs of a family are contrary to the content of a certain subject or part of a subject/activity, parents may request that their child be excused from the area of concern. Forms to request such an exemption can be obtained from the main office.

## ***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 to the end of fingertips when the arms are held at the student's side.
- Tank tops must be 2" wide on the shoulders and bra straps should be covered.
- 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.

The district will also notify parents by posting information on the district website, Facebook, and through School Messenger.

## ***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.

## ***Food in the building***

Food will only be allowed in the cafeteria, commons area, and classrooms upon teacher's approval. ~~Students are only allowed to have clear liquids in clear plastic containers.~~

## ***Food Policy***

The district will prohibit the distribution and service of food items, including treats, prepared in individual homes. Foods for classroom parties, birthday celebrations, or any occasion must be purchased from a source that is subject to state food inspection regulations. All food to be shared with other students must be commercially prepared, pre-packaged, unopened and when possible, individually wrapped. This action is taken in order to protect food safety and prevent the spread of germs and disease.

Due to COVID-19, Food Policy will be handled on a case by case basis and may be subject to change.

## ***Friday School***

GIS wants to support all students in helping them reach their academic goals. Teachers will be available to work with students on most Fridays during the hours of 9 - 11 am. Friday school will be utilized to help those students who are struggling with concepts, need extra time to complete assignments, makeup assessments, etc. Teachers will contact parents by Wednesday at 5 pm if students are asked to come to Friday school.

## ***Grading Policy***

Glenrock Intermediate School will use letter grades as an indication of student's knowledge of course content. GIS will use the standard A,B,C,D,F grading system. "A" work will be given for grades ranging from 90%-100%, consistently exceeding set criteria for tasks and outcomes, and producing high quality work. "B" work will be given for grades ranging from 80%-89%, consistently meeting set criteria for tasks and outcomes, and usually producing work of high quality. "C" work will be given for grades ranging from 70%-79%, usually meeting set criteria for tasks and outcomes, and usually producing work of satisfactory quality. "D" work will be given from grades ranging from 60%-69% and work needing additional support and time to meet criteria. "F" work will be given for grades 59% and below, students failing to turn in assignments, and demonstrating limited knowledge of set criteria for tasks and outcomes.

The grade of incomplete, "I", when given as a quarter grade will allow the student one week to complete the outcome, standard, or classroom work to achieve a grade of "C" or better. If the student is unable to complete the tasks within one week, the student, teacher and parents will meet to specify a possible extension with given work, time period, and other expectations needed for the student to achieve a grade of "C" or better. In both situations, If the work is not completed in a satisfactory manner, in content, and on time, a grade of "F" will be on the student's report card.

## ***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.

Due to COVID-19, health will be handled on a case by case basis.

## **Homework**

Homework can consist of any of the content/classes your child is assigned to. 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.

## **Internet Access**

Internet access is available to students and staff in CCSD2. Internet *Terms and Conditions*:

- The network is provided for students to conduct research. Students are expected to use the internet in a considerate, responsible manner. Internet access is a privilege, not a right.
- Users are not permitted to use the computer resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- Users are not permitted to transmit, receive, submit, or publish and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
- Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
- Security on any computer system is a high priority, especially when the system involves many users. Using someone else's password or trespassing in another's folders, work, or file without permission is prohibited. Attempts to logon to the Internet as anyone but yourself may result in cancellation of privileges.

## **Lockers**

Lockers are provided for students to store their books, coats, etc. However, locks are not provided. It is required that students have a lock on their lockers at all times. Combination locks need to be used. Locks requiring a key are not allowed. Students should not place valuable articles in their lockers as the school will not guarantee the security of lockers. Lockers are for the student's convenience. Lockers and student property may be searched by school officials for reasonable suspicion or cause.

## **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. For those who choose to bring a sack lunch, milk/juice may be purchased for thirty-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. Due to COVID-19, parents will not be allowed to have lunch with their child.
- ***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

Lunch:

\$2.60 – Students

\$0.40 – Reduced Students

\$1.25 - Second Entree

\$3.85 – Adults

### **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 10 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 Glenrock Intermediate School office if internet access is not available. Parent –teacher conferences will be held two times a year.

### ***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***

- 7:30 - Breakfast and/or Morning Recess
- 8:00 - School Begins
- 3:25- 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. Placement in these programs is determined by the BIT team after referral and evaluation of the student. Anyone (parent, teacher, student) can refer a student for special services consideration.

### ***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.

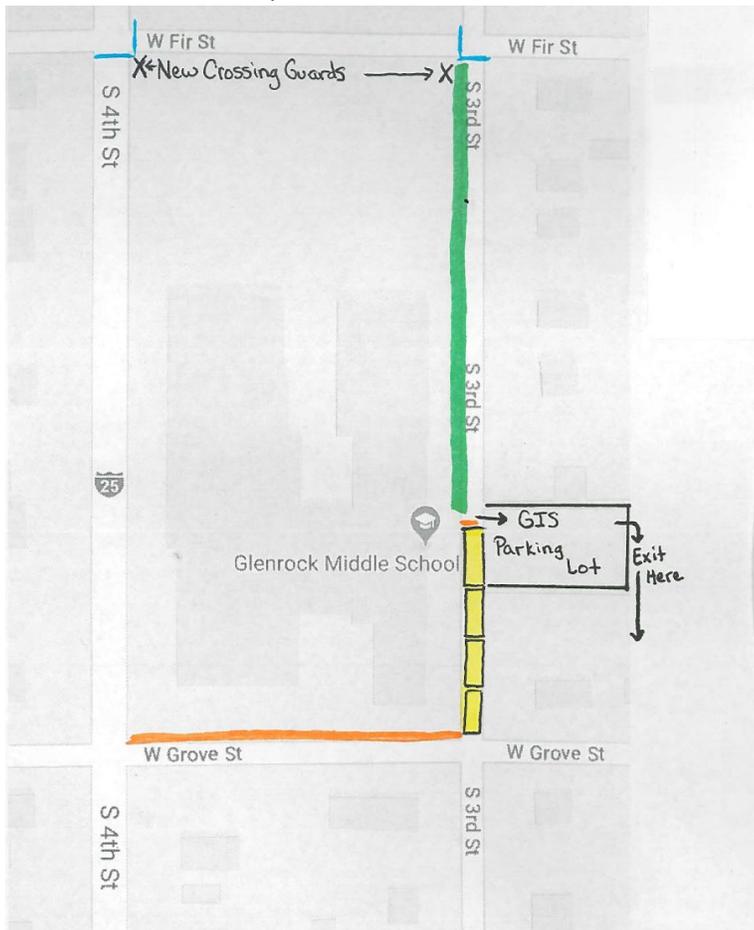
## Student Council

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 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 front of the school (3rd Street) between the hours of 7 AM-8 AM and 2:00 PM – 4:00 PM
- Students are required to exit the school from the main entrance on 3rd Street



In order to be more effective and efficient, please follow the guidelines on picking up your students.

The "green zone" will be the new pick up location for all students. Please do not park past the orange cones, as busses will be pulling up in the middle of the street to drop off and pick up students. Fir St. is also an option to pick up your students, as this street is less congested and will have crossing guards at both corners.

Busses will pull up as far as they can to help accommodate pulling into the GIS parking lot to let parents leave. This will help to alleviate needing to make a U-turn on 3rd St.

Grove St. is still a no parking zone on the North side (side closest to the school) so that busses have the ability to turn right from 3rd St.

We will also be adding two adults to do new crossing guard duty in two locations:

- 4th St. and Fir St.
- 3rd St. and Fir St.

As always, please be cautious of students crossing the streets by the school.

If you have any comments, questions, or concerns, please feel free to contact the school. Thank you for your help

## ***Student Rights***

Students do have certain rights and there are procedures the student and parent can take if they don't agree with the school's action. It is important that students and/or parents talk first with the school person directly involved before going higher. Not only might the problem be solved at this level, but it also provides them a higher authority for appeal. In any disciplinary situation (unless immediate danger is present), the student has the right to know the charges against him/her and also has the right to tell his/her side of the story.

Police officers (or other authorities) do not have the automatic right to question students in school. If such is desired, parents will be contacted to give their permission. If parents are not present during such questioning, the administrator, or administrative designee, will sit in on the conference to protect the student's rights. Some situations (such as child abuse/neglect) are covered by special state statute that do not require parental permission or administrator presence for questioning. School officials will comply with court orders concerning the dealing of proper authorities with students. Parents have the right to examine their child's permanent record.

## ***Telephone Use***

The office will only give students telephone messages from immediate family members. Except in an extreme emergency, a student will not be excused from a class to receive or make calls. The phones in the main office are maintained for business purposes, and may be used by students after they have received permission.

## ***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>4th/5th/6th Grade</b>
WYTOPP Testing
DIBELS
Teacher Recommendation

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**

WYTOPP Interims and Modulars	DIBELS Benchmarks	Classroom Assessments
Intervention Assessments	Team Meetings	

## **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 be 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.*

## ***Valuable Objects***

If students bring valuable items (Tablets, MP3 players, cell phones, ipods, etc.) to school, they do so at their own risk. During the school day, these items are to be kept in the students locker. Failure to do so will result in the item being taken and returned to the student at the end of the day. If this problem persists, parents will be asked to pick up the device. The school is not responsible for lost, stolen, or damaged items.

## ***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.