

2023-2024 Districtwide Elementary Student Handbook Contents

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2023-2024 Elementary School Schedules	Monday – Thursday Friday Intervention/Extension	Start 8:00 Dismiss 3:40-3:45 By invitation
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Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title V, Title IX and Section 504 may be referred to Central Administration Title IX Coordinator Holly Lara, 626 West 25th Avenue, Torrington, Wyoming. 532-2171, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 West 25th Street, Suite E200, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307)777-6218, or the Office for Civil Rights, Region VIII, Denver Enforcement Office, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417

Goshen County School District No.1 2023-2024

Red = no school - no students/ buildings closed
Green = student intervention & extension, and staff PD Fridays

August 2023							January 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30	31			

September 2023							February 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29		

October 2023							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30
							31						

November 2023							April 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

December 2023							May - June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2							
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

August							January						
Aug 1 & 14 New Teachers							Dec 25 - Jan 2 Christmas Break						
Aug 15-16 Cert Staff Prof Dev/Collegial							Jan 3 Return to School						
Aug 17-18 Cert Staff Work Days							Jan 5 Full School Day *						
Aug 21 First Day of school							Jan 12, 19 Intrv/Exten/PD Fridays						
Aug 25 Intrv/Exten/PD Friday							Jan 26 No students/ no staff						
8+4+1							18+0+2						

September							February						
Sept 1,4,22 No students/ no staff							Feb 2,23 No students/ no staff						
Sept 8 Full School Day *							Feb 9, 16 Intrv/Exten/PD Fridays						
Sept 15, 29 Intrv/Exten/PD Fridays							Feb 16-17 Reg Wrestling						
Sept 15-16 State Golf							Feb 23-24 State Wrestling						
Sept 21-23 State Tennis							Feb 22-24 1A/2A Regional Bball						
16+0+2							Feb 29-Mar 2 1A/2A State & 3A Reg Bball						
17+0+2							17+0+2						

October							March						
Oct 6 No students/ no staff							Feb 29 - Mar 2 1A/2A State & 3A Reg Bball						
Oct 13, 20, 27 Intrv/Exten/PD Fridays							Mar 1,8, 29 No students/ no staff						
Oct 19 End Quarter 1 (36 days)							Mar 7-9 3A/4A State Basketball						
Oct 21 State Cross Country							Mar 14 End Quarter 3 (43 days)						
Oct 27-28 Regional Volleyball							Mar 15, 22 Intrv/Exten/PD Fridays						
18+0+3							Mar 29 - Apr 1 Spring Break						
18+0+3							16+0+2						

November							April						
Nov 2-4 State Volleyball							Mar 29 - Apr 1 Spring Break						
Nov 3, 10 No students/ no staff							Apr 5 Full School Day *						
Nov 10-11 State Football							Apr 12, 19 Intrv/Exten/PD Fridays						
Nov 17 Intrv/Exten/PD Fridays							Apr 26 No students/ no staff						
Nov 22-24 Thanksgiving Break							May - June						
16+0+1							May 3, 10 Intrv/Exten/PD Fridays						
16+0+1							May 10-11 Regional Track						
12+0+3							May 16-18 State Track/State Soccer						
12+0+3							May 17 No students/ no staff						
12+0+3							May 19 District Graduations						
12+0+3							May 23 Last Day of School Students						
12+0+3							May 24 Last Day Staff (no students)						

December							May - June						
Dec 1, 8, 15 Intrv/Exten/PD Fridays							May 3, 10 Intrv/Exten/PD Fridays						
Dec 21 End Semester 1							May 10-11 Regional Track						
Dec 22-Jan 2 Christmas Break							May 16-18 State Track/State Soccer						
12+0+3							May 17 No students/ no staff						
12+0+3							May 19 District Graduations						
12+0+3							May 23 Last Day of School Students						
12+0+3							May 24 Last Day Staff (no students)						

2024 Graduation Times 1:00 SE 2:30 THS 4:00 LFL 14+0+3

Q1 = 36 days Q2 = 34 days/ Sem 1 = 70 days/ Q3 = 43 days Q4 = 40 days/ Sem 2 = 83 days

Approved March 7, 2023

NEW - Friday School - Intervention & Extension/Enrichment for Elementary Students

Purpose: Friday School is new for the 2023-2024 school year and has multiple purposes. The two main purposes will be for intervention and enrichment/extension. All students will receive core instruction Monday-Thursday. No new core content will be taught on Fridays. Students who need to make up work, redo assignments or tests, receive remediation, or wish to participate in enrichment activities will do so during this time.

Time and Location: Friday School will take place on the following Fridays: Aug.25; Sept. 15, 29; Oct. 13, 20, 27; Nov. 17; Dec. 1, 8, 15; Jan. 12, 19; Feb. 9, 16; March 15, 22; April 12, 19; May 3, 10. Friday school will take place from 8:00 a.m. until 12:00 p.m. Students may be dropped off and picked up by parents, or they may ride the bus (buses will run at 8:00 a.m. and 12:00 p.m.)

Friday school will be broken up into four sessions: three sessions with certified teachers and one session with classified staff that will consist of students completing work they have not done from the previous week(s). The first three sessions will be from 8:00-8:40, 8:40-9:20, and 9:20-10:00. The last session will be from 10:00-12:00. Students may be assigned to multiple sessions with multiple teachers, or work with one teacher the entire time.

Notification: Students and parents will be notified that the student needs to attend Friday intervention by 4:00 p.m. on Wednesday afternoons via BAND chat, School Messenger, email, and/or a phone call to the parent. Students may be released from Friday interventions between Wednesday afternoon and Friday morning if they complete their work and/or remediation.

Students will also be invited for enrichment/extension opportunities by 4:00 p.m. on Wednesday afternoons via BAND chat, School Messenger, email, and/or a phone call to the parent.

Attendance: It is very important that students attend Friday intervention if they have been assigned to it. If students are not able to attend, it is their responsibility to notify the office and the teacher that they will not be able to attend. The student will also need to arrange a time with their teacher to complete their work/remediation.

Assigned Students: Students may be assigned to Friday intervention for a variety of reasons. One or more of the following reasons will be stated in the notification that will go out on Wednesday afternoon.

1. Failing any class
2. Missing work
3. Detention
4. Need for remediation
5. Need to make-up/retake quizzes or tests
6. Need for extra time to learn/complete a standard/task

Students will be removed from Friday intervention only if the assigning teacher or administrator removes them from the list. If students are assigned to Friday intervention by more than one teacher, core classes will be given first opportunity to work with that student, followed by classes needed for graduation, and then all other classes.

During Friday School, all normal school rules and expectations will be enforced. Any questions about Friday School should be directed to your child's school Principal or Dean of Students.

Parent and Guardian Right to Request Teacher and Paraprofessional Qualifications

Under Section 1112 (e)(i)(ii) of The Every Student Succeeds Act (ESSA), district parent’s have the right to know about the qualifications of their children’s teachers and paraprofessionals.

As a parent or guardian, you have the right to request information about the qualifications of your child’s teacher, which includes state license status with approved subject/endorsement areas, emergency/provisional status, and field of discipline. All certified staff hired by GCSD#1 are required to meet certification requirements of Wyoming Department of Education (WDE) and the Wyoming Professional Teaching Standards Board (PTSB).

You also have the right to request information about paraprofessionals (teacher aides) if any are providing services to your child, and what their qualifications are. Goshen County requires all paraprofessionals have an educational background of at least 48+ credits on college transcript or have completed the Praxis ParaPro assessment with a minimum score of 462 prior to being hired.

If you have questions or would like to request qualification information, feel free to contact Superintendent Ryan Kramer at 307-532-2171

Core Business of the District

The Core Business of Goshen County School District No.1 is to design intellectually demanding work that students find engaging and from which they learn at higher levels than they are currently learning.

As a Result:

1. Students in Goshen County School District No. 1 experience an increase in the level of engagement in their work.
2. Teachers in Goshen County School District No.1 regularly and intentionally design work that students find engaging.
3. The actions of those in Goshen County School District No.1, students, teachers, principals, and district-leaders are focused on the “core business” of designing engaging work for students.
4. The culture of Goshen County School District No.1 is focused on the “core business” of designing engaging work for students.

Adopted: September 2003

Core Beliefs – Things on Which We are Willing to Act

1. We believe all students can learn more than they are presently learning and at higher levels.
2. We believe students are volunteers; what they have to volunteer is their attention and commitment.
3. We believe teachers can directly affect student learning through the design of work that has those qualities that are most engaging to students.
4. We believe in collaborating with parents and community members in making decisions that positively affect student learning.
5. We believe in providing school and classroom environments that are physically and psychologically safe.
6. We believe in structuring resources---time, people, space, information---to support the core business of schools.
7. We believe all members of the school district must model engagement in teaching and learning.
8. We believe respect and trust must exist among members of the organization.
9. We believe high standards must exist for everyone in the school district.





We are committed and accountable to the following beliefs.....

Collaboration – We believe in the collective voice of students, staff, families, and community working toward a common goal.

Communication – We believe in meaningful communication between schools, families, and community that provides an open, honest, and concise dialogue that keeps all informed.

Engagement – We believe learners will perform at higher levels when instruction results in persistent, attentive, and committed learners.

Vision

Caring people that lead, empower, and inspire all students to achieve excellence.

Mission

Our commitment is to prepare each student to become a career and college ready citizen. We will partner with families and community to provide an engaging and challenging education in a safe and positive environment.

Goal 1: Build a Positive Culture

- Improve communication with students, staff, families, and communities.
- Ensure a safe and healthy environment.

Goal 2: Prepare All Students to Be Career and College Ready

- Develop, implement, and maintain the Guaranteed and Viable Curriculum (GVC).
- All students will be reading on grade level by the end of second grade and subsequent years.
- All students will be prepared for Algebra I by the end of 8th grade and students will demonstrate annual growth.

High Expectations – We believe in challenging and inspiring all learners to reach their maximum potential.

Instructional Design - We believe educators are designers and utilize design qualities to meet the needs and interest of the individual learner.

Relationships - We believe relationships are the foundation for creating an environment which fosters positive connections, trust, and integrity which is critical for student success.

Respect – We believe in honoring opinions and diversity while treating each other with dignity.

Safe Environment - We believe in providing a healthy school environment that is physically and emotionally safe.

<p style="text-align: center;">ELEMENTARY STUDENT ATTENDANCE (Grades K-5 Torrington and Lingle; Grades K-6 Southeast/LaGrange)</p>
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Philosophy on Attendance

Student attendance is an essential component for student success. Goshen County Schools take responsibility to provide the best possible educational program in a supportive and challenging learning environment. Each Goshen County family and student must take responsibility for his/her attendance and participation in this educational program.

General Guidelines

Regular attendance is vitally important to each student. It can directly affect his/her progress academically and the development of attitudes and habits for later life. Learning to regularly attend and to be on time is a goal which will help students be successful beyond the K-12 school system.

Recordkeeping of Attendance

Elementary school absences will be tracked for morning (a.m.) and afternoon (p.m.) as follows:

1. Morning session - students are considered absent if they arrive 1 hour or more after the start of the school day
2. Afternoon session - students are considered absent if they leave prior to 1 hour or more before the end of the school day

Attendance Requirements

1. Elementary students who are absent seven (7) or more morning or afternoon sessions per semester will be required, together with their parent/guardian, to participate in an attendance conference.
2. The attendance officer may waive the requirement for an attendance conference based on documentation provided by the parent/guardian.

Parent/Student Responsibilities

1. Parents must call the school by 8:30 a.m. on the day of their child's absence. For safety reasons the schools will attempt to call parents when children do not report to school.
2. If unable to call, a note from the parent must accompany the student to the attendance office upon returning to school. Failure to communicate with the school either during the absence or after the student returns will result in the absence being recorded as an unexcused absence.

ABSENCES - Excused absences shall include the following:

- pre-approved by the school
- arranged in advance with permission and consent by the parent/guardian
- absences where notification is given to the school by the parent/guardian prior to the start of school on the day following the absence
- absences due to unsafe road or weather conditions
- absences due to health, illness, or injury of the student, or a death or serious injury or illness in the student's family

Students will be granted the opportunity to make up work for their absence. One day of make-up time is to be granted for each school day missed. It is the responsibility of the parent/guardian/student to make arrangements with each teacher as to when the make-up work is due.

Truancy

Any student who has five (5) or more unexcused absences in any school year will be considered habitually truant. "Habitually truant" means exceeding the limit of unexcused absences (five) as defined in this policy when the excess absences are the result of a parent's/guardian's or custodian's willful failure, neglect, or refusal to require a child's regular attendance at school in accordance with W.S. 21-4-102.

Consequences for Truancy - All truancies will result in the student being required to make-up work.

ATTENDANCE PROCEDURES – PER SESSION (A.M. OR P.M.) PER SEMESTER

A school's attendance board may include the principal or designee and any of the following: counselor, school secretary, classroom teacher, superintendent or designee, and school nurse if medical reasons are involved.

1. **After three absences from a morning or afternoon session**, the parent/guardian will be notified by mail or phone.
2. **After the fifth absence from a morning or afternoon session** the school secretary/principal will notify the parent/guardian by mail or phone.
3. **On the seventh absence from any morning or afternoon session** in a semester, the student may be required to make up lost class time outside the regular school day (before or after school) if not meeting proficiency in all of subjects.
 - a) Parents/guardians will be required to meet with the Attendance Board to discuss the absences and the possible consequences for continuing absences. The parent/guardian may request an appeal to waive make up time being required outside the regular school day. Final determinations will be made by the attendance officer. If an appeal is approved, class time will not be made up.
 - b) The building principal may waive the attendance conference for documented absences and if the student is meeting proficiency in all his/her classes
 - c) Parent/guardian will be contacted by mail regarding attendance conferences. If there is no response, the school will follow-up with a phone call. If after these two attempts the parent does not set up an appointment or refuses to attend, the attendance hearing will proceed without the parent present.
4. **On the tenth absence**, the student may be required to make up lost class time outside the regular school day (before or after school) if not meeting proficiency in all of his/her subjects, and/or it may be determined that the student failed to meet the requirements to successfully complete the grade level and may be recommended for retention. Parents may appeal to the attendance officer if they feel circumstances warrant a review.
5. **Outcomes of the appeal after the tenth absences** may be one or more of the following:
 - a) Reinstatement to regular status, and/or
 - b) Required to make up lost class time and/or
 - c) A determination that the student did not meet the requirements to successfully complete the grade level and that the student should be recommended for retention.

Procedures for tardies are referenced in each building student handbook

STUDENTS IN CRISIS



The district recognizes that suicide and suicide-related behaviors/mental health challenges pervade young people worldwide. Students identified as displaying suicide-related behaviors are in need of immediate help that will allow them to be more successful, not only in an academic environment but within their communities. **Please refer to District Policy 5153 (Student Suicide Intervention Protocol).**

If you know someone who might be exhibiting the behaviors listed below, please tell a teacher, parent, another trusted adult, or contact Safe2Tell (1-844-WYO-SAFE) or www.safe2tellwy.org. All teachers at GCSD #1 have been trained in identifying students who may be in crisis.

- ***Threatening to hurt oneself or hurting oneself***
- ***Talking or writing about death***
- ***Agitated, anxious, hopeless***
- ***Anger, withdrawal, unable to sleep***
- ***Mood changes***
- ***Chronic Illness***
- ***Alcohol or drug abuse***

BULLYING, HARASSMENT & INTIMIDATION (District Policy 5158)

Bullying, harassment, or intimidation of students at school is prohibited. Bullying, harassment, or intimidation means any repeated intentional gesture or any repeated intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

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

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

What is Bullying? Examples of bullying may include but are not limited to the following repeated behaviors:

A. PHYSICAL

- Hitting, kicking, pushing, or threatening to do it
- Stealing, hiding or ruining someone else's things.
- Making someone do things he or she doesn't want to do.
- Some gestures or body language.

B. VERBAL

- Name calling, teasing or insulting another person, inappropriate text messages or cell phone pictures

C. RELATIONSHIP

- Speaking lies or rumors about someone
- Making someone feel left out or rejected

Report all bullying or harassment to a teacher, principal, or other staff member as soon as possible

SEXUAL HARASSMENT (District Policy 5156)

Sexual harassment of students by other students or by adults is illegal. Sexual harassment includes (but is not limited to):

- sexually-oriented kidding, jokes, drawings, gestures or questions of a sexual nature
- repeated requests or pressure for sexual activity of any kind
- repeated sexual "put-downs"
- unwelcome touching (patting, pinching, hugging, rubbing, brushing against a body)
- threats that you must do sexual things
- repeated, unwanted sexual flirting
- verbal abuse of a sexual nature
- saying unacceptable things about someone's body
- showing sexual objects or pictures to another student

Report all sexual harassment to a teacher, principal, or other staff member as soon as possible

RACIAL HARASSMENT (District Policy 5156.11 and District Policy 4300/5100)

It is the policy of Goshen County School District No. 1 to create a learning and working environment that is free from harassment of any kind and, therefore, the District prohibits any form of racial harassment.

For the purposes of this regulation, racial harassment is defined as, but not limited to the following behavior towards a person on the basis of that person's race:

- Direct personal insults (whether written or oral) such as epithets, slurs, cartoons, drawings or insults which are addressed to an individual (or group of individuals) where such utterances are likely to incite an immediate negative response from the person(s) addressed
- Threats of physical harm or actual harm of a person or interference with a person's movement or work
- Damage, defacement or destruction of District or an individual's personal property or materials in such a manner as to demean that/those person(s)
- Any other acts of harassment or intimidation
- Retaliation related to the filing, reporting, defending or presenting evidence related to a racial harassment complaint is prohibited. Retaliation includes threats, conduct and communications which seek to punish parties involved in filing, reporting, defending or presenting evidence related to a harassment complaint.

Please report all racial harassment to a teacher, principal or other staff member as soon as possible

SPEAKING LANGUAGES OTHER THAN ENGLISH (District Policy 5156.20)

English is the language of instruction in the district. This does not preclude the speaking, writing or other use of other languages. The need for clarification or communication for those parents and students whose knowledge of English is limited may dictate the use of the home language when resources are available. Families that speak languages other than English will be offered the option of receiving school-to-home written communications in a language other than English.

School District No. 1. A student may converse in a language other than English at school or school activities. However, in order to obtain the greatest benefit from the education being offered in the classroom, the student should make his or her best effort to communicate in English whenever possible.

School personnel may request a student speak in English when the student is able or, when deemed necessary, an interpreter may be used to enhance communication between the student and school personnel. No student will be disciplined simply for speaking in a language other than English. Questions concerning the use of a language other than English may be directed to your student's principal or the Superintendent of Schools or designee at 532-2171.

STUDENT CHECK-OUT DURING THE DAY/ SCHOOL SECURITY

Use the front door to enter the building and report to the office when checking out students. To provide for the security and safety of students and staff, all other doors will be locked during the day.

Staff members will not release a student to anyone unless they are released through the office. Students are released to parents or guardians only, unless prior arrangements have been approved by the school.

For your student's safety, our schools are equipped with video surveillance systems.

All students arriving late, leaving during the day and returning, or leaving early MUST check in or out through the office.

EMERGENCY SCHOOL CLOSINGS/ INCLEMENT WEATHER/ REMOTE EDUCATION DAYS (District Policy 3611.2)

Occasionally inclement weather prevents school from starting on time, students being sent home early, or cancellation. Students and parents are urged to listen to local radio and television stations, or local cable access. Information will also be available on the GCSD#1 district website. The district also uses an emergency phone system that will automatically call, email, and text parents or guardians regarding school closures.

When school is dismissed, all activities, practices, performances, and games will be canceled for that day with the only exception being regional and state culminating events. The decision will then be made by the transportation supervisor, the administrator in charge of the culminating activity, and the superintendent. All factors considered, the basic consideration will be the safety of the students traveling.

In the case of a remote education learning day being called, the superintendent, transportation supervisor, principals, and athletics directors will review current road conditions and upcoming weather impacts to determine if extracurricular high school activity or athletic events including practices can be safely held. The decision will be made two hours prior to the start time for home events, or two hours prior to the departure time for away events requiring travel. The Wyoming Department of Transportation road condition map must show road conditions are clear for travel (cannot say "no unnecessary travel").

Events or practices on a remote education day will not be mandatory for students, parents may excuse their student if desired, and coaches/sponsors will have the ability to determine if practices will be held.

To ensure that you are contacted with this information, please be sure to contact your students' school(s) with your current contact information, including email address.

CELL PHONES/ELECTRONIC DEVICES

Electronic devices may not be used during a class without teacher permission. If an electronic device is used by you or heard during class by your teacher, without teacher permission, it will be taken away from you and given to YOUR ADMINISTRATOR.

1ST OFFENSE • you may pick up your electronic device in the office at the end of the day and you will have a school discipline consequence;

2ND OFFENSE (or more) • your parent will have to pick up your electronic device and you will have a school discipline consequence.

ELEMENTARY GRADING K-5

1. Score Assignments Using Descriptors	2. Grades/Rubric Score	3. Score Assignment Using Percentages
Advanced (above grade level)	4.0	95 – 100
Proficient (at grade level)	3.5	88 – 94
	3.0	79 - 87
Basic (below grade level)	2.5	70 – 78
	2.0	50 - 69
Novice (below grade level or non-performing)	1.5	30 – 49
	1.0	

1. All District teachers are to use PowerGrade/PowerSchool to record and keep student grades. Parents are to have on-line access to information on student achievement.
2. Only values in column 2, Grades/Rubrics, may be entered into PowerGrade/PowerSchool. Teachers are to convert scores from column 3 to those in column 2 before entering them.
3. For determining student grades, teachers are to use district assessments and classroom assessments.
4. Teachers may weight grades within the two above categories. However, when weights are assigned to common assessment grades, the weights must be agreed upon collegially by all teachers responsible for the specific common assessment.
5. Report card grades issued for courses will be exact averages using Column 2 values carried to the hundredth place.
6. GPA will be calculated using the Grades/Rubric column values carried to the hundredth place
7. Non-achievement factors including effort, behavior, and attendance may not be included in student grades.

SCHOOL MEAL PROGRAMS

Goshen County School District #1 serves nutritious meals every school day. A morning breakfast program will be available daily. Parents will be informed as meal account balances are depleted. Account balances may also be checked through the district website.

Payment is to be made in advance for the student to be served. Parents can electronically prepay for student meals in advance by creating an account and entering debit/credit card information. Go to the district website at www.goshen1.org, click on the Student tab at the top of the page, and select Breakfast/Lunch menus.

Meal prices are set annually in July. Rates for the current school year will be provided by your school. A student bringing a cold lunch may purchase milk. Parents are welcome to eat with their children. Adult lunches are full price and payable the day you eat.

Special Diet/Food Allergy

Student food allergies and special diets must be documented by a physician with a diet request submitted to the school nurse. Menu substitutions can only be made as a result of a physician request. Students with lactose intolerance or a dairy allergy do not need a physician request to receive a substitute for milk. Parents may send a written, signed note to the school nurse stating the allergy and requesting a milk substitute.

Free and Reduced Meals

Free and Reduced meal applications may be completed online with MySchoolApps. The district offers an online service as a means to provide faster processing of applications, with greater confidentiality. The application can be completed from any location, or computer stations will be available at each school for parent/guardian use. Please visit the district website at www.goshen1.org for more information. If a parent/guardian does not wish to complete an online application, packets will be available at each school upon request.

Once an online application is submitted, or a packet is returned to a school, the family's eligibility will be determined. Upon meeting qualification requirements, students will receive either free or reduced meals. Parents/guardians will be notified of their application eligibility, which covers both breakfast and lunch meals. If you have any questions about this process, please feel free to visit with your building secretary or contact the Business Office at 532-2171.

UNPAID STUDENT MEAL DEBT (District Policy 5151.1)

The food service program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The superintendent or designee shall be in overall charge of the program for the district. The Food Service Director and Business Manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

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

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

Receipts from the food services program will be used only to pay regular food services operating costs. When food services facilities are used by outside or community organizations, a fee approved by the Board may be charged to cover costs. If facilities are used by groups, no supplies provided for the regular food service program or USDA commodities will be used.

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

1. Payment is expected in advance of the students eating each day and parents/guardians are expected to maintain a positive meal balance throughout the year.
2. Notes and/or emails will be sent home weekly for all students with a negative balance over \$5.00 on their meal account.
3. When a student reaches a negative balance of more than \$10.00 the secretary/clerk will call the parents/guardians to remind them of the negative balances.
4. When a student reaches a negative balance of more than \$20.00 the school principal will contact the parents/guardians to remind them of the negative balances.
5. Schools will submit monthly reports to the superintendent with notes of the steps taken to collect balances. The superintendent will contact parents/guardians as requested by the schools.
6. All students will receive a meal if they have money in hand to pay for the meal without regard to whether or not they have a charge balance.
7. No student will be denied a lunch meal.
8. Students who qualify for free or reduced-price meals will always be provided a meal even if the student owes money.
9. The school will prohibit students from charging a la carte items or seconds if they have negative account balances.

Any debt accrued prior to the approval of a free and reduced meal application, remains the responsibility of parents/guardians.

The district will ensure that students with a disability and/or a documented medical need requiring substitutions or accommodations will receive safe meals that meet their dietary requirements. A completed request form signed by a state licensed healthcare professional must be provided to the district.

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

Goshen County School District No. 1 may, if it is unable to collect the delinquent meal charge, refuse to award the student credit until the unpaid meal charge is paid in accordance with W.S. §21-4-308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in the food service program. Parents/guardians of a student with a negative balance may contact the school's Food Service Program for information and support in providing their students with a healthy, quality meal.

STUDENT FEES, FINES, AND CHARGES (District Policy 5151)

The district shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Costs of major projects in woods, crafts or industrial arts classes, when the items produced will be retained by the student, will be paid by the student.

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost. Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage. **Per Wyoming State Statute 21-4-308 all credits, report cards, diplomas, transcripts, and grade advancement will be held until fines, bills, food service meal charges, or assessments are paid.**

STUDENT CONDUCT ON SCHOOL BUSES

1. The right of students to ride a bus is based upon the continued observance of the rules and regulations. The conduct of the students should be such that the driver's attention is not diverted from his primary duty of safely transporting students.
2. Orderly conduct must be observed.
3. The driver is in full charge of the bus and students. Students must obey the driver promptly and with respect.
4. The driver has the privilege of assigning seats to any student. The student must remain in that seat until moved by the driver.
5. Students must be at their assigned bus stop five minutes before bus arrival time. After school the bus cannot wait for those who are tardy for any unnecessary reason.
6. Students will load on the right-hand side of the road (according to the direction in which the bus is traveling). Students must never walk behind the bus and must walk at least 10 feet in front of the bus when the driver says it is safe to do so.
7. When leaving the bus, the students must follow any special directive received from the driver.
8. Students shall sit in their seats as soon as they get on the bus. Students must remain seated at all times.
9. Students must not extend hands, arms or their heads out of the windows.
10. Students must keep the aisle clear. Books, bags, feet, etc. cannot be in the aisle while the bus is in motion.
11. Students shall not be allowed to get off or on buses except at assigned stop or the school grounds without the written consent of the parent(s) or the student's principal or teacher.
12. Any damage to the bus must be reported at once to the driver.
13. Damage to the seats or other equipment shall be paid for by the student.
14. Help keep the bus clean, sanitary and orderly. Students will not throw or shoot any article in the bus at any time. Food and drink carried on the bus shall be in the proper containers and not eaten or drunk on the bus without permission. Glass containers will not be allowed on the bus unless properly enclosed.
15. No live animals or pets of any type will be permitted on the bus.
16. Electronic devices may be played with headphones only.
17. Students suspended from bus riding privileges may not ride any route bus.
18. All passengers must be silent while the bus is stopped for railroad crossings and remain quiet while the bus is crossing the tracks.
19. Harassment in any form will not be tolerated.
20. The possession or use of tobacco and alcohol is prohibited.
21. Students riding in any district vehicle equipped with factory installed lap belts shall wear a properly secured lap belt at all times the vehicle is in motion.

Students who violate any rule may be reported to the school principal and the Transportation Supervisor. Students may be suspended temporarily or permanently from riding any bus.

Athletic/Activity/Field Trips

Bus Rider Rules and Supervision Guidelines

The unique nature of athletic/activity trips and field trips mandates special rules and procedures. Adjustments benefit the programs involved as well as the riders, student sponsors and drivers. These guidelines and rules clarify the relationship between the bus driver whose primary responsibility during the trip is safe transport of students/student athletes and coaches/sponsors whose primary responsibility is student management.

Loading and Storage

Never block the aisle of the bus for any reason and at any time. Students may not place or store equipment or clothing in the aisle, by the emergency exits, or on the back ledge and compartment. Students cannot sit or lie down in these areas. This is one of the most important safety concerns that drivers and coaches/sponsor should share.

Coaches/sponsors and drivers should make sure that all equipment carried inside the bus is safely stowed within the compartment formed by the bus seats. Objects stored in overhead racks should be secure so there is no risk of injury to the riders. The bus driver must approve storage arrangements before the bus moves. Emergency exits must remain unblocked at all times.

Locker Room

A school bus is not to be utilized as a dressing room. Riders or participants need to find an appropriate dressing room upon arrival at the school event.

Supervision

The ultimate decision regarding bus conduct, cleanliness, stops, etc. rests with the bus driver. Whenever there is an extra-curricular activity or field trip there should be one or more coach or sponsor who ride the bus. The driver and the coach/sponsor in charge of the trip should discuss the trip itinerary, where planned stops will be and review the approximate schedule so that both understand it before the bus leaves the school. The Transportation Supervisor shall be informed of the route the bus will travel to get to the event.

Discipline

To ensure safety guidelines are met, the driver has the final authority for discipline. However, the coach/sponsor most familiar with the students/athletes should be the person who takes first responsibility for monitoring behavior of the athletes on his/her team or the students in his/her class. This coach/sponsor should, immediately upon boarding the bus, identify him or herself to the driver.

Head Count

A roster shall be provided to the driver before leaving for the trip. Coaches/sponsors should do a head count prior to leaving for the return trip and account for all team members before the team leaves and update the roster for the driver. The coach/sponsor is responsible for giving the driver the information that all riders are on the bus and ready to begin the rest of the trip.

Noise

Noise can be a serious and dangerous distraction to the driver. While individuals have different tolerance levels for noise, a steady background level of conversation between students is not a problem. Sudden loud conversations across widely separated areas of the bus, or squeals and shouts distract the driver's attention from driving and cannot be allowed.

Food

Consumption of food and drinks is generally not allowed on buses. The only time that students will be allowed to eat on the bus is when that arrangement is made in advance. The driver and coach/sponsor

should discuss when the team or group will eat and plan clean up procedures in advance. A primary reason for this strict rule is the difficulty with cleaning up pop spills, sunflower seeds, or ice cream spills.

Drinks

No student is allowed to bring glass containers on the bus.

Clean Up

Drivers will have cleaning materials and towels for cleaning up spills on the bus. Coaches/sponsors should designate students to clean up duty on the bus. The coach/sponsor and driver should make an inspection of the bus for problems prior to the driver returning the bus to the garage at the end of a trip.

Separate Seating

When teams/classes consist of both boys and girls, they should generally ride with one gender in front and the other in the back. This is particularly important when the primary coach/sponsor for the specific team is not on the bus such as when the boys and girls team from the early games are returning before the others and one of their coaches/sponsors is staying behind. When more than one coach/sponsor is riding a bus with boys and girls, then one coach/sponsor should ride in front and one in the back.

Reading Lights

Reading lights and flashlights are permissible. No TVs are allowed on the bus. Portable electronic devices are allowed i.e. iPads, portable DVD players, laptops.

Music

The driver may, at a coach's/sponsor's request, turn on the radio. Students frequently bring personal music devices and are encouraged to use these with headphones. In no case should students play "boom boxes" on the bus.

Cleats/Spikes

Athletes are not allowed to wear, put on, or remove shoes with spikes or cleats on the bus. Athletes who damage buses with their spikes/cleats will be charged a damage fee.

Movement on the Bus

Riders must remain seated facing forward with their feet out of the aisle and within the compartment formed by the seats. On long trips it is understood that there may be a need for coaches/sponsors to move about the bus to talk with various individuals. Coaches/sponsors may call individuals forward to talk with them. In such cases it is important to move and be seated safely as quickly as possible. Standing up for any length of time on the bus while it is in motion is dangerous and drivers cannot allow it.

WALKERS AND RIDERS (District Policy 3641.11)

The following students are eligible to receive transportation services:

	Grade Level	Residing:
Ft. Laramie	All Students K-12	Within Ft. Laramie town limits
Lingle	All Students K-12	Residing west of US Hwy 26/85
Yoder	All Students K-12	Within Yoder town limits
LaGrange	All Students K-12	Residing south of WY State Hwy 151
	All Students 6-12	Attending Southeast Jr/High School

Torrington	Students K-5	Students attending Lincoln and Trail Elementary will be provided transportation if they reside outside the walk boundary as identified below and also identified in Administrative Regulation 2. No transportation will be provided for students attending Lincoln and Trail Elementary who live within the walk boundary as described. The walk boundary area is south of East 20 th Avenue, north of US 26, east of East D Street, and west of the eastern City Limit.
	All Students K-12	Residing south of US Hwy 26/85
District	All Students K-12	Residing out of city limits

SUPPLEMENTAL STUDENT ACCIDENT INSURANCE

The option to purchase supplemental student accident insurance will be made available to parents. Questions or claims regarding this insurance should be directed to the insurance company.

STUDENT HEALTH SERVICES INFORMATION

The following guidelines will be followed by all district schools:

ILLNESS PROTOCOL: How sick is too sick? There are 4 main reasons to keep sick children at home. Below are when your child should not come to school:

1. The child doesn't feel well enough to take part in normal activities (such as overly tired, fussy, or won't stop crying).
2. The child needs more care than teachers, staff, or the nurse can give and still care for the other children.
3. The illness is on this list and staying home is required.
4. Based on a nursing assessment/judgement the child should be at home. GCSD#1 reserves the right to send a child home at any time.

Remember, the best way to prevent the spread of infection is through good hand washing and staying home when sick.

Children with the following symptoms/illnesses should be kept home from school:	
SYMPTOMS	CHILD MUST STAY HOME?
DIARRHEA Frequent, loose, or watery stools (poop) compared to the child's normal ones that are not caused by food, medicine, or a known health condition.	YES -if the child looks or acts sick; if the child has diarrhea with vomiting; if the child has diarrhea that overflows the diaper. The child may return 24 hours after the last episode of diarrhea unless caused by an illness that requires them to stay home longer or a healthcare provider says it is not contagious.
FEVER A fever of 100.4°F or above.	YES -for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
"FLU-LIKE" SYMPTOMS Fever of 100.4°F or above with a cough or sore throat. Other flu symptoms can include tiredness,	YES -for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.

body aches, vomiting, and diarrhea.	
COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment with a signed healthcare provider's order at school.	YES -if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary. YES -if the child has multiple illness symptoms or COVID-19 like symptoms.
MILD RESPIRATORY OR COLD SYMPTOMS Stuffy nose with clear drainage, sneezing, mild cough.	NO -if the child is able to take part in usual activities. YES -if the child has multiple illness symptoms or COVID-19 like symptoms
RASH	NO -without fever and the child is able to participate in usual activities. YES -with fever, any rash that spreads quickly, has open weeping wounds, and/or is not healing should be evaluated by a healthcare provider.
VOMITING Throwing up not related to activity, coughing, a known health condition, or self-induced.	YES -if the child looks or acts sick; if the child has diarrhea and vomiting. The child may return 24 hours after the last episode of vomiting unless caused by an illness that requires them to stay home longer or a healthcare provider says it is not contagious. If a child with a recent head injury vomits, seek medical attention.

REFERENCES: The information presented is intended for educational purposes only. It is not intended to take the place of your personal healthcare provider's advice and is not intended to diagnose, treat, cure, or prevent any disease. The information should not be used in place of a visit, call, consultation, or advice of your healthcare provider.

- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics: 2020.20.
- American Academy of Pediatrics, *Red Book: 2021 Report of the Committee on Infectious Diseases*. Kimberlin DW, Barnett ED, Linfield R, Sawyer MH, eds. 32nd ed. Itasca, IL: American Academy of Pediatrics: 2021.
- Colorado Department of Public Health and Environment. *Infectious Disease in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2019.
- Developed in collaboration with the Children's Hospital of Colorado Health Program. Used with permission.

ILLNESS PROTOCOL

HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL

ILLNESS	CHILD MUST STAY HOME?
CHICKEN POX	YES -until all blisters have crusted (usually 6 days) or, in immunized people without crusts, until no new blisters appear within a 24-hour period.
CONJUNCTIVITIS (PINK EYE)	NO -(bacterial or viral) unless the child is running a fever or is not able to participate in usual activities. Call the healthcare provider for advice and possible treatment.
HEAD LICE	NO -See GCSD Head Lice Protocol (BELOW)
BED BUGS	NO - https://www.epa.gov/bedbugs
IMPETIGO	YES -until 24 hours after starting treatment and lesions on exposed skin that can be covered are covered.
RINGWORM	NO -send home at the end of the school day. Can return to school after first treatment.
COVID-19 or COVID-19 SYMPTOMS May include, but is not limited to, the following symptoms: fever or chills, new loss of taste or smell, fatigue, new or unexplained persistent cough,	YES -follow the health department and/or health care provider instructions. Prior to returning to school the child must be fever free for at least 24 hours without

shortness of breath or difficulty breathing, sore throat, runny nose or congestion, muscle or body aches, headache, fatigue, nausea or vomiting, and/or diarrhea.	the use of medicine that reduces the fever, AND symptoms have improved.
STREP THROAT	YES -until 12 hours after starting antibiotics and the child is able to take part in usual activities.
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough) Note: Per Wyoming state guidelines, if there is a disease outbreak at school all vaccine exempt students may be excluded during the active outbreak	YES -until the healthcare provider says the child is no longer contagious. Please provide a note from the healthcare provider to the school nurse.

References: The information presented is intended for educational purposes only. It is not intended to take the place of your personal healthcare provider's advice and is not intended to diagnose, treat, cure, or prevent any disease. The information should not be used in place of a visit, call, consultation, or advice of your healthcare provider.

- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics: 2020.20.
- American Academy of Pediatrics, *Red Book: 2021 Report of the Committee on Infectious Diseases*. Kimberlin DW, Barnett ED, Linfield R, Sawyer MH, eds. 32nd ed. Itasca, IL: American Academy of Pediatrics: 2021.
- Colorado Department of Public Health and Environment. *Infectious Disease in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2019.
- Developed in collaboration with the Children's Hospital of Colorado Health Program. Used with permission.

WHAT IF MY CHILD FEELS WORSE AT SCHOOL? It is not unusual for students to feel better in the morning and then worse as the day goes along. The school is not equipped for prolonged care of your sick child. We require that you or an emergency contact pick up your sick child **within the hour** that you are called. It is important for the school to have a list of local emergency contacts that are available to pick up your child in the event that we are not able to reach you. Please notify the school if there are changes to your contacts.

Reviewed: January 2023 GCSD#1 Nurses

GCSD HEAD LICE PROTOCOL (Pediculosis Capitis)

PURPOSE: To define the steps taken by Goshen County School District (GCSD) in the event of a suspected case of head lice.

RATIONALE: The goal of GCSD Health Services is to keep students in the classroom. Head lice are not a risk for carrying communicable diseases, they live 18-24 hours if not on a human host, and they are primarily spread through prolonged, direct head-to-head contact.

Therefore, the following steps will be completed:

- 1 Students suspected of having head lice will be sent to the school health office for evaluation by the nurse or trained designee.
2. A thorough inspection for live lice and nits will be completed.
3. If live (crawling) lice are noted, the parent/guardian will be notified by phone. The Head Lice Notification Letter will be sent home with the affected student at the end of the school day.
4. The parent/guardian will be instructed to inspect other household members for live lice.
5. The parent/guardian will be provided with information on the biology of head lice.
6. The parent/guardian will be provided with information and instruction on methods for elimination of head lice focusing on inspection for LIVE (crawling) lice. Information provided will be current evidence-based best practice.
7. The parent/guardian will be provided with information on combing out nits (eggs).
8. The parent/guardian will be recommended to clean items that have been in direct contact with the head of the affected student within 48 hours prior to treatment. Information will be sent home, including instructions about laundering clothing, bedding, and other items that may have come in contact with the affected student's head.

9. Upon return, the parent/guardian may be asked if the child has been treated.
10. The student may be periodically re-inspected for live lice by the school nurse or trained designee as needed.
11. Classroom checks and/or mass screenings will NOT be conducted, as these practices have not been proven to reduce the incidence of head lice in the school setting.
12. Students will NOT be excluded from school, but parents/guardians will be asked to treat live lice prior to the next school day.
13. Always protecting confidentiality, a letter indicating that lice have been detected in the classroom may be sent home when the number of incidents in a classroom reaches or exceeds 20-25% of the class population. Distribution of a letter is at the discretion of the building nurse, in consultation with the building principal.

This position statement along with the materials developed and given to parents, staff and the community will be reviewed, at least annually, to ensure that current evidence-based best practices are reflected.

American Academy of Pediatrics: <http://pediatrics.aappublications.org/content/126/2/392.full?sid=e0db2bd1c55fdC4e64Caf14C61cb3ba42684>

National Association of School Nurses: <http://www.nasn.org/ToolsResources/HeadLicePediculosisCapitis/HeadfirstLiceLessons>

CDC Division of Parasitic Disease: <http://www.cdc.gov/parasites/lice/head/>

Reviewed: January 2023 GCSD#1 Nurses

ADMINISTERING MEDICINE TO STUDENTS

When a child must receive medication during school hours, the following regulations will be followed:

1. Signed, written permission of the parent and written instructions by the physician must be on file in the school **before** the medication is dispensed. The physician's instructions should include the name of the child, the name of the drug, and the frequency and duration of medication.
2. If the drug is left in charge of the nurse or school personnel at the physician's request, the medication should be labeled with the child's name, name of medication, time of day medication is to be given, duration it is to be given, and the physician's name. Most pharmacists will provide an extra bottle labeled with instruction to be kept at school if you ask.
3. All medications are to be kept by the nurse or school official and must be kept in a safe place out of the reach of children.

Occasionally, a student who does not feel well, but is not ill enough to be dismissed from school, may request available medication from the school nurse or other authorized personnel. Such medication will **NOT** be given without obtaining parent's approval.

Protocol for Epinephrine Auto-Injector Administration

- a) An epinephrine auto-injector will be given:
 - To a student or staff member who has been previously diagnosed with anaphylaxis, and presents with signs/symptoms of a life-threatening allergic reaction.
 - Or, to a student or staff member not previously diagnosed but who presents with the signs/symptoms of a life-threatening allergic reaction/anaphylaxis per (b) below.
- b) Signs of a life-threatening allergic reaction may include one or more of the following:
 - Lung symptoms: shortness of breath, wheeze, repetitive cough
 - Heart symptoms: pale and/or blue skin, faint weak pulse, dizzy, confusion
 - Throat and mouth symptoms: tightness in throat, hoarse, trouble breathing or swallowing, obstructive swelling (tongue and/or lips)
 - Skin symptoms: many hives over body, redness, swelling

- Gut symptoms: vomiting, cramping pain
 - Or a **combination** of symptoms from different body areas: hives, itchy rashes, swelling (e.g., eyes and lips), gut pain
- c) The FDA approved Epinephrine auto-injector will be given per package-insert instructions and training.
 - d) 911 will be called concurrently for additional emergency assistance followed by notification of school administration and parents/guardians or spouse, etc. If parent or guardian is unavailable, a school staff member will accompany the student or staff member to the hospital.
 - e) A current “Food Allergy & Anaphylaxis Emergency Care Plan” or “Bee Sting Allergy” form and individualized health care plan signed by the parent and the School Nurse will be on file for any known severe allergy. Only the School Nurse or the designated and trained school personnel may administer the Epinephrine auto-injector.
 - f) “Report of Epinephrine Administration” form will be completed.
 - g) All medicine except stock epinephrine will be supplied by parent(s)/guardian.

At the end of the school year all unused medications sent to school will be returned to the parent/guardian who supplied them or destroyed at their request.

THROAT CULTURES

The following procedures will be followed in continuing a throat culture program which is consistent with the State Health Department recommendations:

1. Cultures will be taken upon parental request, or at the request of family physician.
2. Cultures may be taken when a child has strong symptoms of having strep throat.
3. When positive results are received on a culture from the Wyoming State Health Department laboratory, the parent or doctor requesting the culture will be notified by the school nurse.
4. A \$6.00 fee will be charged to cover the cost.

The school nurse will make a follow-up to determine whether the child has received medical attention.

IMMUNIZATION OF STUDENTS

Immunization is mandatory for all students, kindergarten through grade twelve (K-12). This is in accordance with the regulations of the State Department of Health and the State of Wyoming. According to Wyoming School Immunization Law, W.S. 21-4-309, every child in the school district, including children entering school for the first time, must have a verified record of having received the required immunizations. Students not meeting this regulation will be enrolled only under the condition that appropriate immunization will be received within thirty (30) days.

Medical exemption from immunization must be obtained from the parent’s primary physician. Religious waivers are authorized by submitting written evidence of religious objection to the Department of Immunization, State Department of Health, Hathaway Building, Cheyenne, Wyoming 82002, telephone (307) 777-7121. Students shall provide a record of immunization to the office if one has not been obtained with health records from their previous school.

**All District Policies are available on the district website at www.goshen1.org
If you have questions about district policies or procedures, contact your building administrator**

**District Policy 5131.21
ELEMENTARY DISTRICT-WIDE DISCIPLINE CONSEQUENCES**

The possession, distribution or use of alcoholic beverages, tobacco (defined to include electronic cigarettes, and non-regulated vapors), drugs for which the user does not have a lawful prescription, or substances which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, drugs or substances. This policy shall apply to all students regardless of whether or not they are of legal age.

Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other non-regulated substances.

Contact with Law Enforcement

In all situations where there is reasonable suspicion of controlled substance abuse or alcohol, the law enforcement personnel will be contacted. This contact will be made by an administrator or designee and witness in charge of the building. REF: Policy 5131.03 (Alcohol/ Tobacco/ Drug/ Substance Abuse by Students)

Child Find - If a mental health evaluation is recommended as part of the Discipline Consequence, District Policy 5119 (Child Find – Special Education) must be considered and documented through the building intervention team process.

Tobacco/Counterfeit Substance Use and/ or Possession	Discipline Consequence:
First Offense	<ul style="list-style-type: none"> • 2 days suspension • Notify law enforcement • Student is required to make-up work • No school activities/ may not be on any school grounds without parent supervision
Second Offense	<ul style="list-style-type: none"> • 4 days suspension • Notify law enforcement • Student is required to make-up work • Mental health evaluation and/or drug counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district. • No school activities/ may not be on any school grounds without parent supervision
Third or More Offense	<ul style="list-style-type: none"> • 10 days suspension • Notify law enforcement • Student is required to make-up work • Mental health evaluation and/or drug counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district. • No school activities/ may not be on any school grounds without parent supervision

Intent to Sell or Distribute Alcohol, Illegal Drugs, Drug Paraphernalia, or Counterfeit Substances	Discipline Consequence:
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First Offense	<ul style="list-style-type: none"> • 1 - 10 day suspension and possible recommendation for expulsion • Notify law enforcement • No school activities/ may not be on any school grounds without parent supervision • Student is required to make up work
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Alcohol, Illegal Drugs and/or Drug Paraphernalia or Counterfeit Substances (Use and/or Possession):	Discipline Consequence:
First Offense	<ul style="list-style-type: none"> • 1 - 10 days suspension • No school activities/ may not be on any school grounds without parent supervision • Student is required to make-up work
Second Offense	<ul style="list-style-type: none"> • 5 - 10 days suspension • Notify law enforcement • Mental health and/or alcohol/drug treatment is required. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district. • Student is required to make-up work • No school activities/ may not be on any school grounds without parent supervision
Third Offense	<ul style="list-style-type: none"> • 10 days suspension • Notify law enforcement • Mental health and/or alcohol/drug treatment is required. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district • Student is required to make-up work • No school activities/ may not be on any school grounds without parent supervision

Weapons: Definitions	Discipline Consequence:
Type I: Use or possession of deadly weapons means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury	<ul style="list-style-type: none"> • 5-10 days out of school suspension and possible recommendation to the Board of Trustees for expulsion • Notify law enforcement • Student is required to make-up work • Mental health evaluation and counseling required. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district. • No school activities/ may not be on any school grounds without parent supervision
Type II: Use or possession of any article other than deadly weapons which are designed or intended to be used to inflict bodily harm and/or intimidate other persons. Examples are, but not limited to, knuckles, switch blade/butterfly knives, chains, clubs, stars	<ul style="list-style-type: none"> • 5 - 10 days suspension and a possible recommendation to the Board of Trustees for expulsion • Notify law enforcement • Student is required to make-up work • Mental health evaluation and counseling required. Program cost and any related costs are the responsibility of the student and/or student’s family if they choose a program not contracted by the district. • No school activities/ may not be on any school grounds without parent supervision
Type III: Use or possession of any article designed for other purposes but which are being used, or intended to be used, or	<ul style="list-style-type: none"> • Possible detention-suspension depending upon situation • Student is required to make-up work

threatened to be used to inflict bodily harm and/or intimidate	
Vandalism:	Discipline Consequence:
Individuals who cause damage to school property, including but not limited to: buildings, contents, site, site improvements, and vehicles	<ul style="list-style-type: none"> • Detention/ Suspension • Law enforcement may be notified if valued over \$100 • Expulsion recommended in severe cases • Full restitution paid to district for item(s) damaged by the act • No school activities/ may not be on any school grounds without parent supervision • Student is required to make up work • Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district.
Assault Type:	Discipline Consequence:
Verbal assault of a district employee	<ul style="list-style-type: none"> • 1-10 days out of school suspension • Student is required to make up school work • No school activities/ may not be on any school grounds without parent supervision • Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district.
Verbal assault of another student	<ul style="list-style-type: none"> • 1 – 10 days suspension • Law enforcement may be notified • No school activities/ may not be on any school grounds without parent supervision • Student is required to make up school work • Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district.
Assault of a Student; Fighting Another Student: (slapped, hit, kicked, thrown, or pushed a student, etc.)	<ul style="list-style-type: none"> • Possible 1-10 days suspension. May be recommended for expulsion. • No school activities/ may not be on any school grounds without parent supervision • Possible notification of law enforcement • Student is required to make up school work • Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district
Physical Assault of a District Employee	<ul style="list-style-type: none"> • 1-10 days out of school suspension. May be recommended for expulsion. • Notify law enforcement • Student is required to make up school work • No school activities/ may not be on any school grounds without parent supervision • Mental health evaluation/counseling may be recommended. Program cost and any related costs are the responsibility of the student and/or student's family if they choose a program not contracted by the district.

STUDENT INTERNET ACCESS AND SAFETY

The Goshen County School District No. 1 Board of Trustees will provide staff and student access to District computerized curricular systems and the Internet based on the accompanying regulation.

Computer and Internet access is available to students and staff of Goshen County School District No. 1 (GCSD#1). In providing these services, it is the goal of GCSD#1 to promote learning skills, technological literacy, and higher communication and thinking skills through enhanced instruction. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of GCSD#1 that Internet access should only be used to further the educational goals and objectives set out for each student. Modern technology will be used at GCSD#1 and it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, GCSD#1 will support and respect each family's right to decide whether or not to apply for access.

It is the general policy that all computers throughout GCSD#1 are to be used in a responsible, ethical, and legal manner. **Access is a privilege, not a right. Access entails responsibility.** GCSD#1 will monitor the online activities of students and will train students on appropriate online behavior.

Disciplinary action may be taken against any student who tampers with the filters. It is presumed that users will comply with GCSD#1 standards and will honor the agreements they have signed.

Failure to adhere to this policy and the guidelines for the use of GCSD#1 computers as described herein may result in the cancellation of access privileges and possible other disciplinary or legal action, UP TO AND INCLUDING EXPULSION.

Parental permission is required to gain access to e-mail and the Internet. All students under the age of 18 must present a completed *User Agreement and Parent Permission Form* to their school. Students 18 and older may sign their own forms.

RULES OF INTERNET AND COMPUTER USE:

Users are responsible for good behavior on school computer systems just as they are in a classroom or school hallway. General school rules for behavior and communications apply. The following defines the intended use of GCSD#1 computer systems as well as establishes the acceptable or unacceptable use of this technology:

WITH DISTRICT PERMISSION, A RESPONSIBLE AGE-APPROPRIATE USER MAY:

- Research assigned classroom projects
- Send electronic communications to other users for assigned classroom projects

A RESPONSIBLE USER MAY NOT:

- Send or display offensive or sexually suggestive or explicit messages or pictures
- Use obscene language or access obscene material
- Access material deemed to be pornography, child pornography, or material harmful to minors
- Harass, insult, or attack others
- Damage computers, computer systems or computer networks (this includes, but is not limited to uploading or creating computer viruses), take part in 'hacking' or other unlawful activities online
- Send or receive copyrighted material without permission
- Use another user's password under any circumstances
- Alter, delete, or copy computer files that do not belong to the user

- Use a computer or network for any illegal purpose
- Violate the rules of common sense or network etiquette
- Use the network or system for financial gain or commercial activity
- Tamper with computers, networks, printers, etc.
- Write, produce or create programs to damage computers
- Intentionally waste limited resources
- Access forums, chat rooms, or social media devoid of educational purpose
- Disclose, use, or disseminate personal identification information regarding students
- Use or attempt to discover another user's password nor shall user use or let others use another person's name, address, password, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person

INTERNET SAFETY TRAINING

The District will provide age-appropriate training for students who use GCSD#1's internet facilities. The training provided will promote GCSD#1's commitment to:

1. The standards and acceptable use of Internet services as set forth in GCSD#1's Internet Access and Safety policy;
2. Student safety with regards to safety on the Internet, appropriate behavior while online (on social networking Web sites and in chat rooms) and cyber bullying awareness and response; and
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA). Internet Safety training will be provided to students in a traditional classroom setting, through video, online resources, lessons and activities and/or other appropriate curriculum.

REQUESTS TO MODIFY TECHNOLOGY PROTECTION MEASURES

It shall be the responsibility of all GCSD#1 employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling, filtering or otherwise modifying of any technology protection measures shall be the responsibility of the Superintendent or designated representatives. To make a request:

1. Submit a request, whether anonymous or otherwise, to the building principal; or
2. Submit a request, whether anonymous or otherwise, to the GCSD#1 Superintendent.
3. Requests for access shall be granted or denied within five (5) school days. If a request was submitted anonymously, persons should attempt to access the requested web site after five days.
4. Appeal of the decision to grant or deny access to a web site may be made in writing to the GCSD#1 Board of Trustees. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Trustees at the GCSD#1 Central Office, stating the web site that they would like to access and providing any additional detail the person wishes to disclose.
5. In the case of an appeal, the Board of Trustees will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a web site or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate, the process described above should be followed, except any decision to filter or block content will be made within thirty (30) days.

CONDITIONS

By signing the GCSD#1 *Annual Student Internet User Agreement and Parental Permission Form*, users

acknowledge that:

- Rules and regulations of the GCSD#1 internet use terms and conditions are understood
- Violation of any rule(s) may result in a user's computer account possibly being canceled by the building principal for at least ninety (90) school days
- Local, state, and federal laws related to unlawful computer and internet use will be enforced
- Violation of any rules may result in a user's computer access possibly being cancelled by the building principal for at least ninety (90) days, and may result in disciplinary action up to and including expulsion or termination

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (District Policy 5131.04)

Goshen County School District No.1 seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

The school administration shall cooperate fully with local law enforcement agencies with respect to searches of school property and on school premises when investigations and searches related to drug or other offenses are in progress.

Searches Conducted by School Personnel: A principal or school official who has a reasonable suspicion that a search will turn up evidence that a student has violated school policy or the law may conduct a search. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property while on school premises or during a school activity and may seize any illegal, unauthorized or contraband materials as defined by this policy.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and the nature of the suspected infraction.

Search of School Property: All lockers, desks and other storage areas used by students in all Goshen County School District No. 1 are owned by the District, and all are under control of the principals of the respective schools. Additionally, all locks issued to students by the school principal or his designee, and master lists of lock or locker combinations are maintained by the principal or his designee. School property provided for the use of students is subject to inspection, clean outs, access for maintenance and search pursuant to this policy. Students shall assume full responsibility for the security of their lockers and any other school storage areas at any time, with or without reasonable suspicion and its contents when there are reasonable grounds for a search. Contents shall include such items as purses, wallets, back packs, and pockets of clothing.

School officials may also search vehicles parked on school property if there is reasonable suspicion. Whenever reasonably possible, another person should be available to witness the search.

Searches of the Student's Person: The principal or designee may search the person of a student if the school official has a reasonable suspicion that the student is in possession of contraband or that the search may yield evidence of a violation of the law, school district policies, or school rules. Search of the person shall be limited to any objects in the student's possession such as a purse or briefcase. No strip searches, i.e. searches requiring the removal of shirts, blouses, or pants, shall be carried out by district employees.

Searches should be conducted outside of the presence of other students and as privately as possible. An attempt shall be made to have the search done by a staff person of the same sex in the presence of a second adult witness.

Searches Using Hand-Held Metal Detectors: The superintendent shall be responsible for the monitoring and enforcement of guidelines relative to metal detector procedures (see Admin Reg. 1). The purpose of the metal detector search is for student safety and as a deterrent to anyone bringing weapons to school. Metal detectors may be used at district schools and school-related functions. Searches as determined necessary to protect the safety of persons in the school facilities may include all students, and may be done on a regular basis, randomly, periodically, or upon reasonable suspicion.

Parent Notification: Parents will be notified after any search has been conducted.

Seizure of Items: Anything found in the course of a search conducted by school officials which is evidence of a violation of law or district policy or school rule or which by its presence presents an immediate danger of physical harm, may be seized.

Interrogation by School Officials: Students may be subject to questioning by District personnel at any time. To the extent a School Resource Officer (SRO) is used as a school employee for interrogations for determining violation of school infractions, the SRO, the same as any other administrator, may conduct the interview and utilize the information for school disciplinary matters. If the SRO or an administrator conducts an interview for the purpose of a criminal prosecution, parents will be notified and the student will be accorded all rights applicable to interviews by law enforcement prosecution.

Definitions:

"Reasonable suspicion" is based on facts provided by a reliable informant or personal observations which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy, school rule or state or federal laws.

"Contraband" consists of all substances or materials prohibited by Board policy or state or federal law including but not limited to drugs, alcohol, guns, knives, other weapons or incendiary devices.

Law Enforcement Search and Seizure: The principal or designees may request that a search on school premises be conducted by a law enforcement officer. When law enforcement officers conduct a search, school employees shall refrain from assisting or otherwise participating in the search unless under the direct order of the law enforcement officer. If law enforcement personnel seek permission from school authorities to search a student or student's property, the school officials shall require the police to produce a valid search warrant before the search is executed unless law enforcement personnel advise the principal that:

1. There is un-coerced consent by the student;
2. There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search; or
3. The search is incident to an arrest and is limited to the person and immediate surroundings.

Interrogation by Police: When law enforcement officials request permission to question student(s) suspected of violating a law or Board policy when that student is in school or participating in school activities, the principal or designee shall be present. If the student is under 18, the student's parent/guardian also shall be present unless the juvenile is emancipated as that term is defined in state

law, or is being questioned with regard to potential abuse or neglect by the parent/guardian. An effort shall be made to minimize attention drawn to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

Custody/Arrests: Whenever custody and/or arrest by the police are involved, the principal shall request that all legally required procedural safeguards be observed. The principal shall release the student to the police officer and shall notify the student's parents of the action. The police officer shall notify the principal of the specific grounds for taking the student into temporary custody. The principal shall advise the student's parents of the grounds stated and shall note this information on the notification memorandum. One copy of the notification is to be maintained in the school file and one copy should be sent to the parents.

METAL DETECTOR SEARCH PROCEDURES (Administrative Regulation 1)

The use of hand-held metal detectors will follow the procedures below:

- A. Each person operating a metal detector, including a hand-held metal detector search device, shall be trained in the proper use of the device and the detection of any malfunction in the operation of the instrument. Adjustments in the settings of the device requires approval by the superintendent or designee.
- B. Prior to use in conducting a metal detector search, the device to be used shall be examined by a person familiar with its operation to determine if it is in proper working order. A metal detector search device shall not be used if there is any question as to whether it is in proper working order.
- C. As to each individual search, those conducting the search will ask the student to remove all metal objects from his/her person (e.g., belt buckles, jewelry) and from any bags, backpacks, briefcases, knapsacks in the student's possession, to place the metal objects and any bags, backpacks, briefcases, knapsacks, purses, or parcels on a table. The students and his/her bags, purses, backpacks, etc. may be wanded or searched for metallic devices.
- D. If a student activates the device, the individual conducting the search will repeat the request to remove metal objects. A second hand-held scanning device scan will then be done. If the device is activated again, the student will be asked for an explanation for what is activating the metal detector. If the student cannot articulate a legitimate explanation such as a metal implant consistent with the activation of the metal detector, or is found to have contraband, the student may be denied admittance and if there is evidence of violation of school policy, may be subject to discipline, or if evidence of violation of law, referred to the local law enforcement for further investigation.
- E. Property removed from the student's possession, including bags or parcels, that is considered contraband per board policy or in violation of the law, shall cause the student to be disciplined and/or subject to criminal prosecution.
- F. If a student refuses to cooperate with the metal detector search, law enforcement will be notified. Refusal shall also be grounds for immediate removal from school, facilities, and/or grounds.
- G. Nothing in the procedures set forth above shall limit the authority of the Board and its employees to remove other contraband from a student, and to otherwise search a student when there is reasonable suspicion to believe that a particular student is in possession of contraband.
- H. Parent notification will be given after a search has been conducted.
- I. A copy of these Metal Detector Search Procedures shall be available on the district website and each building within the district.

DUE PROCESS FOR STUDENTS

Any student suspended for controlled substance or alcohol abuse must be afforded due process according to Goshen County School Board Policy 5131.03.

ALCOHOL/ TOBACCO/ DRUG/ SUBSTANCE ABUSE BY STUDENTS (See complete District Policy 5131.03)

District programs include prevention education, early intervention, crisis intervention, student support, staff assistance, and parent involvement. All faculty and staff members have the responsibility to report any offending student to the administrator having disciplinary authority over the student so policy may be effectively implemented.

Confidentiality will be maintained by faculty and staff at all levels. In all situations where there is reasonable suspicion of controlled substance abuse or alcohol, the law enforcement personnel will be contacted. In the case where a student is suspected of being under the influence of alcohol or controlled substances, the following steps will be taken:

- a) The building administrator will have the School Resource Officer conduct an assessment and make a written record.
- b) If the School Resource Officer and administrator determine that the student should not return to class, but there is not a determination of drug and alcohol usage, the parents will be contacted and student released to parents.
- c) If there is reasonable suspicion to suspect alcohol or controlled substance usage, police will be notified.
- d) Parents will be contacted and asked to conference with administrator and police.

CUSTODIAL PARENTS

A student's parent/ guardians must inform school administrators of the legal arrangements for the student.

The custodial parent or guardian needs to bring the court documents to the school office that specifically states the requested arrangements/actions. Verbal notice is not sufficient.

Non-custodial parents have the right to copies of the child's school records and may request a conference with the teacher, unless prohibited by a court order. The non-custodial parent can contact the school and make arrangements to obtain dates of programs, open house, and general meetings, parties, or similar information.

SEX OFFENDERS ON SCHOOL PROPERTY (District Policy 1260)

The District prohibits adult sex offenders registered in any state, city or territory from access to school properties. The only exception to this prohibition would occur following a request for a meeting initiated by school personnel on behalf of a student. These meetings would be held outside school hours at the Central Administration Office. For more information, please contact your building principal or the superintendent.

QUESTIONS OR CONCERNS?

1. Start with your child's teacher. She/he will be happy to answer your questions about what your child is studying in school, teaching methods or materials and school rules.
2. If you are not satisfied with the answer you get from the teacher, go to the building principal if your question pertains to something beyond the realm of the classroom.
3. Perhaps your question is about district-wide practices; the overall curriculum, district policies – or maybe you did not get a satisfactory answer from the building principal and want to pursue your questions further. The Superintendent is the next step for answers to your questions.

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL (District Policy 1312)

“Complaint” in this regulation shall be restricted in meaning so that criticism of particular school employees, by a citizen of Goshen County School District, which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he shall listen courteously and may try to resolve the difficulty by explaining the background and educational purposes involved. If the complainant remains unsatisfied, the employee will refer him to the building principal or other immediate supervisor for procedures to have his views considered further. Whether the complaint terminates with the individual complained against or seems likely to go further, the person should immediately inform his supervisor.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the supervisor should listen courteously or acknowledge a signed letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involved a particular employee, the supervisor should inform that person immediately of the complaint and may suggest a conference between the complainant and the person criticized. If the complainant has already conferred with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form.
3. If a complaint comes first to any other school employee, he should refer the complainant to the person criticized or his immediate supervisor.
4. No further action on the complaint should be taken unless the complainant submits a signed copy of Exhibit.
5. When a written complaint form is received, the principal or other supervisor may schedule a conference of the supervisor or principal, the complainant, the person criticized, and other personnel that either the supervisor or the person criticized feels could contribute to resolution of the problem. The immediate supervisor of the employee shall be responsible to investigate the complaint using resource personnel as needed. Within ten (10) school days of receipt of the form, the supervisor or principal shall issue a written response to the complainant. Sexual harassment will be reported in accordance to policy.
6. If the complainant is not satisfied with the supervisor's written response, the complainant may appeal to the superintendent within ten (10) school days of the receipt of the supervisor's written response. The superintendent may handle the complaint personally or refer it to other personnel, as seen fit. The superintendent shall issue a written response within ten (10) school days of receipt of the appeal.
7. Should dissatisfaction remain after the above steps have been taken, the matter may be

appealed, in writing, after receipt of the superintendent's written response, to the Chairman of the Board of Trustees within ten (10) school days.

8. The Board of Trustees shall issue a written response to any appeal of the superintendent's written response within twenty (20) school days.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL RESOURCES (District Policy 1312.1)

The Board assumes final responsibility for all curriculum and instructional resources it makes available to students. It recognizes rights of individual parents with respect to curriculum or instructional resources used by their own children; it will provide for the reevaluation of curriculum or instructional resources upon formal request. The students' right to learn and the freedom of teachers to teach shall be respected.

An individual parent may request that his own child not be exposed to certain instructional resources. When such a request is presented, the teacher and/or school administrator should resolve the situation. The Board shall not permit any individual or group to exercise censorship over curriculum or instructional resources.

REEVALUATION PROCESS:

1. In order to initiate a reevaluation process, the individual who objects to the curriculum or instructional resource shall sign a standard form on which the complaint will be documented.
2. Following receipt of the formal complaint, re-evaluation of the material in question shall be as follows:
 - a. The reevaluation of any resources that are the subject of a written complaint about the curriculum or instructional resources, and library collections, will first be conducted by a building level reevaluation committee established by the principal of that building within five (5) school days following receipt of the written complaint.
 - b. Should the recommendation be unsatisfactory, either the complainant or the building level committee may appeal the decision in writing within five (5) school days to the building principal. The principal will make a written recommendation to the superintendent, the complainant, and the building level committee, as to the continued use of the materials in question and the reasons for the recommendation, within ten (10) school days.
 - c. Should the recommendation be unsatisfactory, either the complainant or the building level committee may appeal the decision within five (5) school days in writing to the superintendent. The superintendent shall review the complaint and the reevaluations and render a written recommendation to the principal, complainant and committee, and the reasons for that recommendation in the matter, within ten (10) school days.
 - d. Should the recommendation be unsatisfactory either the complainant or the building level committee may appeal the decision within five (5) school days in writing to the board, and the board will render a written decision and the reasons for the recommendation within twenty (20) school days.
 - e. The removal of curriculum or instructional resources will occur only as a last resort after the above complaint procedure has been followed.

**STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
(District Policy 5125)**

Cumulative folders will be kept on all students in the schools on an individual basis. Such records shall be used only for the advantage of the child or his family and shall be destroyed after graduation.

Permanent records are never to be destroyed. Student records fall into one of two categories. The first type is the permanent record, commonly referred to as the transcript. The permanent record contains such information as student's name, parent's name, address, phone number, birth date and place, gender, academic transcript including grades, class rank, graduation or separation date, scores on college entrance exams, state immunization record and health record, and list of release of copies of permanent record.

The second type of student record is the temporary one. This includes the cumulative folder which is kept on each student. It contains such things as parental release slips and disciplinary records. Special education records are kept on students who qualify for special education. These records are kept in a separate folder, but the same rules apply.

Students who may have been involved with any alcohol or other drug program and have released those records to the district will have the records kept in a separate file which will have more restricted access which will be explained to the parent at the time.

All records include a record of parties who have had access to it. The cumulative folders are normally destroyed immediately after a student graduates from high school except for special education records which are kept for at least three years after they are useful for educational programming.

The District will annually notify parents of the following provisions and will follow the rules included.

Notification of Rights Under FERPA for Goshen County School District No.1

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. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Goshen County School District No. 1 to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 privacy of personally identifiable information 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 District 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 District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) As specified in Section 99.34 of the Family Educational Rights and Privacy Act (FERPA), Goshen County School District will forward educational records on request to any school or educational agency with which the student seeks or intends to enroll. As required by the Family Educational Rights and Privacy Act, all student discipline records relating to suspension and expulsion must be included in those records transferred to the requesting school or educational agency. Goshen County School District No.1 will also forward records upon direction of a court of law when a child is “placed” by court action. Parents will be notified by letter that records have been forwarded by court action.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-8520. If there are complaints or concerns about District compliance with these requirements, parents may also contact the Director of Curriculum and Instruction, Goshen County School District No.1, 626 West 25th Avenue, Torrington, WY 82240, telephone (307) 532-2171.

STUDENT RECORDS - NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Goshen County School District No. 1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records.

However, Goshen County School District No. 1 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Goshen County School District No. 1 to include this type of information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.¹

If you do not want Goshen County School District No. 1 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing.

Goshen County School District No. 1 has designated the following information as directory information:
[Note: an LEA may, but does not have to, include all the information listed below.]

1. Student’s name
2. Address
3. Telephone listing
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Dates of attendance
9. Grade level
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 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. Sex 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; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and,
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Goshen County School District No. 1 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Goshen County School District No. 1 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Goshen County School District No. 1 will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Goshen County School District No. 1 will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

NON-DISCRIMINATION AND ANTI-HARASSMENT (District Policy 4300/5100)

Goshen County School District No.1 does not discriminate on the basis of a protected class including but not limited to age, sex, race, religion, national origin, or disability in the programs or activities which it operates or the employment therein or admission thereto. The School strictly adheres to non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

The Superintendent/designee shall develop appropriate procedures to adequately address and provide sufficient options to promptly and effectively respond to allegations of discrimination and harassment. Included in these procedures, Superintendent/designee shall designate those staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members shall be listed in the procedures. The coordinators are responsible for monitoring and ensuring compliance with non-discrimination and anti-harassment laws. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Coordinators of Non-Discrimination and Anti-Harassment

The Superintendent has designated a coordinator of non-discrimination and anti-harassment. The identity and contact information for this staff member is listed below. The coordinator is responsible for monitoring and ensuring compliance with non-discrimination and anti-harassment laws. The coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping.

Title	Contact Information	Forms of Harassment Addressed by the Coordinator
Section 504 Coordinator	Special Education Director Central Administration Office	Disability
Title IX Coordinator	Director of Human Resources Central Administration Office 626 West 25th Ave, Torrington, WY 82240 (307) 532-2171	Sex
Title VI Coordinator		Race/ National Origin
Non-Discrimination/ Anti-Harassment Coordinator		All other forms of harassment

LEGAL REFERENCE(S): Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Immigration Reform and Control Act of 1987; Section 504 of the Rehabilitation Act of 1973; Amended Section 9525 of the Elementary and Secondary Education Act of 1965 (ESEA)

Sex Discrimination

The following individual has been designated by the Board to act as Title IX Compliance Officer to receive inquiries concerning the application of Title IX of the Education Amendments of 1972:

Goshen County School District No.1
Director of Human Resources
626 West 25th Avenue
Torrington, WY 82240
Telephone: (307) 532-2171

Inquiries regarding the District’s compliance with Title IX can also be directed to:

Director of the Office of Civil Rights
Department of Health, Education, and Welfare
Washington, D.C.

If a district employee is found to have violated this policy and/or regulation, disciplinary action will be taken which may include, but is not limited to, conferencing, counseling, additional training, a letter of reprimand, suspension, or termination. The disciplinary action will be dependent on the nature of the violation and any previous violations.

In order to avoid recurrence of any discriminatory action at a school where such action has occurred, the Superintendent or designee will facilitate working with the staff and students to review policies and/or provide resources for additional training. Any review of policies should take place within twenty working days of the finding that a discriminatory action has occurred at a school. Any additional training will be scheduled at a time that is acceptable to the school, the district, and any outside presenter(s) that may be used. If additional training materials are required, the additional training will take place following receipt of the materials.

Note: Procedures for students who believe they have been discriminated against because of sex are described in student handbooks. Any employee who believes he or she has been discriminated against under the terms of Title IX may follow the grievance procedure adopted by the Board

Goshen County School District No. 1 does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title V, Title IX and Section 504 may be referred to Central Administration Title IX Coordinator Holly Lara, 626 West 25th Avenue, Torrington, Wyoming. 532-2171, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 West 25th Street, Suite E200, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307)777-6218, or the Office for Civil Rights, Region VIII, Denver Enforcement Office, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or (303) 844-5695 or TDD (303) 844-3417

Any employee or student who has a complaint regarding compliance of Title IX, or the Handicapped Act mentioned above, the grievance procedure adopted by the Goshen County School District No 1 Board of Education, shall be used to resolve the complaint.

SECTION 504 Compliance with the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided by nondisabled students. A person has a disability within the meaning of Section 504 if he or she has a mental or physical impairment, has a record of such impairment or is regarded as having such an impairment which substantially limits one or more major life activities. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures.

Please refer to Policy 5120 on the District's Website for more information regarding your child's eligibility under this act.

STUDENT SECLUSION & RESTRAINT
District Policy 5131.27/4116.12/4216.12

It is the policy of Goshen County School District No. 1 to regulate the use of seclusion and restraint with students pursuant to Chapter 42 of the Wyoming Department of Education Rules (hereinafter "Rules"). This policy and the exhibits that accompany it shall govern all regulated use of seclusion and restraint. To view the complete policy and procedures, please refer to the District's website under Policies 5131.27, 4116.12, and 4216.12, or you may contact your building principal or the district Special Education Director.

ASBESTOS NOTIFICATION

In compliance with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), Goshen County School District No. 1 wishes to notify you of the following:

This document represents the annual notification regarding asbestos-containing materials in schools. Periodic surveillance and other preventative measures are observed throughout the school year in compliance with AHERA. These actions have been documented and placed into the Asbestos Management Plan located at each school.

You may view a copy of the Management Plan by contacting the school principal. If you have any questions about the Management Plan, you may contact the district Business Manager, who acts as the asbestos-designated person for Goshen County School District No. 1 at 307-532-2171

**GOSHEN COUNTY SCHOOL DISTRICT NO. 1 IS NOT RESPONSIBLE
FOR LOST, STOLEN, OR MISSING ITEMS.**