

# **Osmond Elementary**

3120 State Hwy 241, Afton, WY 83110

307-885-9457

**Tyler Jack, Principal**

## **School Mission Statement and Beliefs**

**We Make It Possible**

by

**Guiding Student Success Through Rigor,  
Relevance and Relationships.**

**We Believe. . .**

- **Education must be valued by all.**
- **Every person has value.**
- **All actions must benefit students.**
- **All students can learn.**
- **Lifelong learning is essential.**
- **There is a common core of values that must be taught, modeled, and practiced. These values include: honesty, kindness, cooperation, respect, and personal responsibility.**
- **The proper educational environment promotes academic excellence.**

**Osmond Elementary's School Improvement Goals are:**

- 1. Read to Learn** – All students will improve reading comprehension.
- 2. Write to Share** – All students will increase achievement in writing.
- 3. A.B.C.** – Always Be Courteous.

**Osmond's Mascot - *Cougar*.**

## **Daily Schedule**

### **School Hours**

First release ..... 7:55 a.m. - 2:40 p.m.  
Second release ..... 7:55 a.m. - 2:50 p.m.

### **Morning Recess**

4<sup>th</sup> grade ..... 10:00 - 10:10 a.m.  
5<sup>th</sup> grade ..... 10:10 - 10:20 a.m.  
6<sup>th</sup> grade ..... 10:20 - 10:30 a.m.

### **Lunch Schedule**

4<sup>th</sup> grade ..... 11:05 - 11:45 a.m.  
5<sup>th</sup> grade ..... 11:15 - 11:55 a.m.  
6<sup>th</sup> grade ..... 11:30 - 12:10 p.m.

### **Afternoon Recess**

4<sup>th</sup> grade ..... 1:25 - 1:35 p.m.  
5<sup>th</sup> grade ..... 1:35 - 1:45 p.m.  
6<sup>th</sup> grade ..... 1:50 - 2:00 p.m.

### **Specials**

#### **(Music, Art, P.E., Science, Tech)**

4<sup>th</sup> grade ..... 12:05 - 12:50 p.m.  
6<sup>th</sup> grade ..... 12:55 - 1:45 p.m.  
5<sup>th</sup> grade ..... 1:50 - 2:35 p.m.

### **Planning Times**

Teachers have planning times while their students are attending Specials. If you need to contact your child's teacher, this would be a good time as they will not be instructing students.

## Attendance

The bottom line for all of us at Osmond Elementary is student achievement. A major factor in accomplishing this goal is attendance. Please make perfect or near perfect attendance a priority as regular school attendance helps develop a good work ethic for future years. Please refer to the attendance policy in the District Policy section at the back of this handbook.

**All student absences must be excused through the office with a note or phone call (885-9457).**

## Release of Students

Definite procedures are followed to assure the safety of children who are released during the day.

- Written parental permission should be sent to the teacher or office stating the requested time of release. Please note the following: **if any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.**
- If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. All children must be signed out in the office. Children will remain with the teacher until notified by the office personnel.

## Bus Notes

A bus note is required for a child to go to any bus stop other than his/ her own regular stop. Children who wish to go to another student's home or to an alternate activity must bring a note from home. **Please remind your child that he/she will not be allowed to call home at the last minute to make after-school arrangements.**

If your plans change and you need to send your child to a different location, please call the school **before 2:00 p.m.** and we will gladly write them a note.

## Change of Address/Phone Numbers

Please notify the office immediately if your address or telephone numbers change. It is vital for emergency care information to remain current.

## Administration of Medications

The administration of medication while in school is generally discouraged. When a child requires medication, the primary responsibility for administering such medication rests solely upon the parents. With that said, the school district recognizes there will be students, with short and long-term conditions, that may require the administration of medication during school hours. In order to meet

those needs, the school district has updated its “Administering Medication to Students” policy. The revised policy is in the back of this handbook. The policy and the procedure for its implementation are available on Osmond’s website.

Some key points are:

- Schools will not purchase medication for the purpose of providing to students.
- All medication required by students in school must be brought to school by the parent/guardian in its original container, clearly labeled.
- Prescription medication must be accompanied by a completed LCSD#2 School Prescription Medication Administration Authorization form.
- Over the counter medication must be accompanied by a LCSD#2 School Medication Administration Authorization form.
- All medications are to be kept in the office.
- Older and responsible students may be allowed to self-medicate / self-administer upon written parent request, and approved by the school nurse and building administrator.
- Notification by the parent for self-medication must include their acknowledgement that the school bears no responsibility for ensuring the medication was taken.

## **Crisis Plan**

We want our parents to know that safety is a top priority and drills for various scenarios are conducted regularly. Along with our fire evacuation drills, we conduct Hold, Secure, Lockdown, Evacuate, and Shelter-in-place drills with the assistance of Lincoln County’s Homeland Security personnel. Feedback from these individuals helps us refine our preparations for this type of incident. We also have a student and staff location system to ensure that all individuals are accounted for each time there is a drill.

Building security during school hours is always a concern. Please be aware that only the front entry will be open during school hours. All visitors going beyond the office doors must check-in at the office and a visitor registration system will be utilized. The visitor registration system will screen the visitor's ID, and with a successful screening they will be issued a school badge.

Osmond Elementary has a Crisis Management Plan that includes the assignment of staff members to crisis and response teams. The teams are trained in their responsibilities and in the use of appropriate equipment. Each classroom is equipped with an emergency kit which contains a variety of supplies. Each classroom also has a two-way radio (and extra batteries that are rotated on a regular basis) to aid in communication in the event of our phone system being down.

If you have any questions or suggestions regarding Osmond's Crisis Management Plan or any related safety issue, please contact Mr. Jack.

## Visitors

We request that students do not have friends or relatives who are not enrolled at Osmond Elementary School attend school with them. **All visitors (including parents) must come to the office before going to any classroom. We will screen the ID of all visitors going beyond the office doors with our visitor registration system.** After a successful screening, visitors will be issued a school badge to wear while they are in the building. When visitors leave the building, they must stop by the office and sign out. These are required safety procedures. Parents are welcome and encouraged to attend any assemblies or ceremonies in support of their child.

## Telephone Use

You may call the school at any time during school hours. The office will answer your call and help you the best we can. Please be aware that:

- All calls come directly to the office.
- **Calls will not be forwarded to the classrooms while class is in session as this disrupts the learning for all children.**
- We will take messages and give them to the students.
- You may call during recess or during the teacher's planning times and the phone will be sent to the classroom.
- **Student use of school phones should only be for illness or emergency and requires permission from the teacher or secretary.**
- **Arrangements, such as visiting a friend's house after school, should be made before students come to school.**

## Lunch and Breakfast

At Osmond Elementary School we have an excellent kitchen staff that serve nutritious and delicious breakfasts and lunches in a fully equipped facility. Students have the opportunity to participate in the federally subsidized program. If you qualify, we encourage you to enroll. Some grants and additional funding are tied to our percentage of students enrolled in the Free and Reduced Lunch Program.

Student Breakfast	\$2.00
Reduced Student Breakfast	\$0.30
Student Lunch	\$3.00
Reduced Student Lunch	\$0.40

## Infinite Campus Internet Access

All students and parents have a confidential password and web ID that enables them to access grades, attendance and lunch status. Parents are able to pay their students lunch online if they wish. If you need help or have questions about this feature, please give the office a call. We will be happy to assist you.

## Personal Electronic Device Use

At Osmond, we believe that academic and social development are essential to every child's educational experience. The use of personal electronic devices in school, such as cell phones, can disrupt the pursuit of these goals. In order to minimize these distractions, Osmond Elementary School's policy for the use of personal electronic device is as follows:

- Cell phones and other electronic devices\* are not to be used or visible on school grounds unless required for medical purposes or directed otherwise by members of the Osmond staff.
- Parent/Student communication is to be facilitated through the office and/or classroom under the direction of school personnel.

Violation of this policy will result in the following actions:

- First – Warning
- Second – Device taken to the office to be picked up by student
- Third – Device taken to the office to be picked up by parent

\*A smart watch is considered a personal electronic device, however, students are permitted to wear such a device and utilize it solely as a mechanism to tell time. If used for any other purpose, students would be considered in violation of this policy and therefore subject to the actions stated above.

## Students at Recess

Having consulted local medical professionals, we have been informed that there are few reasons that would make it necessary for students to stay inside the building during recess. **“Outdoor activity is vital to the health and welfare of students. Fresh air is important to their mental and physical well-being.”** Colds and flu are not caused by the cold air, but by bacteria and viruses which thrive in warm environments.

Colds and flu generally spread easier and are caught easier in a closed, warm environment. A student who has a slight cold, runny nose, or cough needs fresh air. He or she does not necessarily need to play hard while outside. When children are dressed properly, (hats, gloves, coats, boots, etc.) they will benefit from the fresh air just by getting out of the closed confines of the school.

Recesses are also a time when students should be outside so that teachers can prepare their materials and lessons for the next part of the day and take care of the many details that need to be done to make the day go smoothly for students.

To assist the school in promoting the health of students and to help recess times go smoothly, we would ask for parental help in the following ways:

- Send children to school dressed properly for the weather of the day. This means coats, hats, boots, etc., on cold or rainy days.
- We rely on parents to decide if their child is well enough to be in school. We will honor on a daily basis parent's requests for students to stay inside due to extreme circumstances. This must be in writing on the day of the request and a separate request for each day should be sent. For long-term requests a doctor's note should be sent.
- Encourage your children to take advantage of the chance to get fresh air and exercise while they are at school. Students will be expected to go outside for all recesses unless a note has been received for the day. These students will be permitted to go to the Media Center during recess to study, read, or browse as long as proper behavior is exhibited.
- Students will be allowed to stay inside the building during severe, wet, or cold weather (-20°).

## **Playground Rules**

All students are expected to play safe games and treat themselves and others with respect. The teachers or staff person on duty will be in charge and all students will be expected to follow their directives.

The following are guidelines for safe playground fun, and all students are expected to adhere to them:

- Treat others and their property with respect
- Be respectful & responsible when using school playground equipment
- No fighting or wrestling
- No tackling games
- No throwing snowballs
- No kicking or throwing balls against the building
- No airborne related activities
- No electronic devices
- Organized field games are to be located in the large field to the East
- Areas Off Limits During Recess:
  - A. Adjacent Church Property
  - B. Bleachers
  - C. Parking Lot
  - D. Sides & Front of School

## E. Behind the Shed

### Parent Concerns

It is fair and logical that complaints, concerns, or problems be solved at the lowest level possible. We ask that when a person has a concern he/she make all reasonable efforts to talk to the people who are most directly involved. For example, if someone has a concern with a bus driver they should first talk to the bus driver. If efforts to resolve the concern are not successful then it would be appropriate to take the concern to the person next in line of authority in an attempt to solve the problem. It is our desire to address all concerns promptly.

### Homework Policy

The homework policy reflects the minimum expectations required of all teachers and students at Osmond Elementary. Individual teacher homework policies must meet the expectations of the school policy and may be more stringent depending on teacher preference.

The purpose of homework is to give students opportunities to:

1. Practice skills,
2. Prepare students for a new topic, or
3. Extend experiences on introduced material.

Homework will not be used to teach complex skills. It will generally focus on basic skills and material. Parents will rarely be asked to play a formal instructional role in homework. Instead, they are asked to create a home environment that encourages homework completion as well as reading each school night for at least 30 minutes.

**In other words, every student has homework every weeknight.** In addition to reading time and any musical instrument practice time, students will be expected to do 15-45 minutes of other homework at least two times a week.

For your child to be successful with homework, he/she needs:

- A place to do homework. If possible, your child should do homework in the same place, (and uncluttered, quiet space). Keep your child within eyesight.
- A schedule for completing homework. Set a homework schedule that fits in with each week's particular activities. Consistency is the key.
- Encouragement, motivation and prompting. It is not a good idea to sit with your child and do homework. Your child needs to practice independently and apply what he/she has learned in class. If your child consistently cannot complete homework alone, please contact the teacher.

- Reasonable time expectation. If your child seems to be spending too much time (over 90 minutes) each night on homework, please contact the teacher.

## **Emergency School Closure**

There may arise occasions when it is necessary for school to be closed. It may involve one or all of the schools in the district. The school closure may happen before school starts or it may be a closure during the day. The reason may be for weather, power failure, civil defense, or some other reason. In case of a school closure, our primary concern will be to get the children home safely and to notify parents of the situation.

### **Procedure:**

School will not be in session:

- Announcement on radio station (SWIFT 98.7 fm)
- Text Blast to all parents/guardians. **(Be sure you are registered)**
- A telephone message will be sent using the Auto Dialer

School dismissed after the day has started:

- Announcement on radio station (SWIFT 98.7 fm)
- Text Blast to all parents/guardians
- A telephone message will be sent using the Auto Dialer
- Students who walk to school will be dismissed and instructed to go directly home, or will be kept at school
- Parents are advised to give their children specific instructions on what to do if school dismisses early
- Students who ride buses will be boarded on the buses and taken to their regular destinations. It will be the parent's responsibility to meet their children at the bus stop or have them come home similar to the end of a regular school day.

Parents should prepare their children for abnormal school closure situations:

- Review procedures children are to follow if school closes early
- Provide specific instructions on what to do at home in case of an emergency and what to do when arriving home if no one is there
- Provide numbers to call to get help.

## **Osmond Elementary Student Dress Code**

The Student Dress Code of Osmond Elementary School reflects the vision of providing a safe, non- distracting, and welcoming learning atmosphere. As such, we believe that our school dress code should contribute to a safe and respectful learning and teaching environment. We believe that the responsibility for meeting the expectations of the Dress Code falls on the students and their parents/guardians.

The primary focus of Osmond Elementary School staff is on the safety and success of all students. Our staff does not desire to spend inordinate amounts of time policing fashion. We would ask for the support and assistance from parents/guardians and students to comply with the dress code as outlined below. We sincerely thank you in advance for your understanding and support in this matter.

In order to promote understanding and positive relations with students and parents, Osmond Elementary School establishes the following guidelines for dress and appearance in all schools.

### **Student Dress and Appearance Guidelines**

1. All clothing shall be clean, neat and unexaggerated.
2. Clothing or tattoos with alcohol or tobacco advertisements, inappropriate writing, or bathroom humor may not be worn.
3. Pants need to be secured at the waist so that underclothing is not showing.
4. Pants with holes in the knees or below are allowed. However, any holes above the knees must be lined with other fabric or leggings/tights should be worn underneath so the skin is not visible.
5. Revealing, tight fitting, or overly loose clothing shall not be worn.
6. When shorts or skorts are worn the bottom of the hem must come below the fingertips when arms are hanging to the side. When skirts or dresses are worn, the bottom of the hem must touch the kneecap, unless leggings are worn underneath.
7. Tights, nylons, leggings, or other similar clothing are permitted, but must be accompanied by a top that covers the student's bottom.
8. Bare midriff shirts, sleeveless shirts, blouses, tank tops, or any other type of clothing that permits underclothing or skin normally covered by underclothing to be seen while standing, sitting or bending are not to be worn.
9. Shoes must be worn at all times. Wheels, noisemakers, or damaging equipment on footwear are not permissible. Sandals, boots, or untied shoes are not allowed during PE or fitness time.
10. Heavy coats are to be left on student hooks. Light jackets, blazers, vests, sweaters, and sweatshirts may be worn to classes. Full length jackets/coats such as those commonly referred to as "trench" coats or "dusters" are not allowed.
11. Hats, bandannas, sweatbands, sunglasses, and pajamas are not to be worn.

12. Inappropriate types of chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands or wallet chains are not allowed.
13. Distracting hair styles (for example high spiked hair, hair carvings, mohawks) or coloring a full head of hair with an extreme color are not allowed.
14. Pierced jewelry is limited to the ears only. Other piercings must be removed before entering the building.
15. Capes and other costumes of any type are not to be worn at school except for specific spirit or dress-up days designated by school staff.
16. There may be special days when the dress code may be relaxed or altered as defined by the principal.

Osmond Elementary School utilizes the poster below as a visual for students, staff, and parents to better understand several aspects of the above outlined dress code and to encourage compliance.

Osmond Elementary School will follow the district protocol for instances of non-compliance regarding the dress code.

#### **Protocol for Dealing with Non-Compliance of the District Dress and Appearance Code**

We believe that students and parents will use common sense in dress and appearance. We reserve the right to determine student compliance on dress code and appearance in relation to our policy.

We believe that within cultural norms and limits designated by the schools, students have a right to choose what they wear and how they appear. With every right comes a responsibility. With the right to choose what to wear and how to appear, comes the responsibility and the expectations to conform with generally accepted community, cultural standards of dress and appearance and not affront community standards.

Schools will train personnel in this protocol as the responsibility for ensuring compliance with the code rests on all school personnel. Because teachers and administrators interact most closely with students on a regular basis the primary responsibility for ensuring compliance will rest with them.

School personnel will be expected to communicate with students whenever they observe non-compliance with the code. In doing so they will be discreet and courteous, attempting at all times to preserve the dignity of the student.

Students who attend school or school functions (an activity designed primarily for students and not generally regarded as a public activity) dressed inappropriately will be required to change clothes before attending class or the school function.

Generally, schools will administer the dress code policy following their school discipline policy

## ~ OSMOND ELEMENTARY DRESS CODE EXAMPLES ~

You can find the complete dress code under documents at [osmond.lcsd2.org](http://osmond.lcsd2.org)

*Holes in the knees are allowed. However, any holes above the knees must be lined with other fabric or leggings/tights underneath so the skin is not visible.*

**NO**



**NO**



**YES**

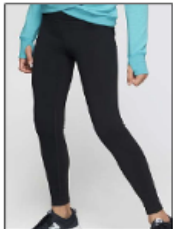


**YES**



*Shirts that cover the bottom must be worn with leggings.*

**NO**



**YES**



*Shorts must come below fingertips.*

**NO**



**NO**



**YES**



**YES**



*Bare midriff shirts and sleeveless shirts are not to be worn.*

**NO**



**NO**



**NO**



**YES**



**YES**



*Skirts & dresses need to come to the kneecap or be worn with leggings.*

**NO**



**YES**



**YES**



**NO**



**YES**



*Hats and bandannas are not to be worn.*

**NO**



**NO**



*Distracting hairstyles are not allowed.*

**NO**

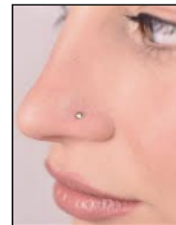


**NO**

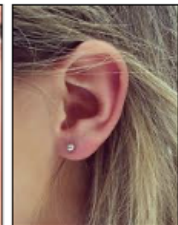


*Pierced jewelry is limited to the ears*

**NO**



**YES**



## **What is Title 1?**

At Osmond Elementary we have a school-wide Title 1 program. Schools qualify for Title 1 services based on the percentage of enrolled students in economic need. This qualification is based on the number of students in the free and reduced-price lunch program.

Any student enrolled at Osmond, who needs extra academic help, is eligible for assistance. All students at Osmond complete a universal screener in reading three times per year. These test results along with teacher recommendations are used to identify students needing supplemental instruction.

Here at Osmond Elementary, we use the majority of our funds for our Title 1 paraprofessional team. With this team, we are able to offer small instructional groups to meet the needs of our students.

## **Teacher Qualifications**

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know.

You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline.

You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

## **Lincoln County School District #2 School Policies**

The following pages contain copies of LCSD#2 policies that are of particular interest to parents. We are including them in the handbook in an effort to make them more accessible. All district policies may be found on the district website at

<https://go.boarddocs.com/wy/lcsd2/Board.nsf/Public>

### **Administering Medicine to Students (JHCD-R)**

Medications should be limited to those required during school hours, which are necessary to maintain the student in school, and those needed in the event of an emergency.

When the parent requests the school to administer medication the following procedures must be followed:

1. In general, schools and school personnel will not purchase medication of any kind for the purpose of providing to students. The school nurse does purchase items like ointments for students with minor cuts and abrasions and provides this to schools. Questions about basic first aid materials should be directed to the building administrator and school nurse.
2. Each building principal, in collaboration with the school nurse, will authorize a primary designee and an alternate designee to administer medication provided by parent/guardian during school hours. The school nurse is responsible for training designees and supervision of their administration of medication.
3. The school nurse will check with the building principal and/ designee weekly for new medication brought to school by the parent/guardian and/or for changes made by physician / parent to a current LCSD#2 Medication Administration Authorization Form.
4. All medication required by students in school must be brought to school by the parent/guardian, in its original container, clearly labeled, with a completed LCSD#2 School Medication Administration Authorization Form. The school nurse or designee may allow the "first administration of prescription medication" to occur with a physician's note. Further administration of prescription medication will not occur until the authorization form is completed.
5. Except as otherwise allowed in this procedure, students must take all medication in the presence of the designated school personnel. The district nurse will set guidance for situations when students may require medication during school when the student is not in the building: field trips, activities, etc.
6. All medication will be stored in a designated area that is to remain locked when not in use. Parent / guardian is responsible for picking up the medication at the end of the school year. The school nurse will properly dispose of any medication not picked up at the end of the year.
7. Medication administration records will be kept in the event a parent should have concerns as to whether a child has or has not received his or her

- medication for that day. Protocols set by the nurse will be followed in case of an error in administering medication (including missed time).
8. Older and responsible students may be allowed to self-medicate / self-administer upon parent request, and approved by the school nurse and building administrator. 1) This could include medication carried by the student for life-threatening conditions as outlined by the health provider. 2) Over the counter medication to meet the unique needs of the student. 3) Notification by the parent for self- medication must include their acknowledgement that the school bears no responsibility for ensuring the medication was taken.
  9. Students not following any of the above procedures, including sharing of medication with peers, will result in immediate notification of parents, and potential disciplinary procedures.
  10. In accordance with standards of nursing practice, the school nurse may refuse to administer, or allow to be administered, any medication which based on his/her assessment and professional judgment has the potential to be harmful, dangerous and inappropriate. In this case the parent/guardian and licensed prescriber shall be notified by the school nurse and the reason for refusal explained.

### **Medication Defined**

#### **Prescription medication:**

1. This medication will be administered with written orders and instructions from the student's physician detailing the name of the drug, dosage, route, times to be administered, precautions, potential reactions and when the medication is to be discontinued.
2. School personnel will administer no medication unless and until a medication consent form is completed and signed by the physician and the parent/guardian. It is the responsibility of the student's parent/ guardian to see that the physician signs the consent forms.
3. Any change in dosage, time to be administered or discontinuation of administration must be in writing from the physician.
4. All consent forms must be renewed annually or anytime a medication is changed.

#### **Non- prescription medication (over the counter):**

1. This medication shall be administered when a medication consent form is completed and signed by the student's parent/guardian detailing the name of the drug, dosage, times of administration and when medication is to be discontinued. All consent forms must be renewed annually or anytime a medication is changed.
2. Non-prescription medications must be sent in the original labeled container with the student's name written on it. Expiration dates will be checked. The school nurse has the flexibility based on professional judgment to ask for more information.

**Non – prescription (Natural Products):**

For safety and protection of students, in addition to Policy JHCD and the above procedures, natural products will not be given in the school unless approved by the FDA and the following criteria are met:

1. A properly labeled container is provided
2. Use for children/young adults is indicated
3. Appropriate dosing for children/young adults is clearly stated
4. Possible side effects are listed
5. Parent/guardian signature is provided with a note stating the need for the product to be taken during school hours.
6. The student's health care provider may be notified by the school nurse to verify safe use of natural products if the student is also taking currently prescribed or over the counter medication.

Updated: April 9, 2013

ADOPTED: SEPTEMBER 12, 1991

APPROVED: OCTOBER 19, 1988

Lincoln County School District #2, Wyoming

**District Attendance Policy (JED)**

1. The Board of Education embraces the philosophy that regular attendance of pupils is basic for school success. The Board supports the policy that while it is the parents' duty and responsibility to determine the child's attendance at school, the school shares this responsibility with the parents. In some cases, it may be the duty of the school not to condone certain parentally approved absences. The Board accepts the following guidelines for encouraging regular attendance.
2. Pursuant to W.S. 21-4-101 (a)(i), and in accordance with this policy the following definitions are given:
  - A. Excused absences shall be those absences for these reasons:
    1. Personal illness
    2. Funerals, weddings, deaths, or extraordinary events with the family
    3. Medical or dental appointments not possible other than school time.
    4. Family emergencies
    5. School related business or activities with the sanction and approval of the school
  - B. Unexcused absences or all other absences not defined as excused.
  - C. Each school will establish procedures in compliance with

3. Any pupil who exceeds the allowable number of unexcused absences in a term may lose credit in the class or be subject to consequences according to each school's procedure.
4. Building principals are designated by the board as attendance officers in accordance with W.S. 21-4-103.
5. In cases where students miss more than the allowable number of absences, they will be referred to the school-based intervention team.
6. Each school will implement an appeals process allowing parents to request an exception to this policy.

SEE PROCEDURE JED-R

Updated: January 10, 2013

AMENDED: February 9, 2012

ADOPTED: March 9, 1978

Lincoln County School District No. 2, Wyoming

### **Unpaid Student Meal Debt (EFDA)**

The National School Lunch Program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The Food Service Director and/or the Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The food service program will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch Program.

Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunch from home and to purchase beverages to supplement home-prepared lunches.

Receipts from the food services program will be used only to pay regular food services operating costs. Board policy EC does not allow for outside or community use of school kitchens.

The district expects that parents take financial responsibility for their student's meals and has adopted these procedures for collection of payment, which include, but are not limited to:

- Payment is expected in advance of the students eating each day and parents are expected to maintain a positive meal balance throughout the year.

- Below zero balances will be communicated to parents by the following medias: note sent home with student and automated recording through school announcement system by phone. If negative balance grows to \$10.00 the school principal will contact the parents directly to arrange for payment.
- If the child continues to arrive at the school without a packed lunch, or funds to purchase meals, the case will be considered for referral to the Department of Family Services.

Refunds for families withdrawing from the district may be processed through the office by filling out a voucher form. The request will be processed and paid after the next regular school board meeting and approval of bills. Graduating seniors may transfer leftover lunch balances to siblings or request a refund through the procedure listed above.

All students will receive a hot lunch if they have money in hand to pay for the lunch without regard to whether or not they have a charge balance. A la carte items may not be charged.

Students who are eligible for free or reduced-price meals will always be provided a reimbursable meal, even if the student owes money.

While the school could deny a meal to a student who pays full price and who does not provide the payment for that meal, the initial procedure will be as set forth above.

Parents will be responsible for paying for student's meals and any charges incurred prior to submission and approval of an application for free and reduced lunch (and after the Federal Guideline carryover period, if applicable). A new application must be submitted each school year. Applications may be sent home at the beginning of each school year, are posted on [www.lcsd2.org](http://www.lcsd2.org) under the Nutrition Services tab, and are available in each school main office. Meal benefits may be applied for any time during the year. Assistance with filling out an application may be obtained by contacting the district office.

All building administrators will be responsible for collection of any unpaid lunch balances at their buildings on or before the last day of school. Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss, which cannot be absorbed by the non-profit food service account.

Lincoln County School District No. 2 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit for a course that has been successfully completed until the unpaid meal charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of effort to collect a delinquent account that it will not be paid, the district may

consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students have the opportunity to participate in the National School Lunch Program. Parents of a student with a negative balance may contact the Food Services Director for information and support in providing their child with a healthy, quality school lunch.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

ADOPTED: June 8, 2017  
Lincoln County School District #2, Wyoming

### **Harassment, Intimidation and Bullying (JICFA)**

Harassment, intimidation or bullying of students at school is prohibited.

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

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; or
2. Insulting or demeaning a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Is so sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or group of students.
4. Harming, insulting, or demeaning a student or group of students that are in a state or federal protected class (see policy ACA).

“Written” acts include, but are not limited to handwriting or typed communications, e-mails, text messages, blogs and other forms of electronic communications, including, but not limited to: email, cell phone and pager voice, text, still photograph, or video messages, instant messaging, defamatory personal web sites, social networking sites, and online personal polling sites or journals, to support deliberate and harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

A “school” as defined in this policy includes a classroom or other location on school premises, a school bus or other school related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school

premises, and any other program or function where the school is responsible for the child.

Students shall conduct themselves according to the rules and policies of the school district and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment or intimidation shall be subject to disciplinary action, up to and including suspension or expulsion.

Students who witness harassment, intimidation or bullying of another student are encouraged to anonymously or otherwise report that conduct to a school staff member as soon as possible. Any staff member receiving a report shall forward that information to the administration. The administration will then collect as much information as possible, including, but not limited to, a description of the conduct, date, time and location of the incident, and the names of the individuals involved.

The administrator or his/her designee conducting the investigation shall document the findings and conclusions of the investigation. Based on the findings, the administration shall take appropriate disciplinary action toward the student or students.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation or bullying shall be subject to discipline, up to and including suspension or expulsion.

When the school determines that a student has been harassed, bullied or intimidated in violation of this policy, administration will implement steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation.

Any student who is found to have made a deliberate or intentional false accusation, report or complaint is subject to discipline, up to and including suspension or expulsion.

At the start of each school year, every building principal shall ensure that the districts harassment, intimidation and bullying policy is reviewed with all students. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's website in a manner to be determined by the superintendent or his/her designee.

The school district shall incorporate training and education on this policy in its professional development programs and the policy shall be provided to volunteers

and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-312(a)(i)

ADOPTED: December 10, 2009

Lincoln County School District #2, Wyoming

### **Weapons In School (JICI)**

Possession of a weapon on school property or at any school sponsored activity is prohibited. A person found to be in possession of a weapon on school premises before, during, or after school, or at any school sponsored activity, will be subject to administrative and/ or legal action. The Board of Trustees shall, subject to the case-by- case modification permitted by this subsection, require the district superintendent to expel from school for a period of one (1) year and student determined to possess, use, transfer, carry, or sell a deadly weapon as defined under W.S. 6-1-104(a)(iv).

Deadly weapons as defined in Wyoming statute are firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article previously identified as a weapon as defined above. Such weapons will be submitted to the appropriate law enforcement agency. Articles previously identified above and any other article deemed a weapon will be confiscated and disciplinary and/or legal action will be taken. The appropriate law enforcement agency will be called.

The following conditions constitute interpretations which permit exceptions to the possession or use of weapons:

1. Weapons which are under the control of law enforcement personnel;
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal; and,
3. Weapons properly registered and handled during the community use of school facilities.

Updated: May 10, 2012

ADOPTED: June 22, 2006 October 12, 1994

Lincoln County School District #2, Wyoming

### **Notification of Ferpa (JRAA)**

Under the direction of the Superintendent, school officials (Principal, Counselor, or principal's designee) of Lincoln County School District No. 2 will annually notify parents and eligible students (students who have reached the age of 18 or who are legally emancipated) of their rights under FERPA (Family Rights and Privacy Act) to request information contained in student educational records.

Notification will be provided directly to parents and eligible students at the beginning of each school year and after any substantive change in such legislation. This notification will provide information concerning the following:

- The right to inspect and review education records.
- The right to request an amendment of education records.
  - Requests to amend educational records must be made in writing and prior to or at the completion of a grading period as to ensure adequate time for recording data to the record.
- Types of information the district has designated as directory information.
  - To ensure appropriateness of information and the legitimacy of personally identifiable information that may be disclosed to school personnel without parental or students' consent.
- Procedure to opt-out of disclosure of directory information.
- The right to file a complaint with the Family Policy Compliance Office in the United States Department of Education.

SEE PROCEDURE JRAA-R

AMENDED: May 10, 2012

AMENDED: July 18, 2007

ADOPTED: June 5, 2004 (PPRA content moved to JRAB)

Lincoln County School District #2, Wyoming

### **Student Privacy Protection and Parental Right To Inspect Certain Material (JRAB)**

#### **Parental right to inspect surveys:**

The parents of a student enrolled in Lincoln County School District #2 shall have the right to inspect, upon written request, a survey created by a third party before the survey is administered or distributed by the school to the student. Upon receiving such written request, the school shall provide the parent requesting such survey information, a copy of the survey prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, the school district shall, within a reasonable time before distributing that survey, give notice to parents of the students to whom the survey is directed. This notice shall:

- Describe the survey;
- Indicate who will have access to the survey results;
- Indicate whether the survey is anonymous;
- Inform the parents of their right to inspect the survey; and
- Notify the parents that their child is not required to respond to those particular subjects listed above.

If a parent desires that his/her child shall not take the survey, that parent must notify the school in writing of his/her request.

Occasionally, the school may administer surveys involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, or for otherwise providing that information to others for that purpose. The school district shall notify parents at the beginning of the school year when such surveys may be administered, or when they are expected to be scheduled. In the event of the administration of such a survey, the school district will take measures to protect student privacy.

Each parent of a student at Lincoln County School District #2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

**Parental right to inspect instructional material:**

Any parent of a student of Lincoln County School District #2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Principal's office. Upon receiving such written request, the Principal, or his/her designee shall respond to the written request by notifying the parent when he/ she

may inspect the requested material. The Principal or his designee shall respond within a reasonable time following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written request.

**Physical examinations and screenings:**

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to: hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled including a description of each screening. The school district may require students to obtain physical examinations prior to participating in any athletic or extra- curricular activities. The school shall notify the parents of any non- emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student or of other students.

Parents who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such scheduled screening or examination, and such written notice shall specifically state that the parent does not want his/her child to be subject to the particular screening or examination. The school district may also perform physical examinations or screenings without notice to the parents in an emergency situation where a student has been injured in a manner which required immediate attention.

SEE PROCEDURE JRAB-R

ADOPTED: July 18, 2007

Lincoln County School District #2, Wyoming