

Jeffrey City Elementary Student/Parent Handbook



Andrew Lanz-Ketcham, Principal
Scott Hemingway, Teacher

375 Bob Adams Avenue
Jeffrey City, Wyoming
307-544-2254

Mailing: 615 Popo Agie Street, Lander, Wyoming 82520
307-332-6690 www.landerschools.org

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Scott Hemingway, Teacher

shemingway@landerschools.org

Lindy Hemingway, Paraprofessional

Andrew Lanz-Ketcham, Principal

alanzketcham@landerschools.org

Sarah Heinrich, Administrative Assistant

sheinrich@landerschools.org

Jeffrey City Elementary Vision

By setting high expectations and providing diverse learning opportunities,
we will empower students to succeed in careers, college, and life.

Jeffrey City Elementary Mission

In partnership with families and community, we educate students to become responsible
citizens who respect one another and have the motivation, skills, and knowledge to succeed.

Jeffrey City Elementary Goals

Goal 1: All students will demonstrate safety and orderliness in the school environment.

Goal 2: All students leaving Jeffrey City Elementary will be at or above grade level in language arts.

Goal 3: All students leaving Jeffrey City Elementary will be at or above grade level in mathematics.

School Hours

8:00 a.m.	School begins
3:00 p.m.	Dismissal on Monday, Tuesday, Thursday, and Friday
12:00 p.m.	Dismissal on Wednesday



Attendance

If your child will be absent please contact Mr. Hemingway. In the event that the students are traveling to Lander, please call or email Sarah Heinrich at Gannett Peak Elementary, 307-332-6690/sheinrich@landerschools.org, so she can verify the day's attendance.

Safety

Your child's safety is very important to us at Jeffrey City Elementary. All the doors are kept locked during the day. If you need to visit the school please call ahead so Mr. Hemingway is expecting you. When you arrive you will need to ring the doorbell so she can let you in. Thank you for helping keep our children safe.

Meeting with Mr. Hemingway

Our district makes every effort to guard your child's instructional time. We want our teacher engaged with students during school time rather than meeting with others.

Mr. Hemingway will be available to meet with parents before or after school by appointment. Please e-mail or call before or after school to arrange a time at the school, 307-544-2254 or on the cell , 307-540-8254.

Visitors to the School

To protect your child's instructional time, parents or citizens who wish to visit the school must prearrange the visit, including before and after school hours, so that disruptions are kept to a minimum. Teachers are not expected to take class time to discuss individual matters with visitors.

ALL VISITORS MUST SIGN IN AND WEAR A VISITOR STICKER WHILE IN THE BUILDING.

Picking Up Your Child During the Day

Parents who need to pick up their child during the school day must check their student out.

Transportation

If your child will ride a bus please contact our Transportation Department at 307-332-3798. They will be able to give you information on the bus and approximate pick up and drop off times.



Weather/Recess

Students will not be outside for any recess if it is raining hard or the wind chill is less than 0 degrees. It is a parent's responsibility to make sure their child is dressed appropriately for the sudden changes in Wyoming's weather. One of our responsibilities is to provide time for free play activities and instruction in fitness and group games. **All students are required to participate in daily recess unless the school receives a doctor's notice beforehand.** No food or drinks are allowed to be consumed on the playground.

School Closures

If for any reason it is necessary to close school at Jeffrey City Elementary, the parents and community will be notified in the following manner.

1. FCSD#1 Superintendent or Business Manager will contact the Director of Transportation and the Jeffrey City Principal with the news of the closure.
2. The Principal will contact the Teacher and with the help of the Teacher will contact the student's families.
3. The Director of Transportation will contact the bus driver with news of the closure.
4. Parents may be notified through the district's automated Messenger system.
5. Closures will be announced via the radio and/or other media sources as soon as possible.

The district will set the makeup date and families will be notified by the teacher.

Parent Communication

The school sends notes, bulletins, newsletters and other notices to parents and guardians. Please ask your child and check backpacks often for these notes of interest. Information is also posted to the school's website at www.landingschools.org. Remember to visit the site for important messages.

Drills and Emergency Procedures

Students will be informed of procedures to be followed in case of fire or crisis. Drills will be practiced on a regular basis. In case of a crisis, it is advised that parents not contact the school as it may tie up the

phone lines to area emergency services. Parents are advised to monitor local radio stations for further information.

Dress Code

Student dress and personal appearance should not disrupt or distract from the learning environment of the school. School personnel will intervene and parents will be notified to bring a change of clothing when clothing is considered inappropriate or offensive. Hats or other head coverings can ONLY be worn before or after school and during recesses. The following clothing/apparel is inappropriate at school except on specifically designated day(s):

1. Wearing of hats/hoodies while inside building
2. Sunglasses in the building
3. Clothing with distasteful designs or lettering
4. Clothing or accessories that ridicule a particular person, group or signifies gang membership
5. Alcohol/drugs/beer/tobacco/profanity/sexually suggestive logo clothing
6. Revealing clothing
7. Dresses, skirts, or shorts which are too short
8. Bare feet

Homework

Homework is an assignment made by a teacher to be completed at home. Parents are encouraged to remain aware of their children's homework, show an interest, and encourage their children whenever possible. It is very important that students get their make-up work completed in a timely manner. A request should be made for homework only if your child has been absent for more than one day. Parents should request homework before 9:00 a.m. and it may be picked up after 3:00 p.m.

Report Cards

Jeffrey City Elementary will provide information on individual student performance to parents through quarterly report cards, parent/teacher conferences, and individual pre-arranged appointments with teachers and staff as needed.

Valuable Possessions

Bringing valuable items to school is discouraged. Any item brought to school is the responsibility of the student who brought it. The school is not responsible for damaged or lost personal items.

Phone Policy/Cellular Phones at School

Students will be allowed to use the school phones for emergencies only. Cellular phones brought to school by students must be turned off during the school day. Any students NOT complying with this request will have their phone confiscated until the end of the school day.

Field Trips

During the school year, students are expected to participate in all planned field trips. A permission/medical release form must be completed at the beginning of each school year giving permission for your child to participate in any of these trips throughout the year.

Parent Volunteers

We encourage parent and community members to help enrich our education program by sharing their time and expertise on a weekly, monthly, or one time only basis. To ensure the safety of students, FCSD#1 requires that all volunteers who regularly work with students complete the district volunteer paperwork and undergo a criminal background check.

Fund Raising

The principal must approve soliciting (selling things at school) by students or others. This also includes handing out informational leaflets or seeking donations.

Bicycles, Skateboards, Roller-blades, Scooters and Electric Scooters

These items should not be used during school hours and may be stored at school. If students ride a bicycle to school, they should park it in the racks as soon as they arrive at school. No bike riding is allowed on school property. The school does not assume responsibility for bicycles and we suggest keeping them locked.

Traffic Safety

Students who walk to school should use sidewalks, marked crosswalks, and obey all traffic rules.

Lost and Found

Ask the teacher for the location of the lost and found.

Gannett Peak and Baldwin Creek Health Offices

Services and testing for Jeffrey City students are conducted through the Gannett Peak and Baldwin Creek Health Offices and include:

Health Evaluations	Hearing and Vision	Chronic Illness	Medical
	Screenings	Management	Assistance/Care
			Coordination

Health office records are kept on each child. Records include immunizations, health screening results, allergies, and any information about chronic illnesses and disabilities. All records are confidential and only shared with other school personnel on a need-to-know basis. Collaboration between parents and the Health Office is essential and encouraged! If you have concern about immunization compliance, please contact the Gannett Peak Elementary Health Office at 332.6690.

The Health Office can assist families with obtaining financial assistance for medical treatment, glasses, and specialist's exams. Example: Lion's Club vision assistance, Public Health Services, etc.

Illness and Injury

If your child becomes sick or is injured during the school day, Mr. Hemingway will contact the parent.

Medication Policy

Prescription and non-prescription medications may be given at school. A parent must deliver the medication in the original container and a written parental consent form must be signed before medications can be dispensed. Permission forms for administration of prescription medications must also be signed by a medical professional. Forms are available from Mr. Hemingway or through email.

Immunizations

In compliance with Wyoming School Immunization Law and Fremont County School District One Board of Trustees policy, any student enrolling initially or transferring from an out-of-district school shall provide within thirty (30) calendar days a record of immunization against vaccine preventable diseases as designated by the state health authority. Students who have not received the required immunizations within thirty calendar days of enrollment will be excluded from school attendance. Exemptions are allowed for documented medical or religious reasons and may be obtained only from the state health officer. Exemption applications are located in the school's health office, and can be submitted to: Wyoming Department of Health, 6101 Yellowstone Road, Suite 420, Cheyenne, WY 82002, Attn: Immunization Exemptions. Please contact the health office with questions or information regarding immunization requirements.

WeTip Crime Prevention

Your school and community urge that if you or your children have information about:

- Vandalism
- Theft
- Drugs
- Threats
- Weapons
- Or any other illegal activities

Call this WeTip number 24 hours a day and report your concerns. No one will ask your name. You will remain anonymous. Up to \$1,000.00 reward – call 800.78.CRIME (800.782.7463) – www.wetip.com
Be Aware....Be Alert...If you see someone with a weapon at school, hear about a crime, or a dangerous situation, you can make a difference. Be aware and be alert. Write down everything you can remember about what you saw or what someone told you as soon as you can. Don't rely on your memory. It is easy to get things mixed up or forget details, especially if you were the victim or if you were at the scene of the crime. Be as exact as you can and try to avoid guessing. Wrong information is

worse than no information at all. Keep a copy of the information that you write down. Then call to WeTip anonymous hotline and report the crime to the operator at **1.800.782.7463**.

The operator will ask you several questions about the crime and ask you to describe the situation as briefly as possible about what, where, when, how, and who did it. Do not hang up until the operator gives your case number and tells you that the call is finished.

Possession of Weapons

It is the intent of the Board of Trustees to prevent weapons from being brought onto school property and into school buildings. Weapons include objects when used inappropriately by someone, could cause harm to any person on school property. Possession/use of any dangerous or deadly weapon in any school building (including buildings/property where students are assigned off-campus), on school grounds, in any school vehicle, any other vehicle assigned by the administration to transport students and staff, or at any school-sanctioned activity, is prohibited. Those who access and/or utilize the public schools shall not possess, handle, transmit, or conceal any object that could be used as a weapon or cause harm to another person. Weapons shall be defined as any item/object that can be construed as a weapon, such as, but is not limited to guns of any type, facsimile weapons (toy weapons that resemble real weapons) Ninja stars, slingshots, bludgeons, knives, any kind of pocketknife, laser pointers/pens, chains, etc. If a pocketknife is inadvertently brought to school and voluntarily handed in at the school office, no disciplinary action will be taken. An exception to this policy may be approved by the Superintendent, or designee, in consultation with the Board attorney. The Board will be notified of any exceptions.

Consequences:

The possession or use of any item construed as a weapon shall require disciplinary proceedings to begin which may include discipline, suspension and possibility of expulsion. The following proceedings shall be immediately initiated by the principal or his/her designee:

- A. Notify parents. (student infraction only)
- B. Notify SRO/police.
- C. Immediately initiate proceedings for disciplinary action.

Use of Tobacco, Alcohol and Drugs

The use of alcoholic beverages, tobacco, dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The illegal use of legalized (over the counter) products will also constitute violation of this policy.

Drug Free Zone

It is unlawful to manufacture, distribute, dispense, possess or use of a controlled substance, as that term is defined by state and federal law, while on school district property.

Special Services - BIT (Building Intervention Team) Referral

The following services are provided for students who qualify through a screening process: remediation in reading and math, special education, speech therapy, occupational therapy, physical therapy, social worker/counseling, Title I, 504, and LEP (Limited English Proficiency). Parents or teachers may request screening. Once a request has been made, the parent is invited to the Building Intervention Team (BIT) meeting to consider the referral and make one of the following recommendations:

- A. Additional interventions by the classroom teacher and/or non-special education services provided in the building i.e.: tutoring, individual interventions, behavior plans, and etc.
- B. Referral for Special Education assessment

PARENT POLICY

Time will be made available for parents and community members to express concerns and offer comments about the current school improvement plan as well as contribute ideas to be considered for interventions and activities in the future. Those parents and other community members who are unable to attend will be notified through newsletters, and personal contact about the opportunities for involvement in various capacities at Jeffrey City Elementary.

Jeffrey City Elementary will provide information on individual student performance to parents through mid-quarter progress reports, report cards, parent/teacher conferences, and individual appointments with teachers and staff as needed.

Jeffrey City Elementary parents will have access to an annual school and district report card as part of the school improvement process. The report card will include, but is not limited to, group statistics on achievement and assessment data relating directly to the goal areas in our school improvement plan.

DISTRICT POLICIES AND PROCEDURES

PARENTS RIGHT TO KNOW

- A. **QUALIFICATIONS**—At the beginning of each school year, a local educational agency that receives funds under this part [referring to Title I] shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 - (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications

B. **ADDITIONAL INFORMATION**—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent.

- (i) Information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part; and
- (ii) Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Public Law 107-110

FREMONT COUNTY SCHOOL DISTRICT #1 PARENT INVOLVEMENT POLICY

August 2003

Approved 2/3/04

As established by No Child Left Behind legislation Section 1118(a), Fremont County School District #1 has (1) developed a policy jointly with parents (2) received parent approval for the Parent Policy and (3) distributed the policy to parents. Based on the needs assessment of 2002-03, Fremont County School District #1 will take the following steps to ensure parent involvement in the educational process:

1. Parents and community members were and will continue to be involved in the development of the Consolidated Grant (including Title I, part A, Title IIA, Title IID, Title III, Title IV, Title V, Title VIB Flow through, Title VIB-Preschool, and Perkins) in the following ways:
 - a. Parent school climate survey
 - b. Parent technology survey
 - c. Parents Interested In Education (P.I.E.) groups at each school completed constituent input forms.
 - d. Parents/Community members are asked to serve on committees as needed (ongoing)
2. Schools and parents capacity for strong parental involvement will be built by using technical assistance and professional development opportunities.
 - a. The district’s website will provide information on district, school, and staff as well as Wyoming state and district academic standards targeted at each grade level.
 - b. Each school in the district will produce and distribute timely newsletters to parents that include pertinent information including how parents can help improve their children’s achievement in school.
3. An annual evaluation process of parental/community involvement will be conducted at the end of each school year. The evaluation will look at barriers to parental/community involvement, level of parental/community involvement, and strategies to increase involvement of all constituent groups. The evaluation will consist of:
 - a. Parent/community surveys
 - b. Parent/community forum discussions

4. Information gathered from the evaluation will be used to:
 - a. Plan the school calendar
 - b. Develop targeted strategies to increase parental/community involvement
 - c. Revise the parent/community policy as needed
 5. Parents/community members are enabled to play these key roles:
- | | | | |
|---------|-----------|----------|----------------|
| Teacher | Supporter | Advocate | Decision maker |
|---------|-----------|----------|----------------|

DISCRIMINATION

Fremont County School District #1 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, sexual orientation, veteran status, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Assistant Superintendent for Curriculum & Assessment (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 400 Baldwin Creek Road, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82202-0050, or telephone (307)-777-6218; or Office for Civil Rights, U.S. Department of Education, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Telephone: 303-844-5695; FAX: 303-844-4303; TDD: 877-521-2172; Email: OCR.Denver@ed.gov. The District hires only U.S. citizens and lawfully authorized alien workers.

FREMONT COUNTY SCHOOL DISTRICT #1 HOMELESS ASSISTANCE NOTICE

Pursuant to the No Child Left Behind Act of 2001, the purpose of this notice is to provide you with information regarding the general rights provided by TitleX, Part C (b) of the No Child Left Behind Act of 2001.

If your family has become homeless during an academic year or between academic years, your child shall continue to attend the school he/she has been attending for the duration of the family's homelessness. If the family becomes permanently housed during the academic year, the child shall remain in the school in which he/she is already attending.

You may enroll your child in any public school attended by non-homeless students who live in the same attendance area in which your child is actually living and eligible to attend. If you wish to enroll your child in a different school than the one he/she is currently attending, you must notify the local homeless

liaison in writing of your desire to enroll your student in another school in which he/she is eligible to attend.

Information about the identification process and specific services is available from the schools and the local homeless liaison. Contact information for the local homeless liaison is available at each school, published in the student handbooks, and on the district website.

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison Renee Cook, Federal Program Telephone: 335.0405
e:
School Address: Central Office 400 Baldwin Creek Road Lander, WY 82520

- *Who is considered “homeless”?* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.

- *What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:
 - Immediate enrollment in school and, when desired or feasible, at the “school of origin.”
 - Prompt provision of necessary services such as transportation and meal programs
 - Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, and preschool.
 - Academic assistance through the district’s federally funded Title I program.
 - Parent or guardian involvement school activities.

- *What is the “school of origin”?* The term ‘school of origin’ means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district’s responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.

- *What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Gannett Peak Elementary to notify you and obtain consent or allows you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”)

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under Wyoming Law.)

NOTIFICATION OF RIGHTS UNDER FERPA

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the Elementary School receives a request for access.

Parents or eligible students should submit to the Elementary School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Elementary School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the Elementary School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Elementary School as the administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Fremont County School District One Board; a

person or company with whom the Elementary School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Fremont County School District One has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted in July, 2010, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Fremont County School District One developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building

materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Fremont County School District One to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the administrative office of the school during regular business hours. Monte Richardson is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 307-332-6690.

REGISTRATION AND ENROLLMENT

GENERAL ENROLLMENT: Proof of age must be shown when a child is registered for Kindergarten or First Grade with a state-issued certified birth certificate (not hospital issued) and a current immunization record is required on all students. In accordance with the State of Wyoming school law, “A pupil may register in kindergarten in the public schools of this state in the year in which his/her fifth birthday falls on or before September 15. To be eligible to enroll in First Grade a child must be six (6) years of age on or before September 15.

ALCOHOL/TOBACCO/DRUG USE AND ABUSE BY STUDENTS

The use of alcoholic beverages, tobacco, dangerous substances, or illegal drugs by students or possession of such by students in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited to be in any school building, on school grounds, or at any school function while in possession of or using any tobacco product or under the influence of alcohol, dangerous substances, or illegal drugs or following the immediate prior use of alcohol, dangerous substances, or illegal drugs. The reference herein to “dangerous substances” is intended to prohibit the use, possession, or distribution, including smoking, huffing, inhaling, consuming, absorbing, or otherwise ingesting a substance for the purpose of generating a high or rush, otherwise altering the mental processes or impairing the student’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Examples include, but are not limited to: inhaling products like correction fluid, rubber cement, or airplane glue; and, consuming larger-than-prescribed quantities of alcohol and/or drugs containing medications like cough syrup. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

Any student suspected of being under the influence of alcohol, dangerous substances, or illegal drugs or whose immediate prior use of alcohol, dangerous substances, or illegal drugs is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation.

To help students who are identified as abusing alcohol, dangerous substances, illegal drugs, or tobacco products, District and community resources may be recommended to the student and their parents/guardians. The responsibility of correcting an identified problem is that of the student and

his/her parents or guardians. District counselors and social workers may be accessed for support and direction in these matters.

The District has developed and implemented content standards in the K-12 curriculum that educate students about awareness and understanding of the dangers inherent in the use or abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. It is the students' responsibility to learn these content standards and to apply them to their personal lives.

Each building principal has developed and implemented regulations within their school governing the consequences for use and abuse of alcohol, dangerous substances, illegal drugs, or tobacco products. These rules are communicated in their respective student/parent handbooks that are approved by the Board of Trustees on an annual basis.

The Board of Trustees reserves the right to enforce infractions of this policy by expulsion or long term suspension regardless of the determined level of offense at any school within the district.

Adopted: October 17, 2000
adopted: February 15, 2011

Revisions

STUDENT ABSENCES AND EXCUSES PROCEDURES

Fremont County School District #1 K-8 Schools

The Board of Trustees of Fremont County School District One accepts the responsibility of providing district students with the best possible education. Regular attendance by all students is of prime importance in the educational process and their ability to maximize the effectiveness of the school's educational program. Therefore, it is the responsibility of the student to attend all classes and to keep absences to an absolute minimum. Accountability for all absences lays with the student and his/her parents or guardians.

In order to adequately document and respond to frequent student absences and tardies the following procedures shall be followed:

Tier 1 BUILDING LEVEL PROCESS

1. Student Services Secretary (SSS) calls parent/guardian on all unverified absences and tardies and records the information in the student data system (Infinite Campus).
2. At the third unverified absence or fifth unverified tardy, the SSS sends a letter to the Parent. This is generated from Infinite Campus. The SSS also informs the principal that the student is of concern.
3. At the fourth and fifth unverified absence or eighth and ninth tardy, the SSS informs the Principal and they or a designee (social Worker, counselor, etc.) contact the parent/guardian to explain the concerns.
4. At the sixth unverified absence or the tenth unverified tardy, Form 1 from the District Share File is completed and submitted to the Dropout Prevention Coordinator. Form 1 (found on the

BIT-RTI Share file) documents the specifics of the contact with the parent/guardian and child.
See JED-E

Tier 2 DISTRICT LEVEL PROCESS

1. When a building submits the Form 1 to the Dropout Prevention Coordinator, the Coordinator sends a letter to the parent/guardian with a SARB (Student Attendance Review Board) invitation
2. The Coordinator completes the referral process to the SARB and establishes meeting time(s).
3. The Coordinator determines the need for the BIT (Building Intervention Team) involvement based upon the extenuating circumstances of each case.

Tier 3 COUNTY ATTORNEY, DEPARTMENT OF FAMILY SERVICES REFERRAL PROCESS

1. The Coordinator reviews the documents from the SARB process.
2. The Coordinator presents case material to the County Attorney or Department of Family Services for legal action when appropriate.

Adopted: May 17, 2011

BACKGROUND CHECKS FOR VOLUNTEERS

Individuals who volunteer to share their time, talents, knowledge, and efforts with students provide a valuable service to the District. However, it is the District's responsibility to ensure that student safety is the primary consideration as volunteers are approved.

All volunteers will be asked to complete the District's **"Volunteer Information Form."**

All individuals who volunteer to assist with school activities under the following circumstances must undergo screening through a nationwide database selected and used by the District:

1. Individuals who volunteer on a "regular" basis so that it is anticipated that they will volunteer for 36 or more hours during the school year (i.e., one hour per week or more); if these individuals will likely never be alone with students without a school district employee being present, principals may choose not to have a volunteer in this category have the criminal background check; or
2. Any individual whose volunteer work will allow the volunteer to be alone with a student or group of students for more than a few minutes without being in visual contact of a school employee; or
3. Any individual who will accompany students on an overnight trip; or
4. Any individual who volunteers as a coach for more than five days during a season or is likely to assist an activity sponsor for more than five days during a school year; or
5. Any individual who will accompany students on an activity, sports event, or field trip off school premises and will be alone with a student or small group of students without a

school district employee being within visual contact of the volunteer for more than a few moments.

A principal may require any volunteer to be screened through the nationwide database used by the District whether or not the volunteer is subject to mandatory screening as outlined above.

A volunteer will only need to undergo the screening one time unless the principal requests that it occur more frequently.

The results of the screening will be submitted to the Superintendent of Schools and will remain confidential to the greatest extent possible; however, the District reserves the right to provide such information to other School District personnel or to law enforcement officials as is deemed necessary, consistent with legitimate educational interests, including but not limited to school safety requirements. The Superintendent will review the results of the background checks and determine the suitability of a volunteer. If necessary, the Superintendent will discuss the results with the principal in whose school the volunteer wishes to work, other School District personnel, or law enforcement officials as the Superintendent determines necessary, and may discuss the results with the volunteer. The screening results must be received prior to allowing a volunteer to participate in an overnight trip with students or on a field trip during which the volunteer will be alone with a student or a small group of students. An individual who is required to have a background check may volunteer on school premises for up to three days before the results of the background check are received by the District if the following conditions are met: (1) The volunteer completes the "Volunteer Information Form" to self-report any prior criminal problems, and (2) the principal approves the volunteer being in the school, and (3) the volunteer will be monitored by a teacher, sponsor, or administrator.

To help volunteers and chaperones understand District expectations, a "Code of Conduct" will be developed and provided to all volunteers and chaperones.

For students who will be placed in businesses for work-study, job-shadowing, internship, etc. experiences without a school district employee being present while the student is at the work site, the agreement that is signed by the business or company where the student will work will have a clause that states that the employer verifies that no known sex offender or felon is employed by the business or company.

The District retains the right to reject or refuse the offer of any person to serve as a volunteer at any time for any reason or no reason at all.

Approved by Board of Trustees October 18, 2011

FIREARMS ON SCHOOL PROPERTY

It is against federal and state law to have firearms on school property. Visitors must remove hunting rifles and other firearms from a vehicle prior to coming on school property.

HARASSMENT, INTIMIDATION AND BULLYING

Fremont County School District #1 supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Students and staff shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward others.

Harassment, intimidation or bullying of or by 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 person physically or emotionally, damaging a person's property or placing a person in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a person 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 person or group of students.

A school as used 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.

“Written” acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs and other forms of electronic communications.

Persons who witness or are a victim of harassment, intimidation or bullying shall report that conduct to a teacher, principal, or other school staff member as soon as possible. If the complaining person chooses not to file a written report, the staff member shall ask the person to verbally describe the incident, including the information described above. The staff member who receives the complaint shall request that the person make a written report describing the conduct they witnessed, including but not limited to the date, time and location of the incident, and the names of the persons involved, to the extent possible. The staff member shall then forward that information in writing, including the person's written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

Persons may anonymously report any harassment, intimidation or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives an anonymous report of harassment, intimidation or bullying, the staff member shall then forward that information in writing, including the person's written report, if any, to the building principal, who shall promptly investigate the complaint, or designate another staff member to investigate the complaint.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the person(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation.

When the investigation shows, that a student has or has been harassed, bullied or intimidated in violation of this policy, the principal shall schedule a meeting with the student, student's parent(s), appropriate teacher(s), and other appropriate staff members as determined by the principal, to discuss steps or strategies to protect that student from additional harassment, intimidation or bullying and from retaliation, including discipline against the person who engaged in the harassment, intimidation, or bullying. If a student reports that they have been harassed, bullied, or intimidated in violation of this policy and no meeting is required by the previous sentence, the principal shall communicate the results of the investigation to the parent(s).

If the person who conducts the investigation determines that a student or students engaged in harassment, intimidation, or bullying, the building principal shall take appropriate disciplinary action toward the student or students.

Students who engage in harassment, intimidation, or bullying shall be subject to disciplinary action up to and including suspension and expulsion. Each school shall develop consequences and remedial action for students committing acts of harassment, intimidation, or bullying and incorporate them into their student discipline rubric. Counseling, corrective discipline, referral to law enforcement, proven best practice, and/or administrative insight may be used to positively influence (or change if possible) the behavior of the perpetrator and remediate the impact on the victim. This may include, but is not limited to, appropriate interventions, restoration of a positive climate, student-based programs, anti-bullying programs, mentor based initiatives, code-of-conduct initiatives, and support for victims and others impacted by the violation.

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

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.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

At the start of each school year, every school shall be required to review the district's harassment, intimidation and bullying policy with the students in a manner consistent with their age and education level. 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 and/or his

designee. The school shall provide copies of the anti-bullying policy to parents in a manner and method to be determined by each principal, which may include distribution of the student handbook to parents.

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.

Adopted: December 8, 2009

SAFE SCHOOLS AND NO CHILD LEFT BEHIND (NCLB) LEGISLATION

The Conditions of a Persistently Dangerous School: Felony-related expulsions for drugs, alcohol, weapons, or violence. Violence is defined as homicide, rape, robbery and/or aggravated assault.

We are required by federal law (NCLB) to notify parents of the federal definition of what constitutes a "persistently dangerous" public elementary or secondary school (PDS). Definition: A school that, in two consecutive years, has an expulsion rate for drug, alcohol, weapons or violence (homicide, rape, robbery and/or aggravated assault) of 2% of the student body **or 4 students, whichever is higher**, shall be considered to be "persistently dangerous."

The Choice Option

If a school is identified as persistently dangerous (PDS) the district must notify parents of *each student attending the school* of the PDS identification within 10 days. Students who attend such schools, **or** who are the victims of a violent crime while on the grounds of the school they attend, are to be given the choice to transfer to a safe public elementary or secondary school, including a public charter school, in the same district.

SCHOOL CHOICE

When are children eligible for school choice?

1. Children are eligible for school choice when the Title I school they attend has not made adequate yearly progress in improving student achievement--- as defined by the state--for two consecutive years or longer and is therefore identified as needing improvement, corrective action or restructuring. Any child attending such a school must be offered the option of transferring to a public school in the district--including a public charter school--not identified for school improvement, unless such an option is prohibited by state law. *No Child Left Behind* requires that priority in providing school choice be given to the lowest achieving children from low-income families. As of the 2002-03 school year, school choice is available to students enrolled in schools that have been identified as needing improvement under the *ESEA* as the statute existed prior to the enactment of *No Child Left Behind*.
2. In addition, children are eligible for school choice when they attend any "persistently dangerous school," as defined by the individual state.
3. Any child who has been the victim of a violent crime from another student on the grounds of the school that both attend, is also eligible for school choice.

WHAT HAPPENS IF A SCHOOL IS IDENTIFIED AS PERSISTENTLY DANGEROUS?

1. The district must notify the parents of each student within 10 days of the designation
2. It must offer the parents of the students the opportunity to voluntarily transfer to a “safe” public school within the LEA and complete the transfer within 30 days
3. Develop a corrective action plan within 30 days which is submitted to the WDE and pursue timely implementation

WHAT DOES “SCHOOL CHOICE” MEAN IN FREMONT COUNTY SCHOOL DISTRICT #1?

When another school is not available within the LEA, it is encouraged, but not required, that the LEA seek other appropriate options. This includes, but is not limited to, an agreement with a neighboring LEA to accept the student(s).

The transfers may be temporary or permanent, but must be in effect as long as the original school is identified as a PDS.

The transfer policy is optional. It does not compel a student to transfer. *The NCLB transfer option is not applicable when no practical options exist.*

SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form to the appropriate principal no later than three school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The District shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school in the school district by contacting local law enforcement (police or sheriff’s department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

**Fremont County School District #1
Student Network and Internet Acceptable Use Agreement**

Fremont County School District #1 strongly believes in the educational value of the Internet and other online information resources. They can increase the power of curriculum content standards, enable exciting collaborations, increase productivity, and improve student learning. Resources provided by the Internet and other media sources are important parts of the District's instructional program. These services are provided to promote educational excellence in schools, support our curriculum, and support individual academic needs. **Student use of District computers, networking, or applications constitutes acceptance of the conditions within this agreement as well as additional stipulations within the school's student handbook.**

General Statement: Individual Responsibility of Parents and Users

Even though filtering and other protection are in place on the District network, all users and their parents/guardians are advised that access may include the potential for access to materials inappropriate or offensive for school-aged pupils. All users are responsible for their use of technology resources and the Internet. The District does not accept responsibility for students accessing inappropriate content or acting contrary to this agreement.

General Statement: No Expectation of Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the district computer network and Internet access and any and all information transmitted, received, or stored in connection with such usage. All such content shall become and remain the property of the District, and no student shall have any expectation of privacy regarding such materials. The District may share such transmissions with the student's parent/guardians, law enforcement, and other entities that the District deems necessary.

Student Account Usage

Each student is given a unique identifying network account and password. These credentials are private and to be used only by that student. Students are responsible for their individual accounts and the actions on their network accounts. Students should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should students provide their password to another student. If a student suspects her/his network account credentials has been compromised, the

student should immediately inform a teacher or other staff member so action can be taken to protect her/his account.

Internet Use Filtering and Monitoring

To comply with federal law, the District employs several methods of Internet content filtering and monitoring. However, no Internet content filtering system can be fully effective in preventing access to harmful and inappropriate material. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting. Students receive instruction, appropriate to their age, regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material. Users will not use District resources to view or otherwise gain access to potentially objectionable materials. This includes text materials, video, images, or sound files that may be considered objectionable in an educational setting. If students mistakenly access inappropriate information, they should immediately disclose this access to their teacher or other supervising staff member. If a student finds that other users are visiting offensive or harmful sites, she/he should report such use to her/his supervising teacher.

Student File Storage

All students, as part of their network account, are given storage space both on a school server as well as through an online service (see below). Storage space is set aside for educationally-appropriate content as well as student work. The District reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Music files, videos files taking a large amount of storage, and other non-educational material may be deleted at any time without notice to the student.

Student Email and Offsite File Storage Usage

All students in grades 6-12 are given private District-managed email accounts and network “cloud” storage. These accounts are available to students both at school and offsite (home, library, etc.). These accounts are hosted by a third-party service chosen by the District and specifically geared toward educational users (Microsoft Live@Edu). Email accounts may at any time be monitored by authorized school and District staff and may be shared with district administration, law enforcement, parents/guardians, and others as necessary. If a student suspects her/her email account has been compromised, she/he should immediately inform a teacher or principal. Students should not delete any threatening or suspicious messages, but leave them as evidence for authorized personnel to evaluate.

Social Networking Usage and Website Posting

The use of social networking and collaborative sharing sites is limited to District-approved online applications, such as Edmodo and Wikispaces. Student accounts in approved applications are monitored and managed. Students may be invited to participate in various publishing and Internet

posting opportunities through the District (such as online video, newsletters, wiki editing). The use and sharing of such resources and information online will fall under expectations within this agreement as well as school-wide and District expectations.

Expectations Regarding Usage and Communication

The same rules and expectations that students have regarding communication and interaction with peers and with staff apply to online communications.

- Students shall not access, post, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, educationally inappropriate, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not use the system to promote any activity prohibited by school or district policy, local law, state law, federal law, or Fremont #1 Board policy.
- Students shall not disrupt, vandalize, or modify any network equipment, software, or computer hardware.
- Students shall not interfere with the work of other users or violate the privacy of others.
- Students shall not knowingly introduce malware, worms, key loggers, or other malicious software into the network or onto an individual computer.
- Students shall not download or install executable software without the direct approval of authorized staff.
- Students shall not attempt to compromise or bypass content filtering and other security measures.

Schools and/or teachers may impose other guidelines and rules in addition to those in this document. Disciplinary consequences for violation of this agreement may include classroom sanctions that are defined by teacher, and/or school-wide sanctions including limited or no access to technology at the school as well as other consequences deemed appropriate by school and/or District administration.

BYOD (“Bring Your Own Device”) guidelines

A growing number of students are bringing personal technology – such as Internet-connected smartphones, netbooks, and mobile PDAs – to use during the school day on the guest wireless network provided by the school. Devices that connect to the Fremont #1 guest wireless network are subject to the same usage expectations and rules as are District-owned devices, and also subject to additional limitations established by the teacher/school. The District takes no responsibility for any issue or loss arising from the use of personal devices. The District reserves the right to search any and all personal technology devices brought upon the school campus or to any school activity or on any school bus if in the judgment of the supervisor or administrator in charge there is a reasonable suspicion to believe it contains evidence of the violation of a District rule, policy, or state or federal law which could subject the student to discipline.

Opt-Out

Due to the pervasive and immersive use of technology in our District, it has become impossible for students to “opt-out” of using Internet resources. In extraordinary situations, the parents and principal can choose to limit some Internet access for a student, but exceptions will always be made for Internet access to testing, student email, and other educational applications that are required parts of our curriculum, daily classwork, and communication.

Disclaimer

Fremont County School District #1 makes no warranties of any kind, whether expressed or implied, for the technology and Internet services it is providing. The District will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence, user errors, omissions, or factors beyond the control of the District. Use of any information obtained via the Internet is at the user’s own risk for the user’s own purpose. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet access. The district does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or monetary loss) sustained or incurred in connection with the use, operation, or inability to use any aspect of the system or service.

Signature

My signature below indicates I have read and agree to adhere to these usage guidelines and restrictions.

<hr/>		
	<u>student signature on file at school</u>	<hr/>
Signature	Printed Name	Date

Children’s’ Online Privacy Protection Act (COPPA) statement

The District uses a number of Internet-based subscriptions and services to offer online programs for the benefit of students and the school system. Examples of such services include, but are not limited to, communications and data storage regarding student test scores, grades, progress through curriculum content, and academic planning. The District requires that the service provider assure the school that it has in place a procedure or security system to maintain the confidentiality of any personal information that the service provider could have access to. Because these services or programs will necessitate giving access to student personal information to the Internet or Web site operators that host or facilitate these programs, the parent consents to allow the school to represent that it has parental permission for this. Your signed return of this handbook shall be considered permission.

Code: KIB

Fremont County Schools District #1 has in place a policy for Seclusion and Restraint of Students, policy JLJ can be located on the District's website under the Administration tab for your review.

JBMB - EQUAL EDUCATIONAL OPPORTUNITIES AND GRIEVANCE PROCEDURE

Fremont County School District #1 does not discriminate against students on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, pregnancy, parenthood, marital status, or disability in admission or access to its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Any student of this district who believes s/he has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of the aforementioned protected categories or has been adversely affected by a violation of any of the aforementioned laws may first meet to try to resolve the issue with the person(s) who is(are) perceived to be responsible for the issue. If the student meets with the person(s) who is(are) perceived to be responsible for the issue and the alleged grievance is not resolved satisfactorily at the informal meeting, a school district student may initiate a formal complaint by completing an "EQUAL EDUCATIONAL OPPORTUNITIES COMPLAINT/GRIEVANCE PROCEDURE FORM" (see JBMB-E) and provide supporting statements and evidence in describing the specific nature of the complaint. Students who do not choose to try to resolve the complaint informally may complete the aforementioned form. The completed form is to be presented to the Assistant Superintendent for Curriculum and Assessment at 400 Baldwin Creek Road, Lander, WY 82520 within fifteen school days of the date upon which the complainant learned of the circumstances upon which the complaint is based (the Assistant Superintendent may be reached via telephone at 307-332-4711). In the event the complaint is against the Assistant Superintendent for Curriculum and Assessment, the completed form may be filed with the Assistant Superintendent for Business Services at the same address.

LEVEL I -- The Assistant Superintendent shall conduct a review of the complaint, visit with the person making the complaint, the person perceived to be responsible for the issue, and other parties who may have pertinent information, and then provide a written response, complete with supporting reasons for the decision, to the complainant within 10 school days after receiving the complaint.

LEVEL II -- If the complainant is not satisfied with the response, s/he may submit a written appeal within 10 school days after receipt of the decision requesting a hearing with the Superintendent. The hearing request shall include a copy of the original complaint, supporting statements and evidence, and the decision of the Assistant Superintendent. Within 10 school days after receipt of the request, the Superintendent will meet with the complainant to discuss the complaint and previous decision. Within 10 school days after the meeting, the Superintendent will then provide the complainant with a written decision complete with supporting reasons. The Superintendent may interview other persons and review other documents prior to making his/her decision.

Level III -- If the complainant is not satisfied with the response, s/he may submit a written

appeal to the Board within 10 days after receipt of the decision. The written appeal must specifically indicate the nature of disagreement with the response and the reasons underlying the disagreement.

The Board will consider the appeal at one of its next two regularly scheduled Board meetings following receipt of the request. The Board will permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and will provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Level IV - Students are encouraged to resolve their complaints at the District-level first. However, if the complainant is not satisfied with the response of the District, or for any other reason does not wish to file an internal grievance, the complainant may file a complaint with the U.S. Department of Education, Office for Civil Rights, Region VIII, 1244 Speer Blvd, Ste 310, 80204-3582. Information on filing an OCR complaint may be obtained from the Assistant Superintendent for Curriculum and Assessment or at the following website:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

GENERAL INFORMATION

In the adoption and implementation of this problem-solving procedure, it shall be understood that the Board is not a court of law, and the rules of jurisprudence shall not apply. The procedure is, however, designed to facilitate resolution of grievance.

Records: Complete proceedings shall be a matter of written record and will be retained in the office of the Assistant Superintendent for two school years.

Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the problem-solving procedure as a result of his/her participation.

Procedure: At each procedural level, the complainant shall be given the opportunity to be present and to be heard. Decisions at all levels shall be written and shall include supporting explanations and evidence.

Adopted: February 9, 1994

Revisions Adopted: October 16, 2007 and December 18, 2012

Assistant Superintendent

Date Received

Note: To be valid, this completed complaint form must be presented to the Assistant Superintendent within fifteen school days of the incident. The fifteen day limit may be waived by the Assistant Superintendent due to an unusual circumstance.

Revisions Adopted: October 16, 2007



Jeffrey City Longhorn Traits

I am Respectful

I am Responsible

I am Safe

