

FREMONT COUNTY SCHOOL DISTRICT #1



"Home of the Cougars"
Student-Parent Handbook
2022-23



Leslie Voxland
Principal



Megan Park
Assistant Principal

615 Popo Agie Street
Lander, WY 82520
Voice (307) 332-6690 Fax: (307) 332-5878
www.landerschools.org/GannettPeak
Office Hours 7:30-4:00

SCHOOL HOURS

Monday, Tuesday, Thursday, and Friday 8:00-3:05
Wednesday 8:00-2:05
Tardy Bell 8:05

Playground supervision begins at 7:45 AM



Our 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.

Our Vision

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

Goal: Improve academic achievement and performance for all students

- Graduation and dropout rates will improve
- Increase performance in reading, writing, math, and science
- Develop performance measures in non-core content areas

Goal: Ensure safe and orderly school environment

- Implement crisis plans in all departments and buildings
- Maintain positive school environments that promote responsible, respectful, and safe behavior

Goal: Ensure efficient and effective processes

- The district will utilize a continuous improvement model to address efficient and effective operations
- Implement a communication plan that strengthens community relationships

Gannett Peak Elementary Collective Commitments

1. We will create a positive and safe environment that encourages success and taking risks.
2. We aim to be better through learning and implementing best practices.
3. We communicate with integrity and respect while holding ourselves and others accountable.

ATTENDANCE AND SCHOOL HOURS

Playground supervision begins at 7:45 a.m. If you need to drop your child off before 7:45 a.m., you must register your child for Lights On Early Bird starting at 7:00. For those students needing extra academic support, teachers may request your child be dropped off early so they do not have to miss the regular scheduled-day content. Each Wednesday is designated as an "Early Out," allowing staff to participate in professional development on site. With limited adult supervision on Wednesdays after school, students are expected to be picked up after the bell rings at 2:00 pm.

M, T, TH, F: 8:00 AM – 3:05 PM Students are marked Tardy from 8:05-9am and 2-3pm
WED: 8:00 AM – 2:05 PM Students are marked Tardy from 8:05-9am, and 1-2pm

***Parents should contact the school by 8:15 a.m. if their child will be absent/tardy.** You may contact the school by phone, text, or email: 307-332-6690; sheinrich@landerschools.org any time! If you need to let your child know about different arrangements for after-school pick-up, please contact the front office 1 hour prior to dismissal time.

BICYCLES, SKATEBOARDS, ROLLER-BLADES, SCOOTERS and ELECTRIC SCOOTERS

If you ride any of these to school, you must store/lock them in the appropriate areas upon arrival. No riding is allowed anywhere on school property. The school does not assume responsibility for any lost/stolen items, and we recommend keeping them locked. Students not complying with this request will have these item(s) confiscated until the end of the school day and lose their storing privileges. Replacement costs for lost/stolen items are not the responsibility of the school/district.

BUS STUDENTS

The assigned bus driver will inform students who ride a regular bus route of behavior expectations. Parents are encouraged to discuss these expectations with their children. Bus students are expected to take the opportunity to get on their bus at Gannett Peak Elementary as soon as the dismissal bell rings. Students should not leave school property for any reason while waiting for their bus to arrive. Transfer buses between in-district schools are not available. Any transportation issues should be directed to the Bus Barn at **332-3798**.

CODE of CONDUCT

Gannett Peak Elementary School students agree to: BE SAFE, BE RESPONSIBLE, BE RESPECTFUL.

Consequences may be determined at the principal's discretion. Possible consequences for students who choose to disregard school expectations may be:

- Classroom consequence
- Time out of recess
- Restorative Practice
- In-school suspension
- Written Communication Home
- Principal, student, parent, teacher conference
- Lunch time detention
- Exclusion from special events or activities
- Out of school suspension

COMMUNITY RELATIONS COORDINATOR

The district employs a Community Relations Coordinator to provide a number of communication services to parents, including serving as a liaison between the district and parents/community. For information, please contact Matt Jacobson (mjacobson@landerschools.org).

DRESS CODE

Student's 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. The following clothing/apparel is inappropriate at school except on specifically designated day(s):

1. Wearing of hats or hoods while inside the building.
2. Sunglasses in the building.
3. Clothing with distasteful designs or lettering.
4. Bare feet.
5. Halter tops, half shirts/midribs
6. Dresses, skirts, or shorts which are too short. (Acceptable length is to the student's fingertips.)
7. Any clothing item or accessory that is deemed by school officials to advocate, represent, promote or advance gang activity, violence, racism, sexual behavior, obscene language, alcohol, or drug usage or distribution is prohibited.
8. Pants are to be worn at the waist at all times

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 the 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. In an emergency, parents will be notified via **Parent Portal Messenger**, the radio and/or other media sources as soon as possible.

DRUG FREE ZONE Including TOBACCO AND ALCOHOL

The use of alcoholic beverages, tobacco, or dangerous/illegal drugs by students, or possession of such by students or adults 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 or drugs or following the immediate prior use of alcohol or drugs. The illegal use of legalized (over the counter) products will also constitute violation of this policy. It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance, as that term is defined by state and federal law, while on school district property

EMERGENCY CONTACT INFORMATION

Please update the Gannett Peak Elementary office and your child's teacher with current telephone or address changes as well as persons to call in case of emergency. We may need to contact parents directly or urgently.

FIELD TRIPS

Throughout the school year, your child will have the opportunity to attend field trips. Teachers will be sending specific information regarding the field trip their class will attend. Siblings are not permitted to accompany chaperones. All chaperones need to complete the volunteer paperwork outlined under parent volunteers. Permission for your child to participate in field trips is given during yearly online registration.

FUNDRAISING

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

HOMEWORK

Parents are encouraged to remain aware of their children's homework, show an interest, and encourage their children to complete assignments on time. If a student is absent, a parent may request his/her child's homework which will be available in the office after 3:05 pm.

LEGAL CUSTODY OF STUDENTS

A legal document, signed by a Judge, is required to support any questions of custody between divorced or separated parents. Unless we have the document on file, both biological parents have equal rights to the student.

LIBRARY BOOKS

Books may be checked out for two (2) weeks then may be renewed. If books are overdue, students may lose check out privileges. If books are lost or stolen, parents will be responsible for replacement costs. Replacement costs will be 100%.

LIGHTS ON

Lights On registration information is sent to families via Infinite Campus Messenger. Monthly newsletters are shared through Facebook and Twitter. Specific program questions should be directed to Lights On by contacting them at 335-7050.

LOST AND FOUND

Lost and found is collected at the school in a variety of places. Students can ask their teachers to look through the lost and found during lunch and recesses. Parents can come in and look in lost and found after school is dismissed for the day or by making an appointment for a different time with the front office staff. After each nine weeks, items not claimed are donated locally.

PARENT COMMUNICATION

We use Infinite Campus to communicate with parents through email or text depending on parent preference. We encourage parents to use their Parent Portal account in order to access grades, meal balances and to update student information. This is the same account where you register your child/children. www.landingschools.org/parentportal/ Information is also posted to the school district's website www.landingschools.org and events may be found on the district calendar.

Teachers will communicate in a variety of forms including notes home, phone calls, Seesaw, etc. If you have a question about your child's class, please contact your child's teacher first. He/she is most likely to be acquainted with the situation and possible ways of handling it. If an acceptable solution cannot be reached, the teacher or parent may contact the principal to arrange a time when the situation can be presented and other solutions offered.

If you have any suggestions for how we might improve as a school or district, we are always willing to hear from you, in person, by phone, or through our district's online suggestion box. <http://bit.ly/LanderSchoolsSuggestionBox>

PARENTS ON SCHOOL GROUNDS

Parents may enter school grounds at 2:55 pm Monday, Tuesday, Thursday, and Friday and 1:55 pm on Wednesday. This is for safety and supervision of our students. Please remain on the outside of the fence perimeter until you hear a bell signal for parents to come onto the grounds.

PARENT VOLUNTEERS

We encourage parents 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 all volunteers to fill out the appropriate background check/confidentiality forms in the office and be approved before volunteering. Once you're approved to volunteer the front office will communicate with you. Please contact your child's teacher to make a schedule for volunteering.

PARTY TREATS AND INVITATIONS

Treats and items for the students will be left in the office for student pickup or delivery by the front office staff. Party invitations need to be handed out outside of school hours.

PHONE POLICY/CELLULAR PHONES AT SCHOOL

If it is necessary for a student to have a cell phone, it must remain off and in their backpack upon arrival to school until the end of the school day at 3:05, 2:05. Also, if your child has a smartwatch or Gizmo (watch/phone), it must remain off upon arrival to school. The school is not responsible for lost or stolen cell phones/smart watches. Any student NOT complying with this request will have their phone or smart watch confiscated until the end of the school day. A telephone is available for student use in the office.

PICKING UP YOUR CHILD DURING THE DAY

If your child has an appointment during the school day, please come to the front office to check them out/sign them back in. Please allow an extra few minutes for us to contact your child and meet you in the office. Students will not be able to leave unless an adult is present in the office to pick them up.

P.I.E. MEETINGS

Parents Interested in Education (P.I.E.) meetings are held monthly providing an opportunity for parents to meet with the principal and/or teacher representatives in an informal setting. Gannett Peak Elementary will offer numerous opportunities for parents to participate in the decision-making committees and parent/volunteer groups at Gannett Peak. Parent representatives also serve on our School Improvement Committee and the Curriculum Coordinating Council Committees.

RAPTOR

The school district uses the Raptor Visitor Management System in all of our schools to strengthen the campus safety. Visitors must present a picture ID upon arrival. Part of keeping students and faculty safe is knowing who is in our buildings at all times, which the Raptor system will allow us to do. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

REPORT CARDS

Gannett Peak 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. Your child's report card will reflect Standards referenced grading, which involves measuring students' proficiency on well-defined content standards. Standards referenced grading emphasizes the most recent evidence of student learning with marks of 4, 3, 2, 1.

A mark of 4 means a student has exceeded the grade level standard; a mark of 3 means a student met the grade level standard; a mark of 2 means the student is still working towards the grade level standard showing some errors; and a mark of 1 means the student is partially successful on grade level standards with help.

Safe2Tell WY

Your school and community urge that if you have information about: Vandalism, theft, drugs, threats, weapons and other illegal activities to call this WeTip number 24 hours/day and report your concerns. No one will ask your name. You will remain anonymous. Up to \$1,000 reward – call 800.78C.RIME (800.782.7463) or www.wetip.com.

Be Aware...Be Alert...If you see someone with a weapon near/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 more about what you saw or what someone told you the earlier you write it down. 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 the WeTip anonymous hotline and report the crime to the operator at 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 you your case number and tells you that the call is finished.

SCHOOL MEALS

Meal prices for 2022-23: student breakfast \$1.50, lunch \$2.50 milk \$0.50. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch. Adult breakfast is \$2.75 and lunch \$4.00. Fremont County School District #1 participates in the National School Lunch and Breakfast Programs. Your child is given a "PIN number" which is used from kindergarten through graduation from FCSD #1. This number is used to purchase breakfast and/or lunch. You can view your students' account activity through your Parent Portal account. You may apply for Free and Reduced Meals by completing an application online through the Parent Portal, or the paper version, available at any of the Lander school offices.

- Please Note: if your student was approved for Free or Reduced Meals last year, you MUST reapply before October 1, 2022 to maintain eligibility for the current year.
- New students MUST apply even if you had other students (siblings) who qualified for Free or Reduced Meals. We encourage parents to utilize the Parent Portal account to view student meal account activity and make payments online. Payments are also accepted at any of the Lander schools by check, cash, credit card or money order. Negative account notices will be sent out electronically weekly to those families via email. Breakfast is served between 7:30 and 8:00. To eat a hot lunch with your child, call the GPE Office at 307-332-6690 before 9:00 a.m. so the kitchen staff can be prepared. Adult lunches are paid in the office, or applied to your child's lunch balance. Correct change is appreciated.

SCHOOL CLOSINGS:

If for any reason the Superintendent deems it necessary to close school, parents and community will be notified via **Parent Portal Messenger**, the radio and/or other media sources as soon as possible.

SCHOOL PICTURES

The school contracts with Lifetouch for our school pictures. All students are photographed in the fall. Families will also be given the option of having their child's picture taken in the spring. These pictures are used in the Infinite Campus database and in class composite photographs. Gannett Peak receives a 10% commission of sales through Lifetouch, which is used to fund items such as rewards for students.

STUDENTS VISITING CLASSROOMS

Due to student liability and instructional time concerns, children not enrolled at Gannett Peak Elementary will not be allowed to accompany Gannett Peak students to their class or otherwise sit in classes.

TRAFFIC SAFETY Students who walk or to school should use sidewalks, marked crosswalks and obey all traffic laws.

VALUABLE POSSESSIONS/ELECTRONIC DEVICES/TOYS

All valuable items including toys and electronic devices should not be brought to school. Students not complying with this request may have these items confiscated until the end of the school day. Replacement costs for lost/stolen items are NOT the responsibility of the school/district.

VISITORS/TEACHER CONTACT

To protect your child's instructional time and teacher's preparation time, parents or citizens who wish to visit a classroom or speak with a teacher **must pre-arrange** those visits, including before and after school hours, so that class disruptions may be kept to a minimum.

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

1. All visitors must register at the office upon their arrival at school and wear a visitor's lanyard in a place where it is clearly visible.
2. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds.
3. If a parent wishes to observe his/her child's classroom, the time shall be arranged after the principal or designee has conferred with the teacher.
The principal may withhold approval of an observation or visit if particular events such as testing would be adversely affected by a visit. Similarly, if a parent or visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give reasons for the action.
4. If a dispute arises regarding limitations upon or withholding of approval for visits:
 - a. The parent or visitor shall first discuss the matter with the principal.
 - b. If the matter is not satisfactorily resolved, the parent or visitor may request a meeting with the superintendent or designee.
 - c. The superintendent or designee shall promptly meet with the parent or visitor to investigate the dispute and render a written decision.

WEATHER/RECESS

No food or drinks are allowed to be consumed on the playground. Principal discretion will be used to determine indoor recess for inclement weather conditions including negative wind chill. Students may come into the gym to read if they do not want to go outside before school.

HEALTH INFORMATION

HEALTH OFFICE 332-6690

The Health Office is staffed by Tammy Lee, Health Secretary, and Chelcie Mullins, RN and is open throughout the school day.

Services that may be provided by the Health Office include:

First Aid	Medication Administration	
Health Evaluations	Chronic Illness Management	Medical Assistance/Care Coordination
Hearing and Vision Screenings		

Health office records are kept for 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!

ILLNESS AND INJURY

Sick or injured children are sent to the Health Office for evaluation. If it is necessary for the student to go home, they will remain in the Health Office until a parent/guardian picks them up. Please always provide the school with a working phone number to be used in the event of illness or injury. If we are unable to reach parents we will call emergency contacts listed in Infinite Campus.

MEDICATION POLICY

Prescription and non-prescription medications may be given at school. A parent must provide the prescription medication in the original container, and a written consent form must be signed by the parent and the prescribing provider before medication can be dispensed. A stock of acetaminophen, ibuprofen, and benadryl will be available for occasional use by students, with parental consent. Any other over-the-counter medications need to be provided by the parent in the original container, with a written consent form for use. Forms are available in the Health Office.

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 or county health officer. Please contact the health office with questions or information regarding immunization requirements.

DR. NOTES/EXCUSED FROM CLASSES

Students must have a signed doctor's excuse to be excused from P.E. or recess. If the school does not receive this note students will be expected to participate in the activity.

Appendix A

FREMONT COUNTY SCHOOL DISTRICT #1 POLICIES AND PROCEDURES

The following are policies and procedures adopted by Fremont County School District #1. Complete policies may be found on our website, landerschools.org under About Us/Governing Board.

ABSENCES AND EXCUSES PROCEDURES (K-8 STUDENTS) (JE-R)

The Board of Trustees of Fremont County School District #1 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 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.

ALCOHOL/TOBACCO/DRUG USE AND ABUSE BY STUDENTS (JICG)

The use of alcoholic beverages, tobacco (defined to include electronic cigarettes and vaping devices), 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 vaping, 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. Dangerous substances include, but are not limited to, airplane glue, rubber cement, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks", herbal incense, Saliva Divinorum, Salvinorum A, and consuming larger than prescribed quantities of medications containing alcohol or other drugs. This policy shall apply to all students regardless of whether or not they are of legal age to possess or use tobacco.

The possession, use, transfer, and/or sale of any substance represented or misrepresented to be behavior altering chemicals is also prohibited.

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 will provide programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, and other dangerous substances. The District will provide counseling services for students who seek to obtain counseling for drugs/substances and/or alcohol-related problems and/or will provide information as to where appropriate help can be received.

Each school principal has developed and implemented regulations within his/her 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.

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.

Fremont County School District One developed an asbestos management plan as required by the Asbestos Hazard Emergency Response Act, passed in 1986. Part of the plan includes survey of the condition of asbestos materials every six months to assure they remain in good condition. You are welcome to review a copy of the asbestos management plan in the administrative office of the district during regular business hours. Fremont County School District #1 is the designated asbestos program coordinator, Business Manager Travis Sweeney, and all inquiries regarding the plan and asbestos-related issues should be directed to him.

CHILD FIND (IHBA)

Fremont County School District No. 1 shall implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within the School District who have disabilities and need early intervention under Part C or special education under Part B of IDEA (the Act).

The School District shall identify all children with disabilities regardless of the severity of their disability, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the State;
3. Suspected of having a disability even though they advance from grade to grade;
4. Home schooled;
5. Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
6. Attending a charter or virtual school;
7. Below the age of compulsory school attendance;
8. Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
9. Dropped out or disenrolled from public or private school.

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.

DIRECTORY INFORMATION (JO-R)

Fremont County School District #1, State of Wyoming, may disclose directory information without written consent of the parent, eligible students, or guardian. The parent, eligible student, or guardian has the right to refuse to permit the designation of any or all of the categories of information provided refusal is received in writing in the office of the principal of the school where the student is in attendance no later than September 7, or the following Monday of September 7 is Saturday or Sunday.

Directory information which may be released may include the name and address, parent or guardian telephone listing, date and place of birth, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the

most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

NON-DISCRIMINATION STATEMENT (AC)

Fremont County School District #1 does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability. This policy should prevail in all matters concerning staff, students, education programs and services and individuals with whom the school district does business. 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.

All employees, students and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sexual harassment is referred to policy ACA and the procedures set forth therein.

The district shall strive to inform students, parents, employees, and the general public that all educational programs, specifically including vocational opportunities, are offered without regard to age, race, color, religion, national origin, sex, or disability. In order to accomplish this a statement of nondiscrimination shall be included in the faculty and student handbooks, if any, and shall be published at least once a year in a newspaper of general circulation in the district. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this district, that person shall be the Superintendent of Schools.

All students shall be permitted to enroll in vocational education programs as well as other school programs without consideration of their age, race, color, religion, national origin, sex, or disability. To the extent that a prerequisite class may be required before admission, such prerequisite class shall be open to students on a nondiscriminatory basis. No student shall be denied admission on account of limited English language skills.

All employees of this district shall be hired, retained, promoted, transferred, compensated or, if necessary, terminated without regard to their age, race, color, religion, national origin, sex, or disability.

Students with disabilities shall be admitted and given equal access to programs and shall not be denied access to vocational education programs or other courses because of architectural or equipment barriers or because of the need for related services or auxiliary aids to the extent reasonable to accommodate the disabled. To the extent possible, disabled individuals shall be placed in regular vocational education programs and education courses.

NOTIFICATION OF RIGHTS UNDER FERPA (JRA-E)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student education records. These rights are:

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

Parents or eligible students should submit to the 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 a student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school's principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of the 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 disclosures 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a

service instead of using its own employees or officials (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.

Upon request, the school discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

(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 20202-5920

Fremont County School District 1 will make available to the public directory information which has been previously published pertaining to students in Fremont County School District 1. Directory information includes the following: Student name, participation in officially-recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees (diplomas) and awards received, the most recent previous educational agency or institution attended by the student, personally identifiable photographs, videotapes, films and other visual media, and personally identifiable interviews, either audio only or audio and visual.

Any parent or eligible student who is unwilling to allow the above-described directory information to be released must notify the Office of the Superintendent within fifteen (15) days from the date of notice of FERPA rights.

HARASSMENT, INTIMIDATION AND BULLYING (JICFA)

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 non-certified employees of the district who have significant contact with students.

HOMELESS ASSISTANCE NOTICE

It is the policy of Fremont County School District No. 1 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assuring that those rights are fully protected and honored. Any person or agency who is aware of any child of school age who meets the definition of a homeless student, or in the event of the enrollment of a student who meets the definition of a homeless student, the person, agency, or principal of the school where the student may be enrolled is requested to inform the District's Homeless Liaison. The Homeless Liaison will respond to the referral to assist in developing an action plan to provide the students with a free appropriate public education.

Homeless is defined as an individual who lacks a fixed, regular and adequate nighttime residence and includes, but is not limited to, an individual who has a primary nighttime residence that is:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The terms “homeless” or “homeless individual” do not include any individual imprisoned or otherwise detained. In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.

Children and Youth in Transitional or Emergency Shelters

If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.

Children and Youth Living in Trailer Parks and Camping Grounds

Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long-term basis in adequate accommodations will not be considered homeless.

Doubled-Up Children and Youth

Children and youth who are living in “doubled-up” accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled-up accommodations voluntarily to save money generally will not be considered homeless.

Foster Children and Youth

In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.

Incarcerated Children and Youth

Children and youth that are incarcerated for violation or alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.

Children and Youth in Migratory Families

Children will not be considered homeless simply because they are children of migratory families. To the extent that these children may be staying in accommodations not fit for habitation, they will be considered homeless.

Runaways

Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street, or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.

School-Age, Unwed Mothers

In general, if school-age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services and intend to move to other adequate accommodations, they will not be considered homeless.

Sick or Abandoned Children and Youth

There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth who were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.

Dispute Resolution

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is being sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written and/or oral explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

The parent, unaccompanied youth, or other school district may appeal the school district's decision as provided in the Wyoming Department of Education's dispute resolution process.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AGREEMENT (IIBF-E)

FCSD #1 STUDENT NETWORK & 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 age, race, color, religion, national origin, sex, or disability.
- 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, keyloggers, 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.

More information about each of these points may be found on the Fremont #1 Technology website. A link to our website is included on the District Website at www.landingschools.org.

PARENT AND FAMILY ENGAGEMENT (TITLE I SCHOOLS) (KBDA)

The Every Student Succeeds Act (ESSA) requires meaningful parent involvement in their children’s education. ESSA requires that all school districts that receive Title I funds have a written parent and family engagement policy. This policy shall be developed jointly with and agreed upon by both educators and

parents. The intent of this policy is to involve parents and family as partners in the process of school review and improvement, in activities to improve student academic achievement and school performance, and to have an integral role in assisting in their child's learning. Meaningful efforts will be made to ensure involvement of all parents, along with community members, including parents of students often needing supplemental assistance in order to attain proficient levels of achievement.

The District shall annually, by the end of September (or following the release of achievement data, if later), through a variety of communication avenues inform parents regarding the following:

the status of District schools as it relates to the Elementary and Secondary Education Act (ESEA), "Every Student Succeeds Act" (ESSA), student achievement results and concerns, program and rights of parents to have meaningful involvement in the planning, review and improvement of the Title I program.

The District shall offer, in addition to an annual meeting, a flexible number of meetings at times determined most appropriate to gather parental involvement in developing, reviewing and evaluating on an ongoing basis this Parent and Family Engagement Policy. Parents shall be notified of:

1. their right to examine staff members' qualifications related to the ESSA requirement that parents of Title I students be allowed to request the qualifications of teachers and paraprofessionals providing services to their child (see policy GBJ);
2. their rights regarding their child's attendance site or participation in programs focused on school improvement;
3. assurances that all students in the District shall be involved with state-required assessment, with alternate assessments or exclusions only as allowed under Wyoming Department of Education guidelines;
4. the District's commitment to offering training annually, to parents, related to activities in the home which reinforce student progress in such areas as reading, mathematics, science, self-esteem, and others;
5. their right to be informed about progress and to be involved with decision-making regarding their child's educational program, and in a language appropriate to their circumstances;
6. Consolidated Grant resources available for use in parent activities including training, out-of-district school site visitations, and support for meeting expenses including child care, transportation, and supplies;
7. that the District shall provide opportunities for parents to meet individually with staff, at times as convenient as practicable, to discuss student progress and concerns. Parents will be informed of internet-based, secure information which they may retrieve, on a daily basis if so desired.
8. their right, if they are home-schooling parents, to have access to federally-funded programs such as Title I, Special Education, and staff development training, and that their children may participate in annual state-mandated assessments;
9. requirements as mandated by State standards, State assessments, and requirements for graduation.

The School District and parents will develop a school-parent compact that outlines how parents, students and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate. The School District will offer assistance to parents in understanding the education system and the state standards, and how to support their children in achievement. The District will provide materials and training to help parents work with children. The District will educate teachers and other school staff, including school leaders, in how to engage families effectively. The District will coordinate with other federal and state programs, including preschool programs. The District will provide reasonable support the parents may request and provide information in a format and language parents can understand.

District Title I Parent Advisory Council/School-Parent Compact

A District Title I Parent Advisory Council, composed of parents from each of the District's Title I schools, shall meet a minimum of twice annually with the District Title I Director and Title I staff to address the areas described below. The required meetings shall occur in October and May, following building-level meetings in September and April.

1. Review of present implementation progress and parent input, including a review of this policy and recommendations for changes, if necessary.
2. Information and review of training opportunities for parents and staff.
3. Review of current priorities and activities and an opportunity for input from parents for additional considerations.
4. Review reports from building-level meetings and consider for adoption recommendations from those meetings.
5. Make recommendations having the intent of encouraging parent participation in Title I-related activities.

Building Level Parent Involvement/School-Parent Compact

Each Title I school shall have a committee composed of parents of Title I parents which shall meet a minimum of twice annually (September and April) with building Title I staff and administration. Among the responsibilities of each committee shall be:

1. providing support as appropriate for the school's parent conference activities including information gathering, registration, and other help to improve school-community communication;
2. providing input to the building's School-Parent Compact, particularly in areas related to parent training, instructional support in the home, and other topics focusing on student performance;
3. providing building-level recommendations to be taken to the District Title I Advisory Council, addressing the topics listed in that body's description of responsibilities;
4. involving, as appropriate, staff from "feeder" pre-schools.
5. outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.