



**Conestoga Elementary School
Parent/Student Handbook
2011 – 2012**

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CONESTOGA ELEMENTARY PROCEDURES

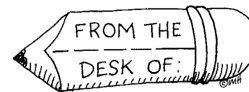
Welcome to Conestoga Elementary School

You will find our school a warm and caring place where students enjoy learning. We are proud of this and also want students and parents to feel this pride! Our major purpose is to give children a strong foundation in the basic subjects along with nurturing their special interests and talents in a caring and safe atmosphere. Conestoga Elementary School has a strong Parent/Teacher Organization with incredible support of our school. Parents are encouraged to become involved in our school and we offer many opportunities for volunteer services. We truly see you as partners with us and encourage your involvement, communication, and present at our school.

This handbook is designed to provide you with helpful information about Campbell County School District and Conestoga Elementary School, including policies and procedures that will help to ensure a safe, structured, stimulating, and positive school environment where students can achieve success.

We look forward to welcoming you to our school and working with you in the education of your children.

Steve Anderson
Principal



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CONESTOGA ELEMENTARY PROCEDURES

**CAMPBELL COUNTY SCHOOL DISTRICT
PARENT/STUDENT HANDBOOK
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I. NOTIFICATION OF RIGHTS

NOTICE

The language used in this Handbook is neither intended to create, nor to be construed to constitute a contract between Campbell County School District Number One, State of Wyoming (“the District”) and any one or all of its students, parents or legal guardians of students. This Handbook is intended as a guide to inform and provide notice to students, parents and legal guardians of policies and procedures of the District. There are no promises, express or implied, for specific educational achievement or outcome. The provisions of this Handbook may only be modified according to established procedures of the District. The District retains the absolute right to change the contents of the Handbook as it deems necessary, with or without notice.

NONDISCRIMINATION STATEMENT

“Campbell County School District does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relation to admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Section 504 of the Rehabilitation Act of 1973 may be referred to Nanci Koch, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 686-1912, Extension 317. Inquiries concerning Title VI, Title IX, or the Americans with Disabilities Act may be referred to Larry Reznicek, Director of Human Resources, Campbell County School District, P.O. Box 3033, Gillette, Wyoming 82717, (307) 682-5171, Extension 4511; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-5329; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.”

U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT

The United States Department of Agriculture (“USDA”) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 or (202) 720-1127 (TDD). USDA is an equal opportunity employer.

NOTICE OF RIGHTS

Section 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly known in the schools as “Section 504,” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, Section 504 applies to ensure that eligible, disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

A student with a disability is one who has a physical or mental impairment that substantially limits one or more of his/her major life activities/major bodily functions such as reading, concentration, thinking, learning, walking, seeing, hearing, breathing, working, and performing

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manual tasks, etc. Eligible students may be entitled to an accommodation plan that provides the student with the same opportunity to benefit from programs and services as afforded non-disabled students.

The purpose of the Notice is to inform parents and students of their rights at 34 CFR §104.36 of the Section 504 regulations:

- The school district must provide you with written notice of your rights. If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's Section 504 Office, and they will assist you in understanding your rights.
- Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met [34 CFR §104.33].
- To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services [34 CFR §104.34]. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students [34 CFR §104.34].
- You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child [34 CFR §104.36].
- You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under Section 504) [34 CFR §104.36].
- You have the right to an impartial due-process hearing to contest any action taken by the District with regard to your child's identification, evaluation, or placement under Section 504 [34 CFR §104.36].
- You have the right to participate personally at the hearing and to be represented by an attorney if you wish to hire one. You also have a right to file a complaint with the Office of Civil Rights (OCR) or the Department of Education.
- If you wish to contest an action taken by the Section 504 Team by means of an impartial due-process hearing, you must submit a Request for Hearing to the District's Section 504 Coordinator at the address below:

Nanci Koch
Section 504 Coordinator
525 West Lakeway Road
P.O. Box 3033
Gillette, Wyoming 82717-3033
Phone: (307) 686-1912, Ext. 317, Fax: (307) 686-0167
E-Mail: section504@ccsd.k12.wy.us
Monday through Friday
8:00 a.m. to 4:00 p.m.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools

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

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

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

- 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 the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

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400 Maryland Avenue, SW
Washington, DC 20202-8520

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Campbell County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Campbell County School District 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 Campbell County School District 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 Campbell County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20. Campbell County School District has designated the following information as directory information:

- Student's name
- Address
- Grade level
- Photograph
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Degrees, honors, scholarships, and awards received

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.

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- The most recent educational agency or institution attended.

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

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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.

Campbell County School District has developed and adopted policies 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. Campbell County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Campbell County School District 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. Campbell County School District 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 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. 20202-5901

PARENTS' "RIGHT TO KNOW" UNDER THE NO CHILD LEFT BEHIND ACT

As a parent of a child in Campbell County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to provide you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Wyoming Department of Education has licensed the teacher for the grades and subjects he or she teaches.

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- Whether the Wyoming Department of Education has decided that the teacher can teach in a classroom without being licensed or is qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. All certified staff in Campbell County School District currently meet or exceed requirements of the No Child Left Behind Act of being highly qualified.

PERSISTENTLY DANGEROUS SCHOOL

A Wyoming public school is considered to be persistently dangerous if the following condition exists. In any two consecutive years, the school has experienced felony-related expulsions for drug, alcohol, weapons, or violence that exceed an expulsion rate of two percent (2%) of the student body or four (4) students, whichever is higher, as calculated from the most recent October 1 data.

CHILD ABUSE

Policy 4390

The Board recognizes that because of their sustained contact with school-age children, teachers and other school employees are in a position to help identify and report suspected child abuse and neglect.

In compliance with the Child Protective Services Act, §14-3-201 through 215, Wyoming Statutes, it will be the policy of the Campbell County School District to report abuse or neglect whenever any person knows or has reasonable cause to believe or suspect that a child has been abused or neglected or observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

The statute requires that if a person reporting child abuse or neglect is a member of the staff of the school, he or she is to notify the person in charge, or a designated agent, as soon as possible, who is thereupon also responsible to make the report or cause the report to be made. Because of this requirement, any teacher or employee having any such knowledge is to make an initial report to the principal of the school the child attends. The principal will then notify the Superintendent.

The report by a teacher or employee to the principal does not relieve that individual of the obligation to report on his or her own behalf unless a report has already been made or will be made. The Wyoming Statutes are mandatory and absolutely require that a report be made. Failure to report would violate this provision of the law.

Reports are required to be given to the Department of Family Services or a local law enforcement agency. Wyoming law requires that a written report be submitted confirming or not confirming the facts reported; however, a written report may be dispensed with for good cause. School employees will not contact the child's family or other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove a child

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has been abused or neglected or to determine whether the child is in need of protection.

“Abuse” means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of the child other than by accidental means, including abandonment, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law.

“Neglect” means a failure or refusal by those responsible for the child’s welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child’s well being.

Interviewing of Alleged Victims During School Hours

The Department of Family Services and appropriate law enforcement agencies, upon making arrangements with the principal of the school the student attends, will be allowed to interview alleged child abuse or neglect victims during school hours at a time and place convenient for the school and child, as determined by the principal. The principal will cause a log of interviews to be kept.

If the alleged child abuse or neglect does not involve the child’s parent or guardian, the principal may not authorize any interview of the child at the school site without the permission of a parent or guardian.

ADOPTION DATE: June 26, 1984; Editorial Revision August 14, 1984; Revised July 12, 1993; Renumbered May 22, 1995 (formerly 4290); Reviewed October 23, 2007

LEGAL REFERENCE(S): State Statute 14-3-201 through 215

CROSS REFERENCE(S): 4390-R

ADMINISTRATIVE REGULATION:

CHILD ABUSE

Regulation 4390-R

Guidelines for Referring Possible Child Abuse Cases

All Campbell County School District certified and classified employees are mandatory reporters of possible child abuse.

When acting in an official school district capacity, suspected child abuse reports must be presented by the employee to the appropriate principal or supervisor.

The principal or supervisor is responsible for forming and submitting a written report to the Department of Family Services or local law enforcement agency containing the following information: name, address and age of student; name and address of parents, guardians or caretakers; nature and extent of injuries or description of neglect; and any other pertinent information about the injuries or condition.

The principal will notify the Superintendent that a referral has been written and submitted to the appropriate child protection agency.

The principal will confirm with the responsible governmental agency that a written report

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confirming or not confirming the facts reported has been made by the responsible governmental agency.

The principal will keep a log of dates and times of interviews related to possible child abuse.

Interviewing Students and Parents/Guardians

School employees will not contact the child's family or other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove a child has been abused or neglected or to determine whether the child is in need of protection.

The Department of Family Services and appropriate law enforcement agencies, upon making arrangements with the principal of the school the student attends, will be allowed to interview alleged child abuse or neglect victims during school hours at a time and place convenient for the school and child, as determined by the principal. The principal will cause a log of interviews to be kept.

If the alleged child abuse or neglect does not involve the child's parent or guardian, the principal may not authorize any interview of the child at the school site without the permission of a parent or guardian.

Definitions

"Abuse" means inflicting or causing physical or mental injury, harm or imminent danger to the physical or mental health or welfare of the child other than by accidental means, including abandonment, excessive or unreasonable corporal punishment, malnutrition or substantial risk thereof by reason of intentional or unintentional neglect, and the commission or allowing the commission of a sexual offense against a child as defined by law.

"Neglect" means a failure or refusal by those responsible for the child's welfare to provide adequate care, maintenance, supervision, education or medical, surgical or any other care necessary for the child's well being.

ADOPTION DATE: September 27, 1988; Revised August 27, 1991; July 12, 1993; Renumbered May 22, 1995 (formerly 4290-R); Revised February 27, 1996; Reviewed October 23, 2007

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4390

ADMINISTRATIVE REGULATION:

CHILD FIND

Policy 5071

Campbell County School District will implement an ongoing system to locate, identify and evaluate all children birth to 21 residing within the school district who have disabilities and need early intervention under Part C or special education under Part B of IDEA (the Act).

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

- Highly mobile, such as migrant and homeless children;
- Wards of the State;
- Suspected of having a disability even though they advance from grade to grade;
- Home schooled;

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- Attending a private (religious or secular) school located within the boundaries of the school district or public agency;
- Attending a charter or virtual school;
- Below the age of compulsory school attendance;
- Above the age of compulsory school attendance who have not graduated from high school with a regular diploma and have not completed the school year in which they reach their twenty-first birthday; or
- Dropped out or disenrolled from public or private school.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Reviewed June 10, 2008; Revised & Renumbered June 14, 2011

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find

34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities

W.S. §21-2-502(b) Education of Children With Disabilities

Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2, 5112) 5020, 5027, 5070

ADMINISTRATIVE REGULATION: 5071-R

CHILD FIND

Regulation 5071-R

The child find efforts of Campbell County School District shall include:

1. Public awareness

Child find activities shall include local media resources and direct contact activities to:

- Provide information about special education services in the District and the special education referral process to public and private facilities located within the boundaries of the District, including day care centers, homeless shelters, group homes, county jails, hospitals, medical offices, and other facilities that serve children birth to 21 years old; and
- Provide information about the developmental and/or academic screening opportunities occurring throughout the District, including screening opportunities coordinated with other providers or agencies.

2. Notice

Before any major child find activity, the District shall publish notices in newspaper or other media informing parents of the activity. Circulation of this notice shall be adequate to inform parents within the jurisdiction of the District or public agency.

3. Staff awareness

The District shall ensure that staff members are knowledgeable about the characteristics of children with disabilities and in need of special education and the referral process for all children, including infants or preschool children, suspected of having disabilities.

Awareness activities include:

- Staff in-service;
- Outside trainings and conferences; and

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- The provision of data and information for review.
4. Communication to parents
The District staff shall inform parents about the availability of special education and related services and provide them with information about initiating a referral for a special education evaluation, including information about early intervention under Part C and special education under Part B. Communication activities include:
- Personal contacts by regular and special education staff and administration;
 - Information/educational programs put on for the benefit of parents;
 - Written communication to parents; and
 - Public notices.
5. Children in private schools
The District shall locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located within the boundaries of the District, including children who reside in a state other than Wyoming. Child find activities for children in private schools include:
- Direct communication with the private schools and the offer of services to locate, identify and evaluate children residing within private schools. The District will provide such assessments and/or evaluations and/or other assistance as is necessary or beneficial in location, identification and evaluation of students in private schools in order to identify any students who have disabilities and need early intervention under Part C or special education under Part B.

ADOPTION DATE: January 28, 1986; Revised July 15, 1987; Revised September 27, 1993; Renumbered November 22, 1993; Reviewed June 10, 2008; Revised & Renumbered June 14, 2011

LEGAL REFERENCE(S): 34 C.F.R. §300.111 Child find

34 C.F.R. §300.131 Child find for parentally-placed private school children with disabilities

W.S. §21-2-502(b) Education of Children With Disabilities

Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

CROSS REFERENCE(S): (Formerly 5110.2-R, 5112-R) 5020, 5027, 5070

ADMINISTRATIVE REGULATION:

II. MEDICAL

STUDENT HEALTH

Policy 5200

Campbell County School District endorses a proactive, student-centered health program designed to promote optimum educational opportunity for all students by creating a climate of health and well-being and minimizing absence due to illness.

ADOPTION DATE: October 22, 1985, Revised February 8, 1993; Reviewed with no changes January 25, 2011

LEGAL REFERENCES:

CROSS REFERENCE: 5210, 5210-R; Replaces 5141, 5141.1, 5141.4, 5141.7 and 5143

ADMINISTRATIVE REGULATION: 5200-R

STUDENT HEALTH

Regulation 5200-R

Illness/Injury Supervision

1. Illness Supervision

Campbell County School District nurses assess ill students, carry out policies and regulations on communicable diseases and medication, and may provide health teaching related to specific illness. Personnel covering the Nurse's Office will follow the guidelines in the booklet "Emergency First Aid and Nursing Office Guide for Schools."

First Aid Procedures and Protocol may indicate the following action:

- Temperature over 100 – Call parent and send home.
- Vomiting and/or diarrhea – Call parent and send home.
- Other problems such as stomachache, headache, temperature under 100, etc. – Treat the symptoms. If no improvement in one hour, call parent.
- In case of significant injury, fill out form, and notify parents.

2. Injury Supervision

CCSD nurses and the athletic trainer have additional responsibilities in the area of injury supervision. They may include:

- Providing education regarding injury prevention;
- Administration of first aid; and
- Supervising injury situations.

A copy of Campbell County School District "Emergency First Aid and Nursing Office Guide for Schools" will be available in each nurse's office and the athletic trainer's offices.

Primary Health Care

As professionals with a complex set of responsibilities, CCSD nurses and the athletic trainer are called upon to make decisions based on a background of education and experience. Students, parents and staff frequently request medical advice. Often school nurses and the athletic trainer are called on in place of visits to public health services or emergency room services.

Assessments may result in a referral for specific medical care.

Hearing and Vision Screening

1. Hearing Screening Procedures

- Students with known hearing disorders may be evaluated by an audiologist at BOCES.
- Students in Grades 3-12 who are identified under P.L. 101-476 will receive annual otoscopic exams and pure tone tests (1000, 2000, and 4000 Hz at 20 dB).

2. Vision Screening Procedures

The extent of annual vision testing for students identified under P.L. 101-476 will be determined by the student study team.

CONESTOGA ELEMENTARY PROCEDURES

Hearing	Vision								Ht	Wt	Scoliosis
	GR	PT & Oto	Imp	Dist	Near	Col	MB	Plus Lens			
K	X	X	X	X	X		X	X	X	X	
1	X	X	X	X	X	X	X			X	
2	X	X									
3	X	X	X	X			X				
4	X								X	X	
5			X	X							X
6	X								X	X	
7			X	X							X
8	X								X	X	X
9			X	X							
10											
11	X		X	X							
12											

NOTE: Except with significant findings, rescreen vision at 2-3 weeks and hearing at 6 weeks. Refer only after second fail.

Students new to the District will be screened in the semester in which they enroll unless satisfactory evidence is provided that such screening has been done within the last 6 months. New student screening will be age appropriate.

Determining Students Who Are "At-Risk"

CONESTOGA ELEMENTARY PROCEDURES

1. Hearing Screening

A student will be considered “at-risk” for hearing impairment if one of the following conditions exists:

- failure on two separate screenings six weeks apart at a level of 20 dB HL at 1000 Hz, 2000 Hz, 4000 Hz in at least one ear; or
- failure on two separate screenings six weeks apart with middle ear pressure greater than -200 and +100 mm H₂O in either ear.

2. Vision Screening

A student’s vision will be considered “at-risk” when it meets one of the following:

- criteria in the manual of the instrument used for testing.
- students who are unable to understand and/or respond to vision screening will automatically be considered "at-risk" and will be referred for professional vision examinations.

3. Follow-up Evaluation and Recommendation

Students failing to meet the criteria of the examination on two separate screenings two to four weeks apart will be referred for a professional audiological or vision examination. The referral for professional examination is monitored by the school nurse. Re-checks are done on the request of a parent, teacher, or at the discretion of the school nurse.

4. Scoliosis Screening

All students in Grades 5, 7, and 8 are screened annually for scoliosis. Any potential problems are rechecked and referred to parents if problem persists. Parents are encouraged to seek a medical examination for the spine.

5. Dental Screening

Dental screening is completed if requested by staff or parents, or when a complaint is shared by a student. Any potential problems are referred to parents. Parents are encouraged to seek a full dental examination.

Medications Administered by School Personnel

1. All Medications

- A. All medication administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA). Information on dosage, side effects and contraindications of any medication or medicinal like substance, e.g. homeopathic and herbal remedies, given by school personnel must be readily available from a professionally acknowledged resource (PDR or other U.S. published drug reference book, FDA or USP website, etc.).
- B. All medications shall be kept in secured storage with the exception of emergency medications that may be carried by a student with special written request of the physician and parent/guardian, and after the student has demonstrated proficiency.
- C. Before the end of the school year, the parent or legal guardian will be notified to pick up any left over personal medication from the Nurse’s Office. Medications not returned to the family will be discarded in an appropriate and legal manner.

CONESTOGA ELEMENTARY PROCEDURES

2. Prescription Medications
 - A. No student will be given prescription medication except upon order from a U.S. licensed physician, nurse practitioner, physician assistant, or dentist who has the responsibility for medical management of the student.
 - B. Prescription medication will be dispensed by a school nurse, principal, or other designee, only when authorized in writing by the student's parent/guardian.
 - C. School personnel have the right to refuse to administer any prescription, over-the-counter, or other medication which is not in its original container. The original container is defined as the container in which the medication was purchased and which clearly states, at minimum, the name and strength of the substance and its proper use.
 - D. If instructions and permission form are not provided with the medication, the nurse may obtain verbal permission and instructions from the parent/guardian before administering the medication. However, a permission form should be completed by the parent/guardian within 24 hours of the verbal contact.
 - E. School personnel may seek medical opinion or advice pertaining to situations in which they are asked to administer medications.
 - F. A photo identification of the student will be posted in a location accessible to all staff who will administer medication, and a record will be kept of each time any medication is administered, including the child's name, date, time, medication, and identification of the person administering the medication.
 - G. Parent/guardian consent must be renewed annually.
 - H. A written order from a prescriber must accompany any changes in medication dosage.
 - I. Administration of the medication during the school day must be medically necessary. The school nurse will determine the schedule for medication administration unless specified by the prescriber.
 - J. The parent/guardian assumes full responsibility for the supply, appropriate transportation and maintenance of prescription medication.
 - K. Reasonable efforts will be made to ensure that the student receives his/her medication. If a student persistently skips medication doses, the parent will be notified.

3. Special Consent to Carry and Self-Administer Medication
 - A. In cases of life-saving medication where time is of the essence, particularly asthma inhalers and self-injectable epinephrine, students may be allowed to carry and self-administer such medication on school grounds and/or at school functions.
 - B. Such situations require a release form signed by the healthcare provider and the parent/guardian. The student must also demonstrate proficiency and sufficient maturity to handle the responsibility.
 - C. Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep the medication secure and must not, under any circumstances, make available, provide, or give the medication to another person. The student must immediately report the theft or loss of any medication brought on campus.

CONESTOGA ELEMENTARY PROCEDURES

4. Non-Prescription/Over-the-Counter Medications

- A. A limited number of over-the-counter medications are kept at each school. A signed permission card stating which of these medications a parent/guardian wishes his/her child to receive must be on file in the nurse's office before any medication can be given to the child.
- B. If a parent/guardian wishes administration of an OTC medication not supplied by the school, the parent/guardian will complete a "Permission for Medication" form and supply the school with the medication.
- C. OTC medication brought from home must be in its original container and labeled with the student's name.
- D. Administration of OTC's sent from home will be at the discretion of the school nurse and at a dosage in keeping with manufacturer's recommendations.

ADOPTION DATE: March 8, 1983; Effective Date: July 1, 1983; Revised October 22, 1985; Revised January 13, 1987; Revised February 8, 1993; Editorial Revisions to pgs. 2-4 January 14, 1994; Revised October 9, 1995; Revised November 12, 2002; Revised July 29, 2005; Revised August 29, 2007; Revised October 24, 2008

LEGAL REFERENCES:

CROSS REFERENCES: 5210, 5210-R; Replaced 5141, 5141.4, 5141.4-R, 5141.7, 5141.7-R and 5143.

COMMUNICABLE DISEASES, IMMUNIZATIONS AND THROAT CULTURES

Policy 5210

Campbell County School District is committed to providing and maintaining a safe and healthful environment for all students and employees. The School District will follow American Public Health Association (APHA) guidelines and Centers for Disease Control (CDC) guidelines, Occupational Safety and Health Administration regulations, Wyoming Department of Health, Wyoming State statutes and current nursing protocols regarding infectious and communicable diseases.

Because medical knowledge about infectious diseases is continually growing, this policy and related regulations will be reviewed and updated as necessary.

ADOPTION DATE: Revised November 8, 1993; Revised April 24, 2007

LEGAL REFERENCES: Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Individuals With Disabilities Education Act (IDEA), and related Department of Justice regulations

CROSS REFERENCES: 4010, 4010-R, 4011, 4020, 4020-R, 4330, 5200, 5200-R; Replaced 5141.3, 5141.5, and 5141.6

ADMINISTRATIVE REGULATION(S): 5210-R

COMMUNICABLE DISEASES, IMMUNIZATIONS AND THROAT CULTURES

Regulation 5210-R

For the purpose of this regulation, communicable diseases are those which may be transmitted from one person to another either directly or indirectly. Campbell County School District will follow the guidelines in the handbook "Infectious Disease in School Settings" for protocols regarding communicable diseases in students or employees. Unusual situations or the onset of a communicable disease not covered in the handbook will be taken on a case-by-case basis with school district nursing services in charge. Local, state, and/or national resources will be used to make the decision on the direction to take which is in the best interest of the school district population involved.

CONESTOGA ELEMENTARY PROCEDURES

Immunizations

Campbell County School District will follow Wyoming Statute 21-4-309 regarding immunizations.

Each building will be able to accurately create a list of students who are in compliance with the Wyoming statute and a list of those students having authorized medical and religious exemptions for immunizations.

All immunization regulations from the Wyoming Department of Health will be implemented by the building principal and school nurse at each school site.

Throat Cultures for Strep Throat

School nurses or trained designees may take throat cultures of those students or staff members who have clinical symptoms. The specified signs and symptoms to be looked for are:

- enlarged anterior cervical lymph nodes;
- purulent exudate on the tonsils; and
- fever.

When a student or staff member is found to have a positive throat culture, the student's parent/guardian or the staff member will be notified and encouraged to seek immediate medical attention. The responsibility for treatment remains with the parent/guardian or staff member.

Universal Precautions

Since individuals infected with HIV/AIDS, Hepatitis B virus (HBV) or other blood-borne pathogens are not required to identify themselves, it is possible for infected students or employees to remain anonymous. Therefore, employees and students are advised to consider the blood and other body fluids of all people as potentially infectious and follow the most current Centers for Disease Control (CDC) "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings."

Exposure to Blood and Body Fluids

Any Campbell County School District employee or student who has an exposure to blood, body fluids or waste will report this exposure in accordance with procedures outlined in Campbell County School District Exposure Control Plan for Blood-borne Pathogens.

HIV/AIDS Infected Students and Employees

1. Universal Precautions

Since infected individuals are not required to identify themselves, it is possible for infected students or employees to remain anonymous. Therefore, employees and students are advised to consider the blood and other body fluids of all people as potentially infectious and follow the most current Centers for Disease Control "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings."

CONESTOGA ELEMENTARY PROCEDURES

2. Confidentiality

The rights of privacy must be assured at all times. Information regarding the HIV/AIDS status of any student or employee is strictly confidential and protected by law.

Disclosure is permissible only upon a court order or when authorized with a Permission to Release Medical Information form signed by the HIV/AIDS infected employee or the HIV/AIDS infected student, if of age of majority, or the infected student's parent(s) or guardian(s).

No information will be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings will be kept by the Superintendent of Schools in a locked file. Access to this file will be granted only to those persons who have the written consent of the HIV/AIDS infected employee or the HIV/AIDS infected student or the student's parent(s) or guardian(s).

To further protect confidentiality, names will not be used in documents except when essential. Any document containing the name, or any other information that would reveal the identity of the HIV/AIDS infected person, will not be shared with any person, not even for the purposes of word processing or reproduction. Any Campbell County School District staff member who violates this confidentiality will be subject to disciplinary action by the School District. Employees must be aware that breach of confidentiality could also make the offending party liable to a lawsuit initiated by the offended party.

3. Voluntary Disclosure of HIV/AIDS Infection

An HIV/AIDS infected employee or student, or parent(s)/guardian(s) of an HIV/AIDS infected student, who chooses to disclose HIV/AIDS status is encouraged to inform the Superintendent and authorize release of medical information to the HIV/AIDS Decision Team by signing the release form available at the nurse's office.

4. HIV/AIDS Decision Team

The School District will form an HIV/AIDS Decision Team comprised of the Superintendent or his/her designee, the County Health Officer, the infected student's or employee's physician, and the infected student's parent(s)/guardian(s) or the infected school employee.

The HIV/AIDS Decision Team will decide on a case-by-case basis whether the condition of the infected student or employee justifies either a change of placement or exclusion from school or work or from school-related activities. All aspects of confidentiality will be followed.

Members of the HIV/AIDS Decision Team will be the only persons informed of the identity of the infected person unless written permission is granted by the infected student's parent(s)/guardian(s), the student if of age of majority, or the infected employee.

CONESTOGA ELEMENTARY PROCEDURES

In making decisions regarding placement, the team will use criteria established by, and recommendations of, the National Centers for Disease Control. The rights and safety of all people are to be preserved.

5. Employment and Educational Opportunity Rights of HIV/AIDS Infected Individuals
Employment rights for employees and education opportunities for students infected with HIV/AIDS will be protected.

For students, this will include, to the extent that health permits, attendance in regular class settings with all rights, privileges and services which are provided for other students. For students, when health does not permit, HIV/AIDS will be considered a disabling condition, and education will be provided following the rules and procedures of the Rehabilitation Act of 1973, Section 504 and, if applicable, the Individuals With Disabilities Education Act (P.L. 101-476 I.D.E.A.). It will be the responsibility of the HIV/AIDS Decision Team to determine when the presence of communicable disease in other students or staff members, or secondary infection in the HIV/AIDS patient, warrants a change of status.

An HIV/AIDS infected employee will be treated as any other employee with a health-related disability. Having the infection will not be a factor in the District's decisions regarding hiring or termination. For students or employees who are temporarily excluded from school or work, periodic medical reevaluations may take place for possible re-entry. The schedule for such reevaluations will be set by the HIV/AIDS Decision Team.

The sexual orientation of any student or employee will not be a factor in determining the need for medical evaluation. No student or employee will be required to provide information as to his/her sexual orientation.

No student or employee will be required to have any blood test or medical consultation for the purpose of ruling out the possibility of HIV/AIDS infection.

People infected with HIV/AIDS may develop immunodeficiency which increases their risk of severe complications from most infections. Therefore, these individuals should be excused upon request, through waiver authorized by the State or County Health Officer, from mandated vaccines.

6. Education

It is recognized that HIV/AIDS poses a public health crisis. At the present time, the most effective weapon against the spread of this deadly disease is education. Campbell County School District will administer an ongoing education program for students and employees that includes:

- K-12 HIV/AIDS curriculum stressing prevention, transmission and treatment; and
- Universal Precautions.

ADOPTION DATE: Revised November 8, 1993; Revised August 10, 2005

LEGAL REFERENCES: Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973,

CONESTOGA ELEMENTARY PROCEDURES

Individuals With Disabilities Education Act (IDEA), and related Department of Justice regulations
CROSS REFERENCES: 4010, 4010-R, 4011, 4020, 4020-R, 4330, 5200, 5200-R; Replaced 5141.3, 5141.5, and 5141.6; also serves as regulation to accompany 4330
ADMINISTRATIVE REGULATION(S):

III. ATTENDANCE

ENTRANCE AGE

Policy 5010

To be admitted to kindergarten, a child must have reached the age of five (5) on or before September 15 of the year of desired enrollment. To be admitted to the first grade, a child must have reached the age of six (6) on or before September 15 of the year of desired enrollment. Proof of birth date in the form of a birth certificate or other acceptable proof will be required for initial enrollment.

ADOPTION DATE: May 25, 1976; Revised March 13, 1984; Revised January 12, 1988, Revised January 10, 1994; Editorial Revision October 9, 1995; Reviewed February 12, 2008
LEGAL REFERENCE(S): W.S. 21-4-102 and W.S. 21-4-302
CROSS REFERENCE(S): 5030, 5030-R, 5035, 5045, 5045-R, 5070, 5070-R, 5075 (formerly 5123.3)
ADMINISTRATIVE REGULATION

STUDENT ATTENDANCE K-12

Policy 5113

Campbell County School District maintains high expectations for its students regarding attendance as well as achievement. All students enrolled in Campbell County schools will be present for classes unless properly excused.

It is recognized that student absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, teachers and administrators to keep absences and tardies to a minimum.

Student attendance at school is basically the responsibility of the parents and students. Schools and parents must keep each other informed about student absences to assure that absences are appropriate and properly excused.

Attendance in school is important to enhance learning beyond the simple completion of homework assignments and for setting life-long attendance habits. The Board of Trustees, through regulation, will establish the number of days per semester and year permitted for excused absences. Extraordinary circumstances for exceptions will be given in the K-12 attendance regulation.

The Campbell County School District Board of Trustees, as provided in State Statute, establishes student attendance policy and regulations. Campbell County School District recognizes two types of absences: excused and unexcused. Definitions and conditions for determining whether an absence is excused or unexcused are also found in the Regulation.

ADOPTION DATE: May 25, 1976; Revised July 12, 1988; June 9, 1997; Reviewed June 10, 2008
LEGAL REFERENCE(S):
CROSS REFERENCE(S): 5121, 5121-R
ADMINISTRATIVE REGULATION: 5113- R

CONESTOGA ELEMENTARY PROCEDURES

STUDENT ATTENDANCE - K-12

Regulation 5113-R

Excused Absences

An excused absence is one in which the School District, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences: those with prior notice and those without prior notice.

1. Absences With Prior Notice

Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

2. Absences Without Prior Notice

- Illness of the student
- Family emergency and accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence. If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the student's return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of 10 excused absences will be allowed in any one semester. Each absence beyond the 10 excused absences per semester will be unexcused. Exceptions will be certification from a competent medical authority stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than five consecutive days absent), prior to the student's return, the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

Unexcused Absences

All absences falling into this category are trancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal and/or District attendance officer. An F grade or equivalent will be recorded for each class and activity missed during the student's truancy.

Each building will establish procedures regarding disciplinary action for unexcused absences. The District will establish additional actions for trancies applying differently to compulsory and non-compulsory students.

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When a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, or by the attendance officer, within 48 hours of the principal's/designee's administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the student's attendance and prevent future truanancies.

1. Compulsory Students

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the District attendance officer will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the attendance officer will explain state statutes regarding truanancies and possible future actions. Upon the third truancy, school personnel will notify the attendance officer who will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur.

Any student who has accumulated five or more days of truancy in any one school year will be referred to the Superintendent by the principal or the attendance officer. The Superintendent will schedule a hearing. Upon conclusion of the hearing with the parties of interest, the Superintendent may recommend to the Board of Trustees that the student should be classified as an habitual truant.

2. Non-compulsory Students

Non-compulsory students are those who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more truanancies in any one school year will be considered as a continued, willfully disobedient student and as such could be scheduled for an expulsion hearing.

ADOPTION DATE: October 10, 1988; Revised June 9, 1997 (Incorporates former policy 5113.1), Revised July 21, 1999; Revised January 9, 2007; Reviewed June 10, 2008

LEGAL REFERENCE(S): W.S. 21-4-101, 102; Rules and Regulations for the School Foundation Program, Chapter 8

CROSS REFERENCE(S): 5113, 5121, 5121-R

ADMINISTRATIVE REGULATION:

IV. DISCIPLINE/BEHAVIOR

STUDENT BULLYING

Policy 5276

Purpose and Policy

Campbell County School District is committed to providing a secure student learning environment free of threat, hazing, harassment, intimidation, menacing, cyber bullying, sexting

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and other bullying behavior. No person may engage in threats, hazing, harassment, intimidation, menacing, cyber-bullying, sexting or bullying behavior against a CCSD student or students participating in functions sponsored by the District (“student participants”). Further, CCSD prohibits reprisal or retaliation against a student, witness or person who reports information about or cooperates in the investigation of an act of threatening, hazing, harassment, intimidation, menacing, cyber bullying, sexting or bullying. *See* W.S § 21-4-313, 314 (2009). All such behavior by students, staff or third parties against any CCSD student or student participant is strictly prohibited and will not be tolerated by CCSD.

Definitions

1. “Bullying” (See “Intimidation” or “Bullying” below.)
2. “Cyber-bullying” (See “Intimidation” or “Bullying” below.)
3. “Discrimination” means any act that has the purpose or effect of unreasonably differentiating in treatment based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, characteristics or linguistic characteristics of a national origin group.
4. “District” includes CCSD facilities, CCSD premises and non-district property if the student is at any District-sponsored, District-approved or District-related activity or function such as field trips or athletic events where students are under the auspices of the District.
5. “Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager.
6. “False charges” or “a malicious accusation” means an untrue allegation which is made intentionally, knowingly, with reckless disregard for the truth or an untrue allegation made with the specific intent of causing injury or damage to another person. The District will take disciplinary action against any individual making a false charge or malicious accusation of bullying, discrimination or harassment.
7. “Harassment” means unwanted behavior of a non-verbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group of students or staff on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic or linguistic characteristics of a national origin group.
8. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, e.g., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, “paddling” or other physical punishment, forced prolonged exclusion from social contact,

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sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene, degrading or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate a particular person or group.

9. “Intimidation” or “bullying” means any intentional gesture, any intentional electronic communication (“cyber-bullying”) or any intentional written, verbal or physical act or statement received by a student repeatedly and over time on the part of one or more other persons which is negative in nature and causes a student to have difficulty defending himself or herself.
10. “Menacing” includes, but is not limited to, any assault or threat intended to place a school employee, student or third party in fear of imminent physical injury.
11. “Retaliation” or “reprisal” means any verbal or physical act or statement against any person who reports, files a complaint or participates in an investigation under this policy. Retaliation is prohibited and is considered a serious violation of Board policy, independent of whether a complaint is substantiated.
12. “School” includes a classroom or other location on school premises, school grounds, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the student is present as a student of the school.
13. “Sexting” means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or activities on or off campus, while on school district property, during any recess, lunch or leave periods on or off school district property, by use of school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individual, the governance, climate or efficient operation of the school or the educational process or experience.
14. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business or activities who are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Bullying or Retaliatory Behaviors

1. Any student, employee, parent or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying, menacing or retaliation or reprisal (hereafter “bullying” or “retaliatory behavior”) in violation of this policy shall immediately report his/her concerns to:

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- The building principal or his/her designee;
 - A teacher who will be responsible for notifying the building principal or his/her designee immediately if the matter cannot be adequately addressed by the teacher or is sufficiently serious to warrant administrative intervention;
 - A counselor, who is responsible for notifying the building principal or his/her designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
 - The superintendent of schools or his designee.
2. Teachers, counselors and other certified, classified and administrative staff who observe students engaging in bullying behavior are responsible for taking action to timely and appropriately address the behavior and/or timely report the incident to the administrator or his/her designee.
 3. Students and parents are encouraged to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of bullying, they are encouraged to follow the procedure outlined in this policy.
 4. Reports may be made anonymously through a variety of means. Anonymous reports will be investigated and addressed consistent with the investigation process under this policy. Formal disciplinary action shall not be taken solely on the basis of an anonymous report unless the allegation has been investigated and corroborating evidence indicates a policy violation.
 5. While many concerns may be resolved through an informal process, the severity and/or nature of a specific incident may require an immediate formal complaint and disciplinary action.

Complaint Process

1. Reporting parties may use informal procedures such as oral reports to report and resolve lesser and/or isolated complaints of bullying or retaliation which do not result in physical harm or meet other criteria for formal reporting as noticed in #2, below. Such complaints will be appropriately investigated and addressed by teachers, counselors or other adults consistent with due process requirements. Substantiated reports will be documented in the PowerSchool and/or student disciplinary file. Repeat offenses shall be referred to the principal or his/her designee.
2. Formal complaints should be made in writing and submitted to the appropriate administrator or his/her designee. Forms shall be available for reporting, although the use of a specific form is not mandatory in order to lodge a formal complaint if the reporting party is unable or unwilling. Formal complaints are warranted any time such a report and investigation is requested by any parent, student or other person, when bullying involves threats, is physical in nature, causes physical harm, is repeated (i.e., more than once), is unusual in nature, is perpetrated by a group or groups of students or others, is racial or discriminatory in nature and/or otherwise highly offensive in nature and leaves the victim feeling defenseless or vulnerable.

CONESTOGA ELEMENTARY PROCEDURES

3. A copy of all formal complaints, investigations and results should be forwarded to the Student Support Services office within seven (7) school days of completing the documentation. Such files shall be stored in a confidential manner, with access limited to administrative personnel and their designees. File information shall also be available to administrative personnel or their designees for the gathering and reporting of statistical and other data which does not individually identify the individuals therein.

Investigation

1. In all schools the principal or his/her designee shall be responsible for timely investigation of a complaint made under this policy. Alleged serious violations shall be promptly investigated and documented. While the investigator will make efforts to maintain confidentiality to the extent reasonably possible, reporting parties shall not be promised full confidentiality.
2. The complaint, investigation, witness and other information shall be documented along with the findings. Substantiated reports will be documented in the PowerSchool and/or student discipline file.
3. Both the alleged student victim and the individual accused of bullying behavior shall have the opportunity to be heard by the investigating adult or a designee prior to a final “substantiated” or “unsubstantiated” finding.
4. For formal complaints, the complainant and reported party, and their respective parents or guardians, shall be notified of whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Consequences and Remedial Actions for Substantiated Reports

1. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.
2. Schools may attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal complaint process, investigation and disciplinary procedures. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem solving between the parties.
3. Consequences and remedial actions shall be determined, taking into consideration the context of events, all relevant circumstances, the parties’ prior behavior, the nature of the bullying behavior and its potential harm and the emotional and/or physical harm resulting from the reported party’s actions.

Protection of Victims from Additional Bullying or Retaliation/Reprisal

1. The principal or his/her designee shall be responsible for working with the student, parents and others to timely develop and implement strategies for protecting the reporting party and/or affected student following the report of threat, hazing, harassment, intimidation, menacing, cyber-bullying, bullying, sexting, reprisal or retaliation.

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2. Such strategies may include, but are not limited to, monitoring, counseling, follow-up checks with the student and/or parent, safety plans for the affected student, reassignment of one or more students and other protective planning and/or interventions.
3. The student who has been bullied, or his/her parent, is responsible for reporting any reprisal or retaliation.

Consequences and Remedial Actions for False Accusations

1. False accusations of bullying shall be immediately reported by the affected party or an adult to the school principal or his/her designee.
2. False accusation reports shall be investigated, consistent with due process procedures noted under “investigation” above.
3. Persons found to have made false accusation reports may be disciplined up to and including expulsion or dismissal.
4. For formal complaints, the complainant and reported party, and their respective parents or guardians shall be notified whether the allegations are substantiated or unsubstantiated and, if appropriate, that remedial action has or will be taken.

Student Bullying Policy Education for Students, Certified and Classified Personnel, Parents, Volunteers and the Community

1. Students.
Students shall be provided a copy of the Student Bullying Policy annually during registration and/or orientation. Each building principal or his/her designee shall be responsible for assuring the delivery, and documentation of the delivery, of this orientation information.

Beginning in fall, 2011, the Student Bullying Policy and procedures shall be discussed annually at each school during student orientation or at an alternative time to be determined by the principal or his/her designee prior to October 1. Each building principal or his/her designee shall be responsible for assuring the delivery of this standardized orientation information. In the event of a report of bullying or retaliatory behavior, substantiated or unsubstantiated, a student accused of a bullying or retaliatory behavior shall be re-educated concerning the District’s Student Bullying Policy. Each building principal or his/her designee shall be responsible for assuring the delivery and documentation of delivery of this re-education.

2. Students and Parents.
A version of the Student Bullying Policy shall be included in the Campbell County School District parent/student handbooks beginning in the fall of 2011.
3. Certified and Classified Personnel.

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Beginning in fall, 2011, the Student Bullying Policy shall be presented annually at classified and certified personnel orientations for those personnel who have substantial contact with students, or at an alternative time to be determined by the building principal or his/her designee, prior to October 1. Each building principal, supervisor or his/her designee shall be responsible for assuring the delivery of this orientation information and documentation of delivery.

Professional development programs concerning bullying prevention, intervention and reporting shall be available to certified and classified personnel who have substantial contact with students.

4. Students, Parents, Certified and Classified Personnel, Volunteers and Community Members.

The Student Bullying Policy shall be posted on the Campbell County School District website by fall 2011. Student Support Services shall be responsible for assuring the website posting and updating of the Student Bullying Policy.

The District may establish bullying prevention programs or other initiatives and may involve school staff, students, administrators, volunteers, parents, law enforcement and community members.

Continuous Review and Revision

The District shall annually review and update the Student Bullying Policy as needed.

ADOPTION DATE: December 8, 2009; Revised June 14, 2011

LEGAL REFERENCE(S): W.S. § 21-4-311 – 21-4-315, “Safe School Climate Act”

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION

STUDENT SEXUAL HARASSMENT

Policy 5275

Sexual harassment is a form of sexual discrimination which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Title IX. It is the policy of Campbell County School District (the “District”) that any form of sexual harassment of students, whether student to student or adult to student is prohibited and a violation of this policy. All students have a right to be educated in an environment free from sexual harassment. Violations of this policy will be cause for disciplinary action.

Definition

Sexual harassment is unsolicited, nonreciprocal behavior which consists of unwelcomed or unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which is offensive or objectionable to the recipient when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

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- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written harassment or abuse including sexually suggestive or derogatory communications;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching, hugging, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender, sexual orientation or marital status.

Reporting

Any person who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to an appropriate official as designated in 5275-R. A report form is available from the principal of each building and the District central office; however, oral complaints will be considered complaints as well. Nothing in this policy shall prevent any person from reporting sexual harassment directly to the Director of Human Resources or the Superintendent.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment based upon another individual's sex or sexual orientation and shall take appropriate disciplinary action against any student or school personnel found to have violated this policy.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011
LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX
CROSS REFERENCE(S):
ADMINISTRATIVE REGULATION: 5275-R

STUDENT SEXUAL HARASSMENT

Regulation 5275-R

Reporting Procedure

1. In Each School Building

The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Any teacher, administrator or school personnel who receive a report of sexual harassment under this policy shall inform the building

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principal immediately. Upon receipt of a report, the principal must notify the District Human Resources Director immediately, or in his/her absence, notify an Associate Superintendent or the Superintendent, without screening or investigating the report. The principal may request the reporting party or complainant to prepare a written statement. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Resources Director. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours or within a reasonable time thereafter and forward it to the Human Resources Director. If the complaint involves the building principal, the complaint shall be made or filed directly with the Human Resources Director or the Superintendent by the reporting party or complainant.

2. In the District
The Board of Trustees hereby designates the District Human Resources Director to receive reports or complaints of sexual harassment under this policy. If the complaint involves the Human Resources Director, the complaint shall be filed directly with the Superintendent.
3. Submission of a good faith complaint or report of sexual harassment will not affect the complainant or reporter's future employment, grades or work assignments.
4. Use of formal reporting forms is not mandatory.
5. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation

By authority of the Board of Trustees, the Human Resources Director or Superintendent, upon receipt of a report or complaint alleging sexual harassment, under this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by the building principal, a designated investigator of the District, other District officials, or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also utilize other methods or resources deemed pertinent by the investigator and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

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In addition, the District may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged sexual harassment under this policy.

The investigation will be completed as soon as practicable. The designated investigator shall make a written report to the Human Resources Director and building principal upon completion of the investigation. If the complaint involves the building principal, the report may be filed directly with the Superintendent. If the complaint involves the Human Resources Director, the report may be filed directly with the Superintendent. If the complaint involves the Superintendent, the report may be filed directly with the Chair of the Board of the Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

District Action

1. Upon receipt of a report, the District will take appropriate action as determined by the responsible supervisory personnel. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. The action taken by the District for violation of this policy will be consistent with requirements of applicable federal and state law and other District policies.
2. The result of the investigation by the District of each complaint filed under these procedures may be reported to the complainant by the District in accordance with state and federal law regarding data or records privacy.

Retaliatory Conduct

The District will discipline or take other appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged, sexual harassment; or any person who testifies, assists or participates in an investigation; or who testifies, assists or participates in a proceeding or hearing relating to such sexual harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission, initiating civil action or seeking redress under applicable federal or state laws.

Dissemination of Policy and Training

1. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
2. This policy shall appear in the student handbooks.
3. The District will develop a method of informing students and staff members of this policy.

ADOPTION DATE: January 10, 1994; Major Revision June 14, 2011

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LEGAL REFERENCE(S): Title VII of the 1964 Civil Rights Act Title IX

CROSS REFERENCE(S): 5275

ADMINISTRATIVE REGULATION:

STUDENT APPEARANCE

Policy 5132

Students are expected to dress appropriately when they are in school or participating in school activities. Rules concerning student dress may be established by the school administration to ensure that the student dress meets standards of cleanliness, healthfulness, and safety, and does not disrupt the educational process. Generally the responsibility for dress and appearance of the student will rest with the individual student and his/her parents; however, students will not be permitted to wear:

- clothing which creates an offensive environment by the display of slogans, objects, or pictures which are sexually suggestive, or which promote the use of drugs, alcohol, or gang activity; or
- clothing that is revealing or distracting which could be considered immodest clothing which is sexually offensive; or
- unsanitary clothing which poses a health problem.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

Coaches and/or other staff supervising extracurricular activities may make other dress requirements applicable to students participating in athletic and/or other extracurricular activity events.

ADOPTION DATE: February 14, 1984; Revised June 24, 1986; Revised May 10, 1988; Revised May 26, 1998; Revised May 10, 2011; Revised June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES:

ADMINISTRATIVE REGULATION:5132-R

STUDENT APPEARANCE

Regulation 5132-R

Clothing that is revealing or distracting will not be permitted at school or school activities.

Students are to conform to the following guidelines concerning appropriate dress and grooming:

1. Students may be outside during cold weather. Parents and students are encouraged to keep informed about the weather and forecasted weather and dress students appropriately. Boots, gloves, hats, and coats help your student to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.
2. All clothing is to be worn according to the way it is designed.
3. Students may not wear, as outer dress, the following:
 - Midriffs—any shirt that allows the exposure of the midsection during normal school activities.
 - Sleeveless undershirts—tank tops, tube tops, etc.
 - See-through clothing.

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- Shirts showing bare shoulders and/or backs.
4. Visible undergarments are not permitted.
 5. Clothing with obscene or violent statements, designs, double messages, and advertisements for drugs/alcohol or tobacco will not be permitted.
 6. Short shorts and mini-skirts will not be permitted. Skirts must extend to within three inches of the top of the kneecap as a guide. Shorts must extend to within four inches of the top of the kneecap as a guide.
 7. Hats and caps are not to be worn in the building during normal school hours.
 8. Gang-related clothing or styles of grooming may vary from school to school and may change from year to year. Therefore, it may be necessary, at some point in time, to prohibit the wearing of certain items of apparel and certain styles of grooming not limited to specific hair styles, colors, logos, manufacturer brand names, etc. The purpose of prohibiting these items of apparel or styles of grooming is to prevent identifying students as gang members and to prevent non-gang members from being mistakenly victimized.
 9. Neat, clean, and well-groomed facial hair will be permitted.
 10. Shoes, boots, and other appropriate footwear are to be worn at all times.
 11. Articles of clothing that cause undue school maintenance problems will not be permitted.
 12. Cleanliness of body and clothing is required.
 13. Students are not to wear their clothing or hair in such a style or manner that could be hazardous to them in their various school activities such as shop, laboratories, athletics, physical education, art, etc. Instructors in these areas are to set specific dress and grooming regulations for the safety and health of the participants and to assure that disruption of the learning process does not occur. Activity sponsors may establish dress codes for activities. Any such regulations drawn up by instructors or sponsors must be approved by the principal before they can be enforced.
 14. Clothing must be in good repair—free from holes, cut-outs, or torn seams.
 15. This regulation applies to students at all school-sponsored activities unless the principal approves a change.

Schools may adjust these guidelines to be age appropriate at the school level. Students will only be allowed to wear clothing outside of the student appearance regulation during Incentive Days as designated by the school principal as a reward and motivation for the students. Incentive Days will be available as a school reward for various reasons and celebrations. The principal has the discretion to modify the student appearance regulation on Incentive Days.

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If a student is in violation of these provisions, the principal or designee shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Note: School activities participants dress standards are governed by the Wyoming High School Activities Association and national program regulations.

ADOPTION DATE: May 10, 1988; Revised May 26, 1998; Revised May 10, 2011; Revised June 14, 2011

LEGAL REFERENCES:

CROSS REFERENCES: 5132

ADMINISTRATIVE REGULATION:

INDIVIDUAL AND GROUP CONDUCT

Policy 5144

Care of Building and Grounds

A student body is judged somewhat by the way school property is kept. This includes streets, lawns, buildings and the furniture in the classrooms. Students are urged not to throw litter of any kind on the grounds, in the classrooms, in the halls, or on the streets. Students who willfully deface or destroy school property will face strict disciplinary action and will pay for any damage done.

There will be no running in the halls or on the sidewalks adjoining such buildings or property.

There will be no snowballing around such property.

There will be no water guns, fireworks, unlawful knives, explosives, firearms, or other such nuisances tolerated in or around such property. Possession of such items indicates that a student is not demonstrating proper appreciation of their education or exercising proper consideration for the safety of their fellow students. Possession of any such items will be treated as serious insubordination and will be disciplined accordingly.

Conduct on School Property

It will be the policy of the school that each and every student will maintain a standard of conduct above reproach in any place under control of the school.

There will be no physical display of affection on the school property.

There will be no offensive or vulgar talk allowed.

There will be no smoking or chewing tobacco in such place, or on any school-sponsored activity or trip. Violation will result in suspension from school for a period of time as designated by the building administrator.

Repeated violations may result in expulsion from school.

There will be no disruptive conduct tolerated around or in such buildings or property.

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ADOPTION DATE: July 13, 1976; Revised July 16, 1980; Reviewed March 9, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

CONDUCT OF CLASSROOMS

Policy 6122

It will be the policy of the Board that discipline will be expected to prevail in every classroom, because discipline is a must if a learning situation is to develop, for only through classroom discipline can the rights to instruction of all students be protected. However, discipline need not be rigid or inflexible when based on motivation and sound preparation for teaching the academic discipline involved. Teachers will be expected to see that all general rules and regulations of the school are fairly and impartially enforced.

Nothing herein contained will be construed as prohibiting or denying to a classroom teacher the right to use force as may be reasonable and necessary to control a situation within the classroom to exclude or remove a child from the classroom or school activity or to escort a student to the principal's office.

ADOPTION DATE: August 20, 1968; Revised August 23, 1993

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

STUDENT SUSPENSION

Policy 5135

The Superintendent, a principal or designated staff may suspend a student from school for a period not to exceed ten (10) days. As provided by Wyoming law, before any suspension, the student shall have the right to hear an explanation of the charges against him or her, and he or she shall have the right to be heard. Written notice of any suspension shall be provided to the student's parents or guardians within twenty-four (24) hours of the suspension.

The Board of Trustees or the Superintendent may expel a student from school for a period not to exceed one (1) school year. If an expulsion exceeds ten (10) days, the Board of Trustees must conduct or provide for a hearing, if requested, in accordance with the procedures of the Wyoming Administrative Procedures Act and CCSD Policy 8380R.

The following are grounds for suspension or expulsion of a student from Campbell County School District during the school year:

1. Continued willful disobedience or open defiance of the authority of school personnel;
2. Willful destruction or defacing of school property during the school year or any recess or vacation;
3. Any behavior which in the judgment of the local Board of Trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language, or habitually disruptive behavior. "Habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the

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classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel;

4. Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence; and/or
5. Possession, use, transfer, carrying or selling a deadly weapon as defined under W.S. 6-1-104(a)(iv) within any school bus as defined by W.S. 31-7-102 (a)(xl) or within the boundaries of real property used by the district primarily for the education of students in Grades kindergarten through twelve (12).

Students Subject to IDEA (Individuals With Disabilities Education Act 2004, as Amended)

Suspension or expulsion of any child with a disability, as defined by IDEA, will be disciplined as provided in the procedures and requirements of IDEA and the rules and regulations of the Wyoming Department of Education.

Students Subject to Section 504 of the Rehabilitation Act, as Amended

Suspension or expulsion of any child with a disability, as defined by Section 504, will be disciplined as provided in the procedures and requirements of Section 504 and the rules and regulations of the Wyoming Department of Education.

ADOPTION DATE: July 13, 1976; Revised October 11, 1993; Editorial Revision November 22, 1993, Editorial Revision January 23, 2001; Revised April 28, 2009 (Regulation and policy merged)

LEGAL REFERENCE(S): Wyoming State Board of Education Rules and Regulations Governing Services for Children with Disabilities; W.S. 21-4-305, W.S. 21-4-306, W.S. 21-2202(a) (xviii)

CROSS REFERENCE(S): (formerly 5114) 5123.4, 5131.1, 5131.5.

ADMINISTRATIVE REGULATION:

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

Policy 5131

The possession, distribution or use of alcoholic beverages, tobacco, or 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 substances.

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.

The reference herein to “other substance” is intended to prohibit the use, possession or distribution, including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting for the purpose of generating a high or rush, or otherwise altering the mental processing or impairing the consumer’s judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such substances include, but are not limited to, glue, paint, Dust-off,

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petroleum products, “spice,” “K-2,” “Black Mamba,” “Puff,” “Sugar Sticks,” herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer’s judgment or motor skills or in such a way as to be contrary to their intended use or purpose. It is also prohibited to have in the student’s possession, be under the influence of, or have in the student’s blood stream any intoxicant, inhalant (not intended for that specific purpose or need) or any substance represented by the student to be a “drug” as defined by this policy. In addition, it is prohibited for a student to possess “drug paraphernalia” as defined by the Wyoming Controlled Substances Act of 1971. It is the policy of the District that the possession, use or distribution of substances represented as drugs is detrimental to the education, safety, and welfare of students.

A student who violates any part of this policy shall be subject to discipline which may include suspension or expulsion.

To help students who are identified as abusing alcohol/drugs/substances, District and community resources will be available to work toward overcoming this illegal use of tobacco, alcohol, drugs or substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling service that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide counseling as to where appropriate help can be received.

Definitions

“Alcoholic beverages” means any alcoholic liquor or malt beverage as defined by Wyoming statutes.

“Tobacco” means any of a genus (Nicotiana) of chiefly American plants of the nightshade family with viscid foliage and tubular flowers. The leaves of such plants are normally used and marketed for smoking, chewing, or as snuff.

“Drug” refers to any controlled substance as defined by Wyoming statutes.

“Drug paraphernalia” means all equipment, products and materials described in the Wyoming Controlled Substances Act of 1971 (and any amendment thereof) and of any kind when used, advertised for use, intended for use or designed for use for manufacturing, converting, preparing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act and includes:

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1. Isomerization devices when used, advertised for use, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance;
2. Quinine hydrochloride, mannitol and mannite when used, advertised for use, intended for use or designed for use in diluting controlled substances;
3. Separation gins and sifters when used or advertised for use in removing twigs and seeds from or in otherwise cleaning or refining marihuana;
4. Objects when used, advertised for use, intended for use or designed for use in injecting controlled substances into the human body;
5. The following objects when used, advertised for use, intended for use or designed for use in ingesting, inhaling or otherwise introducing marihuana, cocaine, hashish or hashish oil or any other controlled substance into the human body:
 - Metal, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls;
 - Carburetion tubes;
 - Carburetion masks;
 - Chamber pipes;
 - Carburetor pipes;
 - Electric pipes;
 - Air-driven pipes;
 - Chillums
 - Bongs; and/or
 - Ice pipes or chillers.

“Substance” means any substance, whether organic, or non-organic, which can be smoked, huffed, inhaled, consumed, absorbed, or otherwise ingested for the purpose of generating a high or rush, or otherwise altering the mental processing, or impairing the consumer’s judgment or motor skills, or for the use contrary to the lawful and intended use of the substance, excluding any substance taken pursuant to a lawful medical prescription or which is used in the manner in which it is intended to be used for a legitimate medical or healthy condition. The term substance includes, but is not limited to glue, paint, Dust-Off, petroleum products, “spice,” “K-2,” “Black Mamba,” “Puff,” “Sugar Sticks,” herbal incense, Salvia Divinorum or Salvinorum A.

“Drug or Substance Trafficking/Providing” refers to any involvement in the process of delivery or actual delivery of a drug/substance or any substance delivered or in the process of being delivered which is represented by the trafficker to be a drug or substance as defined in this policy.

“Possession” means any exercise of control or dominion.

“Suspected” means reasonable suspicion, based on observations and/or information received which would lead a reasonable person to believe that the student has violated or is violating this

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policy.

“Under the influence” means ingestion of alcoholic beverage or dangerous/illegal drug or substance affecting any physical or mental capacity/ability.

ADOPTION DATE: July 13, 1976, Revised July 19, 2000; Reviewed December 9, 2008; Revised January 27, 2009; Major Revision December 14, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

WEAPONS

Policy 5260

Possession of a weapon on school property, on a school bus, or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity, will be subject to disciplinary and/or legal action.

Any student who violates the provisions of the federal Gun-Free Schools Act of 1994 by bringing a weapon/firearm to school will be expelled from school for a period of not less than one year. For this paragraph, a “weapon/firearm” means a firearm as defined in Section 921 of Title 18, United States Code.

The Superintendent may recommend to the Board modification of this expulsion requirement for students on a case-by-case basis.

ADOPTION DATE: May 9, 1994; Revised September 12, 1994; Reviewed June 14, 2011

LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18, U.S. Code

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5260R

WEAPONS

Regulation 5260-R

Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, pocket knives, etc.

A student acting in an aggressive or belligerent manner with any article will be administratively judged to be in possession of a weapon and will be subject to disciplinary action.

A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subject to extended suspension or expulsion proceedings or to other appropriate disciplinary and/or legal action.

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A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

Administrators or other delegated school officials, in their professional judgment, will confiscate any article identified as a weapon elsewhere in this regulation or used as a weapon under the definitions and circumstances described in this policy and regulation. Such articles will be turned over to the appropriate law enforcement agency, and the student will be subject to disciplinary and/or legal action.

Under Section 921 of Title 18, U.S. Code, “firearms” are defined in part as:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any such weapon;
- The frame or receiver or any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device. Such term does not include an antique firearm.

"Possession" means having a weapon in the student’s personal possession, which includes the student’s vehicle, desk or locker.

ADOPTION DATE: May 9, 1994; Revised April 10, 1995; Editorial Revision June 14, 2011

LEGAL REFERENCE(S): Wyoming Education Code 21-4-305, 306; Gun-Free Schools Act of 1994; Section 921 of Title 18 of U.S. Code

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

V. INSTRUCTIONAL

GRADING AND REPORTING STUDENT PROGRESS

Policy 5121

Evaluating and reporting student progress at regular intervals is an important part of the educational process. To be constructive, the evaluation and reporting system must be as fair and objective as possible. The process must be understandable to students and to their parents, and it must indicate as honestly and accurately as possible the strengths and weaknesses of each student’s performance.

Procedures for grading and reporting student progress must be approved by the Superintendent and published in parent and teacher handbooks.

ADOPTION DATE: July 12, 1983; revised August 9, 1988; Reviewed July 16, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 5121-R

GRADING AND REPORTING STUDENT PROGRESS

Regulation 5121-R

Frequency of Grade Reporting

1. Grades are to be reported to parents each nine weeks.
2. Parents are to be encouraged to request a parent-teacher conference to discuss grades and student progress.

CONESTOGA ELEMENTARY PROCEDURES

3. Parents of student averaging a grade of N, I, D or lower during the fourth week of a grading period are to receive notification of those grades from the teacher no later than the fifth week of the grading period.

Course Grade Plans

1. The grade reports and semester grades will generally include assigned work, test scores and special projects.
2. Each teacher is to have as a part of his/her course grading plan a procedure that will prevent students from being unduly penalized for a low score that falls out of the range of that student's normal performance in that course.
3. A teacher who chooses a course grading plan other than outlined herein may implement that plan in the classroom if prior approval is given by the principal.
4. Students are to be made aware of the grading plan used by the teacher(s) from who they are taking courses.

Kindergarten and Grade 1

1. Student evaluations are based on the degree of mastery of objectives or goals.
2. Symbols used for performance:
Yes - Student has met the expectation for the quarter.
No - Student has not met the expectations for the quarter.
X - Not assessed at this time district wide.
Blank - Not assessed at this time.
E - Excellent
S - Satisfactory
N - Not Satisfactory

Grade 2

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Code for grade level expectations at this time:
Blank - Not evaluated at this time.
4 - Advanced
3 - Proficient
2 - Basic
1 - Below Basic
E- Excellent
S - Satisfactory
N - Not Satisfactory

Grades 1-6

1. Art, music and physical education will be ESN only.
2. Code for other subjects:
E - Excellent
S - Satisfactory
N - Not Satisfactory

CONESTOGA ELEMENTARY PROCEDURES

Grade 3

1. Student evaluations are based on the degree of mastery of content and performance standards or goals.
2. Letter grades (A-F) will be given in math and language arts.
3. Science, social studies, art, music, and wellness will be ESN only.
 E- Excellent
 S- Satisfactory
 N - Not satisfactory
4. A separate checklist may be used for work ethic.

Grades 4-12

1. Student evaluations are based on the degree of mastery of content and performance standards or goals as stated in the elementary curriculum guide, the junior high course syllabus handbook, or the senior high course syllabus handbook. The progress reported will be for academic achievement. The Grade Conversion Chart will be used for conversion of grades from percentage, to letter grades, to Class Rank GPA, to Cumulative GPA.
2. Letter grades from the Conversion Chart will be displayed on report cards and kept in permanent student records.
3. Class Rank GPA will be determined according to the Conversion Chart. Only students progressing toward a regular diploma will be included in class rank. Class Rank GPA will ONLY be used to report class rank and to make determinations for valedictorian/salutatorian honors.
4. Cumulative GPA will be determined according to the Conversion Chart. This GPA is considered the student's official GPA and will be reported on student transcripts.
5. Academic Achievement Conversion Charts (Grades 4-12)

Academic Achievement	Percent Score	Letter Grade	Class Rank/GPA	Cumulative GPA
Excellent	98-100	A+	4.000	4.0
	93-97	A	4.000	4.0
	90-92	A-	3.666	4.0
Above Average	88-89	B+	3.333	3.0
	83-87	B	3.000	3.0
	80-82	B-	2.666	3.0
Average	78-79	C+	2.333	2.0

CONESTOGA ELEMENTARY PROCEDURES

	73-77	C	2.000	2.0
	70-72	C-	1.666	2.0
Below Average	68-69	D+	1.333	1.0
	63-67	D	1.000	1.0
	60-62	D-	.666	1.0
Failing	59 & Below	F	.000	0.0

Late Work, Incompletes and Cheating

1. Students submitting work late due to an excused absence will be permitted to do makeup work without penalty within a reasonable amount of time as established by each school.
2. Students are expected to complete all assigned work on time. Students not completing assignments may be required to spend additional time in school until the work is completed. Late work submitted after the original due date may be subject to penalty.
3. An "F" grade or equivalent is to be recorded in the record book for all work not handed in within the allowable time. Missed school work or work not handed in which results in an incomplete on a report card must be made up within two weeks after the reporting period has ended, or an automatic failure will be recorded.
4. Students found to have cheated on a test or other assignment will receive an F for that work. Other appropriate disciplinary action may be taken.

Withdrawal From Class During a Semester

1. Report cards in Grades 7-12 will use the following symbols for withdrawals. However, these symbols will not be used for determining GPA:
2. WP - Withdraw Passing - The student had a grade average of D- or better when he/she withdrew from the class. No credit is issued.
3. WF - Withdraw Failing - The student had a grade average of F when he/she withdrew from the class.
4. Students who drop a class without completing the requirements for a grade will receive no semester credit for that class.

Repeating a Failed Class (Grades 9-12)

When a student repeats a failed class, the "F" is deleted for the failed class and an "R" is recorded. The failed class remains on the transcript with an "R" grade but is not used in figuring the GPA. The repeated course is listed on the transcript with the grade earned and is used in figuring the GPA.

CONESTOGA ELEMENTARY PROCEDURES

ADOPTION DATE: June 27, 1988; revised December, 2000, revised August, 2001; Revised May 22, 2007; Revised November 6, 2007; Reviewed July 16, 2008; Revised July 21, 2010

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121

ADMINISTRATIVE REGULATION:

HOMEWORK

Policy 6140

The Board of Trustees recognizes homework as a valuable part of the learning process. It will be used to reinforce and supplement the school learning process and enhance the curriculum.

Parents have every right to expect a general school-wide homework policy that promotes academic achievement, accountability, and responsibility. Professional school staff will make informed judgments regarding homework that take into consideration the increased demands on the non-school lives of children and home situations.

It is recognized that there are many meaningful learning experiences for students outside the school days, and teachers should be considerate of these activities. Homework assignments should not prevent students from being involved in these activities or with the assumption of responsibilities at home.

ADOPTION DATE: September 28, 1998

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 6140-R

HOMEWORK

Regulation 6140-R

Each school in Campbell County School District will set and communicate homework expectations to students, parents, and staff, and teachers will assign homework according to age, maturity level, individual needs, and interest of the students.

Homework will be used by teachers as an extension of classroom instruction to expand or enrich the regular class work or to assure mastery of academic goals and objectives.

Teachers will be aware of student time constraints and homework in other classes.

Following are some suggested general guidelines for the amount of time, per student, to be spent doing homework. As these are average guidelines, teachers need to be cognizant of individual student differences when assigning homework.

Grade	Minutes per student per day	Per student per week
Primary K-3	10-20 minutes	1-3 hours
Intermediate 4-6	20-30 minutes	2-4 hours
Junior High	30-45 minutes	4-8 hours

CONESTOGA ELEMENTARY PROCEDURES

High School	45-60 minutes	5-10 hours
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ADOPTION DATE: September 28, 1998

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 6130

ADMINISTRATIVE REGULATION:

STUDENT RETENTION AND PROMOTION

Policy 5123

Students in Campbell County School District schools may be retained for valid educational reasons. Procedures for determining whether a student will be retained are outlined in Regulation 5123.2-R.

ADOPTION DATE: August 9, 1977; January 10, 1978; Revised: March 13, 1984; January 12, 1988; Reviewed October 14, 2008; Reviewed, Revised and Re-numbered July 21, 2010.

LEGAL REFERENCE(S):

CROSS REFERENCE(S): Previously numbered 5123.2

ADMINISTRATIVE REGULATION: 5123-R

STUDENT RETENTION AND PROMOTION

Regulation 5123-R

Elementary Regulation for Retention K-6

Campbell County School District recognizes that additional time is required by some students to be able to perform successfully at grade level. Therefore, programs such as Extended Learning Opportunities and other building and District programs are provided to help meet the needs of these learners. However, if the student is not performing at grade level after these substantial interventions, he or she may be retained.

The decision for retention lies with the building teachers and principal with input from the parent. Parents should be notified by the close of the third quarter if there is any possibility of retention. Students enrolling during second semester will be dealt with on an individual basis.

Junior High

To be promoted to the next grade, a pupil must pass the equivalent of five full-year courses in the current academic year. The five courses passed must include two courses from the following list: mathematics, English, science and social studies. The remaining three may be from any other courses taken. The parent/guardian of a student desiring promotion with four or more units, yet failing to meet specific units required for promotion, must apply to the appropriate junior high school principal for a waiver of the requirements.

Parents should be notified by the end of the third quarter if there is any possibility of retention. Notice of retention will be sent during the month of June.

Second-year ninth grade students enrolled in a Campbell County junior high school who complete tenth grade admission requirements by the end of the fall semester will begin tenth grade course work at the start of the spring semester.

Senior High

In order to be regularly enrolled as a sophomore in a senior high school, a student must

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successfully complete a minimum of four (4) units of ninth grade credit. Two (2) of these must be from the basic courses (English, science, mathematics and social studies). Any student attempting to enroll as a sophomore with four (4) or more units, yet failing to meet specific units required for enrollment, must apply to the appropriate high school principal for a waiver of requirements.

To be classified as an eleventh grader, a student must have earned a minimum of nine (9) units of credit in Grades 9-10.

To be classified as a twelfth grader, a student must have earned a minimum of 15 credits in Grades 9-11. Students will be members of a class and will participate in class activities according to the number of credit units earned.

ADOPTION DATE: January 12, 1988; revised July 12, 1988; revised March 13, 2000; Reviewed October 14, 2008; Revised and Re-numbered July 21, 2010.

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5123

ADMINISTRATIVE REGULATION:

VI. MISCELLANEOUS

EMERGENCY PREPAREDNESS

Wyoming Statute 35-9-505 (b): Applicability; fire and safety drills required in schools; supervision of drills.

In every public and private school in Wyoming, there shall be a fire drill at least once every month. Safety drills may be used in lieu of fire drills if approved by and coordinated with the local fire department, provided fire drills are conducted at each school not less than four (4) times during any one (1) academic year, and further provided the school's fire alarm is tested at each fire or safety drill. A safety drill includes any organized response to a potential threat to the health and safety of the student population. The school administration shall supervise and administer this subsection and shall determine the types of safety drills appropriate for each school. In localities where a paid fire department is maintained, a fire department member shall be requested to be in attendance at each fire or safety drill conducted within a school for the purpose of instruction and constructive criticism.

Campbell County schools will have a drill every month, based on the above statute. The school district does work with the fire department and other local emergency agencies to conduct drills based on all types of crises. Please contact your principal for more information about the district and school's crisis management plan.

CRISIS MANAGEMENT

Policy 5107

Our children have a basic need for safety and security. Any event which threatens that feeling of safety and security will be considered a crisis. The possibilities for crisis situations that could impact the District are unlimited. Those include, but may not be limited to, suicide, acts of violence, death, or trauma.

Each school will develop a Crisis Management Plan which will include actions to:

CONESTOGA ELEMENTARY PROCEDURES

- prevent crisis situations from occurring,
- deal with the immediate aftermath of crises, and
- provide long-term follow-up for those affected by crises.

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised September 24, 2002; Revised May 13, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5250

ADMINISTRATIVE REGULATION: 5107-R

CRISIS MANAGEMENT

Regulation 5107-R

Building Level Teams

In each school, a building level team will develop a crisis management plan to deal with prevention, crisis aftermath and long-term follow-up. The building team will be composed of building staff. Members of the team should have an interest in crisis management, be willing to serve, and have the time and flexibility to be trained and to respond in crisis situations.

The suggested chair of the building team is the building principal. Other suggested members of building teams include counselors, teachers, psychologists, social workers, nurses, members of alcohol and drug abuse preventions teams, and clerical staff.

All team members will be trained to serve as liaisons with specified groups within the school and community. Each team member will be responsible for one of the following: law enforcement, medical, students, parents, public information, clergy, mental health agencies and funeral homes.

Suicide Prevention

Suicidal students are in imminent danger and must be dealt with immediately. The following procedures are recommended when dealing with students who have been identified as suicidal:

1. Life Threatening Attempt
 - Do not leave the student unattended at any time.
 - Dial 911 for assistance.
 - Contact a building principal.
 - Contact the student's parents(s) or guardian(s).
 - Write an anecdotal incident report.
 - Contact the Superintendent's Office immediately, and follow with a copy of the incident report as soon as possible. A copy of the report should also go to the building file and to the director of special programs.
2. Threats

The staff member who first becomes aware of the situation will contact a building principal who will then become the "case manager" for the situation. The expertise of any staff member may be used to assist the principal.

The case manager will contact the parents or guardians immediately to inform them of the situation, advise them of suggested courses of actions and describe available services.

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Services may include, but are not limited to Campbell County Memorial Hospital, doctors, ministers, psychologists and psychiatrists.

The case manager will contact members of the Crisis Management Team.

The crisis team will assist the case manager in formulating the next steps for the individual student. The team will also determine disposition of the situation where:

- The parent cannot be contacted,
- A parent refuses to follow through with requested actions, or
- The case manager determines such action is necessary.

The case manager will refer the student to the appropriate mental health agency or mental health practitioner if the parents request such assistance from the school.

If the parent refuses to allow a referral, and the crisis team and case manager determine there is a serious threat, one of the following agencies should be contacted:

- City police department,
- Sheriff's office,
- County attorney's office,
- Department of Family Services, or
- Campbell County Memorial Hospital.

The Superintendent is to be contacted immediately. A copy of the incident report is to be forwarded as soon as possible to the Superintendent and the director of special programs.

The case manager is to provide follow-up investigation in the following areas:

- Is the student receiving help?
- Are there other avenues which should be explored to provide further assistance?

ADOPTION DATE: July 28, 1992; Reviewed September 27, 1993; Revised May 13, 2008

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5105, 5105-R, 5107, 5250

ADMINISTRATIVE REGULATION:

EMERGENCY SCHOOL DISMISSAL

Policy 6114

The Board of Trustees recognizes that emergencies will occur and directs the Superintendent to formulate procedures and regulations to follow in such emergencies. A copy of these regulations and procedures will be distributed to all schools and these will be followed in the event that early dismissal or the closing of school is necessary. The Superintendent or any designee is to use good judgment in making such decisions.

In the event school closure causes the number of days of school to fall below the state requirement, make-up days will be added to the school calendar at the most opportune time.

ADOPTION DATE: May 25, 1976

CONESTOGA ELEMENTARY PROCEDURES

LEGAL REFERENCE(S):
CROSS REFERENCE(S):
ADMINISTRATIVE REGULATION: 6114-R

EMERGENCY SCHOOL DISMISSAL

Regulation 6114-R

The following alternate procedures will be used depending on the location and severity of foul weather. Reasonable efforts will be made to notify the public of the specific procedure being used.

- Delayed busing. School opens as scheduled with selected routes delayed by either one or two hours, depending on route and severity of weather.
- Selected route cancellations. School opens as scheduled, but selected rural routes are canceled. Parents may transport students but are not encouraged to.
- Selected school closures.
- County-wide school closure.

ADOPTION DATE: January 14, 2003
LEGAL REFERENCE(S):
CROSS REFERENCE(S): 6114
ADMINISTRATIVE REGULATION:

SCHOOL MEAL PROGRAMS

Policy 5410

Campbell County School District is committed to:

- Participation in the National School Lunch Program,
- Utilization of commodities offered by the U. S. Department of Agriculture,
- Provision of a free and reduced-price meal program for students under its jurisdiction who meet eligibility requirements, and
- Participation in other appropriate food programs which may become available.

In accordance with free and reduced-price meal guidelines and the wishes of the Board of Trustees, no child who meets the eligibility criteria for such benefits will be denied simply because proper application has not been received from the student's parent(s)/guardian(s). School officials may complete an application for a student known to be eligible if the household fails to apply as allowable and in accordance with federal requirements regarding the determination of eligibility for free and reduced-price meals in the National School Lunch Program and the School Breakfast Program.

ADOPTION DATE: August 24, 1976; Draft Revision 12/14/95 (Formerly Policy No. 5146.1); Revised January 11, 2011
LEGAL REFERENCES:
CROSS REFERENCE:
ADMINISTRATIVE REGULATION:

SCHOOL LUNCH - JUNIOR HIGH SCHOOLS

Policy 5425

The junior high schools in Campbell County School District operate under a closed campus plan. Students in those schools must stay at school during lunch periods with one exception: The school principal may grant a lunch period pass to any student who lives close enough to the school to get home for lunch and back to school within the allotted lunch period time. Parents

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must make a written request to the principal for their child's lunch pass.

ADOPTION DATE: February 23, 1983; Revised January 10, 1994; Reviewed with no changes January 11, 2011

LEGAL REFERENCE(S):

CROSS REFERENCE(S): (formerly 5146)

ADMINISTRATIVE REGULATION:

UNUSED SCHOOL LUNCH CREDIT

Policy 3500

Students who have credit remaining in the School Lunch Fund account when they leave Campbell County School District, or after the last day of an academic year, are entitled to full refunds. When possible, refunds will be issued by the school on the last day of attendance. Credits not refunded at the end of the school year may be refunded by check or carried over to the next school year as a credit in the student's account.

For students who leave during the school year without requesting a refund, a check will automatically be processed and sent to the parent or guardian's last known address.

All checks which have not been cashed or are undeliverable will be voided after a 12-month period and the funds forwarded to the Office of the State Treasurer, Unclaimed Property Division.

ADOPTION DATE: July 9, 1991; Reviewed September 11, 1995; Revised April 28, 1997; Editorial revision September 13, 2005

LEGAL REFERENCE(S): W.S. 34-24-113

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

VII. TECHNOLOGY

TECHNOLOGY: SECURITY, SHARING OF RESOURCES, INTERNET ACCEPTABLE USE Policy 6150

Campbell County School District provides access to local network resources as well as connectivity to the Internet. Through the Internet we are connected to an electronic highway connecting thousands of computers all over the world. Students have access to a wide variety of resources including: access to many university and government libraries and library catalogs; electronic mail; information and news from countless federal and international agencies and governments; public domain software and shareware of all types.

Security/Sharing of Resources

The Internet is coordinated through a complex association of government agencies, business and industry networks. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to certain Wyoming Equality Network guidelines. In addition, the District has defined CCSD Technology Guidelines in addressing both the rights and responsibilities of students, staff, parents, and Board members who access not only Internet resources but also local resources. To ensure proper operations of local networks and access to the Internet, all users must follow the guidelines set forth in the CCSD Technology Guidelines.

Internet Acceptable Use

CONESTOGA ELEMENTARY PROCEDURES

With Internet providing access to computers and people all over the world, students could also gain access to material that would not be considered to be of educational value or to be appropriate in the context of a school setting. Campbell County School District is committed to instructing students on the proper usage of the Internet. Site blocking is provided District wide. However, on a global network, it is impossible to control access to all materials. An industrious user could access controversial information, if he or she were determined to do so. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

The Internet acceptable use regulations are detailed in Regulation 6150-R. By signing these agreements, students are acknowledging that they are aware of their rights and responsibilities as District users of the Internet. Users will be required to sign an Internet Usage Agreement in a form provided by the District. In general, this agreement requires efficient, ethical and legal utilization of the network's resources. If a Campbell County School District student violates any of these provisions, his or her account will be terminated, and future access could be denied. A violation of the Internet Usage Agreement by a student may be considered as willful disobedience and defiance of the authority of school personnel. The student shall be subject to disciplinary action as determined by District administration.

ADOPTION DATE: May 13, 1996; April 8, 2003; Revised January 10, 2006

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 6150-R

INTERNET ACCEPTABLE USE

Regulation 6150-R

Internet Acceptable Use Agreement

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is provided to students in Campbell County School District through a state system called the Wyoming Equality Network. The Internet offers vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in Campbell County schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world. Approved users have access to:

- Electronic mail communication with people all over the world.
- Information and news.
- Public domain and shareware of all types.
- Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
- Access to many university and governmental libraries.
- Other privately funded educational databases.

With access to computers and people all over the world also comes the availability of material

CONESTOGA ELEMENTARY PROCEDURES

that may not be considered of educational value in the context of the school setting. Campbell County School District has taken precautions to restrict access to controversial materials. Site blocking is in place. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals.

Internet access is coordinated through a complex association of government agencies, businesses, and industry networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of network resources. If a user violates any of these provisions, his or her access will be terminated, and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet - Terms and Conditions

1. Acceptable Use

Our purpose for Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying or for the sale of goods or personal gain is prohibited.

2. Privileges

The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion with a District faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use, and their decision will be final. The District may, at any time, deny, revoke, or suspend specific user access.

3. Netiquette

Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- The user should not reveal his/her personal address or phone number or those of students or colleagues.

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- Illegal activities are strictly forbidden.
 - Note that electronic mail (e-mail) is not guaranteed to be private. However, e-mail should be treated professionally, i.e., not forwarding sensitive information about students or personnel, parent concerns, or forwarding information to unintended or inappropriate recipients. Messages relating to or in support of illegal activities may be reported to authorities.
 - Do not use the network in such a way that would disrupt use of the network by other users.
4. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, error or omissions.
 5. **Vandalism**
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 6. **Exception of Terms and Conditions**
All terms and conditions as stated in this document are applicable to the District and to the use of the Internet. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the State of Wyoming and the United States of America.
 7. Impersonation is the use of another user's password or the intentional misrepresentation of one's self.
 8. Hacking is the purposeful attempt to seek access to an account normally not accessible. This includes trial and error attempts, the use of password "crackers" or "sniffers" and other activities deemed unethical.

Student Internet Usage Rules

1. General violations include the following:
 - Intentional visitation of sites which are not deemed appropriate
 - Attempts to break into anyone's computer
 - Accessing a site with intent to steal or commit fraud
 - Accessing any server with intent to damage, change or destroy
 - Accessing a computer to retrieve other students' work
 - Downloading any computer program
 - Live chats on any chat line
 - Accessing streaming video or audio sites.

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2. E-mail violations include the following:
 - Mailing from any web site without teacher's consent
 - Mailing from any teacher's e-mail account without consent.
3. If teacher's consent is given, e-mail must be used appropriately. Inappropriate use of mail would comprise of activities such as:
 - Threatening harm to a person or to property.
 - Messages which are obscene, offensive, crude or indecent.
 - Messages that do not identify the sender.
 - Messages which insult or slander.
 - Messages which blackmail or place demands on someone.
 - Messages which promote any illegal activity.
 - Messages which annoy, abuse or harass another person.
 - Messages which are political in nature or intent.
 - Messages which promote the sale of goods or services for personal gain.
 - Mass e-mailing. E-mails to all staff is prohibited.
 - List serves may only be subscribed to by staff.

Student Training

Formal Internet usage training will take place at least once during each of the following grade categories: K-3, 4-6, 7-9, and 10-12. The Internet Usage Agreement will need to be signed by the teacher responsible for Internet instruction at the formal training. Informal training may take place on an annual basis, as deemed appropriate by the building administrator.

Campbell County School District recognizes that students in Grades K-3 may not be cognizant of violations of appropriate use. Parents of K-3 children will be notified if incidental or inadvertent material is accessed. Intentional access and violations of this policy by any student will result in the contact of the parent/guardian. Repeated offenses will be dealt with at the building level and referred to action outlined below. (NOTE: The application form is not included in this publication; however, it is available as part of Regulation 6150-R at www.campbellcountyschools.net.)

ADOPTION DATE: May 13, 1996; Revised April 8, 2003; Revised January 10, 2006; Revised September 18, 2009
LEGAL REFERENCE(S):
CROSS REFERENCE(S): 6150
ADMINISTRATIVE REGULATION:

STUDENT USE OF ELECTRONIC AND RECORDING DEVICES

Policy 5330

Scope

These guidelines apply to individual students and to any electronic recording device, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, Internet accessible webcams, video recorders, audio recorders, personal laptop computers, handhelds, portable music players, unauthorized calculators, unauthorized electronic dictionaries, personal digital assistants and software designed to monitor computer use by a specific user.

CONESTOGA ELEMENTARY PROCEDURES

Existing Policies and Practices

Use of these devices and application of these guidelines must comply with existing district policies and practices, including, but not limited to, the Sexual Harassment Policy, the Student Code of Conduct, the Information Technology Acceptable Use Policy, and other applicable building procedures, district policies and laws.

Acceptable Uses

Use of electronic recording devices to facilitate specific instructional and administrative services is permitted based on established policies and practices. Such uses include, but are not limited to, district publications, athletic programs and theatrical productions.

Specific district venues or events may have additional guidelines for use of electronic devices. It is the responsibility of the owner/sponsor to notify attendees of any restrictions that may apply, e.g., Athletics, Recreational Sports, Cam-Plex Events Center, etc.

Absent approved policies, standards, guidelines and procedures to the contrary for such authorized services, the guidelines below should be followed.

Expectation of Privacy

Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy such private offices, restrooms, changing rooms, labs, classrooms, and conference rooms is prohibited. Only persons authorized, by the building administrator, will be allowed to photograph or record in restricted areas for specific purposes will be allowed to do so. These persons might include media or yearbook photojournalists.

A picture or recording taken in an inappropriate situation is also not acceptable to be published. In other words, a picture or recording taken under prohibited conditions is also prohibited from being published. This includes pictures taken off district property and brought to the District for distribution. Transmission on the Internet constitutes publication. Additionally, all media transmitted are subject to all applicable policies and laws, including copyright, as is any other digital document. The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgment of all parties is prohibited. Exceptions for law enforcement purposes may be granted. Any other exceptions must comply with applicable policies and laws and be approved by the Superintendent or designee.

Use in Classes, Exams and Meetings

During classes, exams or meetings, electronic communication devices (e.g., cell phones, pagers, handhelds, etc.) shall be turned off. Exceptions may be made in an emergency or other unusual circumstance or for an educational reason or exception. When use of electronic devices is necessary, arrangements should be made in advance when feasible with the instructor or meeting sponsor. It is up to the instructor, sponsor or leader to inform participants regarding specific prohibitions or allowances prior to the start of the class or meeting.

CONESTOGA ELEMENTARY PROCEDURES

Electronic devices may be used to record a lecture, presentation, interview or similar activity with prior permission of the individual being recorded. This permission does not extend to others who may be present. Written permission must be obtained prior to recording or transmitting someone's image or speech over the airwaves, on the web, as part of a class assignment or any district-sponsored activity or program. Absence of permission may constitute a copyright violation.

A student may be found to have engaged in academic dishonesty if he or she provides inappropriate aid to another person in connection with a test, assignment or other material used or intended to be used to evaluate academic performance. This includes the unauthorized use of electronic devices to record, copy, photograph, or otherwise transmit related materials.

Violations

Violation of this policy may result in the following: access privileges being revoked, and students may be subject to appropriate legal action. In addition, as a student, any violation of this policy may be considered willful disobedience and defiance of the authority of school personnel and may result in disciplinary action to include suspension or expulsion as determined by district administration.

ADOPTION DATE: January 24, 2006; Revised April 12, 2011

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION:

VIII. ADDITIONAL DISTRICT INFORMATION

TITLE III, ENGLISH LEARNERS (ELs), AND TRANSLATION SERVICES

Federal Title III guidelines require educational opportunities for ELs to be successful in CCSD. The Home Language Survey (HLS) on the Student Registration Form identifies students who have a language other than English. Shortly after enrolling, ELs are given a screening assessment to help determine their level of English proficiency. ELs who are limited English proficient (LEP) are entitled to instructional interventions that will allow them to better access CCSD's curricula and acquire proficiency in English. CCSD provides elementary and secondary English as a Second Language (ESL) pullout programs at selected locations. As a parent, you may request or refuse an ESL pullout program for your child. Translation services are coordinated through CCSD's Title III office to help families with questions about essential education programs in their school and the district. Parents who have questions or concerns regarding Title III or translation services are encouraged to contact the Director of Title III, Dr. Barry L. Jankord, at Meadowlark School, 682-4740 or 816 East Seventh Street, Gillette, WY 82716.

DISCIPLINE

The schools of Campbell County expect acceptable behavior from all students, and the goal of this discipline plan is to help students exhibit acceptable standards of conduct. Discipline should not be confused with punishment. When discipline is necessary, corrective measures used will depend on the nature and frequency of the misconduct and the degree to which the student is willing to try to correct the undesirable behavior.

CONESTOGA ELEMENTARY PROCEDURES

Corrective measures will begin at a minimal level and then proceed to more severe levels. These procedures may include but are not limited to student conferences with school personnel, detention, loss of school privileges, work detail, action plan (written or oral), parent/guardian conference with school personnel, modified school program, corporal discipline, suspension, referral to police or other appropriate community agencies, referral to superintendent, and/or expulsion.

A principal, during an absence, may appoint a teacher as temporary acting principal.

Nothing herein contained shall be construed as prohibiting or denying to a classroom teacher the right to use such force as may be reasonable and necessary to control a situation within the classroom, to exclude or remove a student from the classroom or school activity, or to escort a student to the principal's office.

ATTENDANCE AREAS

The Campbell County School Board of Trustees has established attendance areas for all students attending Campbell County schools. A student may apply to go to any school that has available room, subject to any conditions set by the principal. Busing outside the attendance area is not provided unless available transportation can be utilized and is approved by the Transportation Department. Attendance Area Change Requests will be approved or denied by the principal of the receiving school. Approved Attendance Area Change Requests are in effect for the current school year or the remainder of that year.

CLUSTER SCHOOL PRIORITY GUIDELINES

When a school reaches the recommended class size, students should be clustered to other schools using the following guidelines:

1. In cluster situations, the home-based school will be responsible for registering students and then arranging their placement in another school. Every attempt will be made to complete those arrangements within one school day.
2. Additional student(s) will be transported to a cluster school. Proximity, transportation, and class size will be considered when making the placement. Parental choice of cluster schools may be considered if other factors are not adversely affected.
3. When one or more grades is full or closed at the home-based school, a family can choose to split the enrollment of their children between the home-based school and another school that has available room, or the family can enroll their children at a school that has room to accommodate siblings.
4. Cluster students should be offered slots at their home-based school as they become available during the year. Parents have the option of returning their children to the home school or having them stay at the cluster school for the remainder of the year. Remaining in the cluster school does not affect students' priority status for returning to their home school the next school year.

CONESTOGA ELEMENTARY PROCEDURES

5. Cluster students will return to their home-based schools the next school year on a first-come, first-served basis as space permits. Students would remain as cluster students if there is no space available at their home-based school.
6. District class-size recommendations will be used for determining space for cluster students. Schools with District programs (except Hearing Impaired) serving special needs students may save one slot per grade level for transfers.

EXTREME WEATHER CONDITIONS/SCHOOL CLOSURE/EMERGENCIES

Students will be outside during cold weather. Please make sure your children are dressed in warm clothing. Boots, gloves, hats, and coats help your children to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.

Elementary students will not go outside in extreme weather conditions. Extreme weather will be defined as when the temperature or temperature with wind chill is below 0°. Factors that may be taken into consideration are wind chill, precipitation, playground exposure, and length of recess.

Requests for students to stay in at recess because of illness will require a written request from the parent/guardian stating the reason. This request will be honored for one day. Additional days may require an excuse from a physician or the school nurse.

If a blizzard occurs, schools may be closed. Parents should assume buses are running normally and schools are open as scheduled unless they receive a message from a district administrator via a mass communication system or hear announcements to the contrary on the radio.

Administrators may notify parents of school closures and other emergencies through recorded messages facilitated through the mass communication system, which distributes information to parents via telephone and/or e-mail. Inclement weather decisions are generally made between 5:30 and 6:00 a.m.

SPECIAL DIETS AND MEAL PRICES

Special diets/needs are available for meals upon request; however, a note from the student's physician is required.

Breakfast is served daily at most schools. Check your school for specific serving times. Breakfast is \$1.25 for elementary students, \$1.50 for secondary students, and \$1.75 for adults. White and chocolate milk is offered daily with meals, as well as sold separately. The price is 40¢ for white milk and chocolate milk.

Lunches are provided in the schools in compliance with federal regulations/programs. The lunch price for adults is \$3.25. The lunch price for elementary students is \$2.25 for one day, \$11.25 for five days, and \$45 for 20 days. Secondary student lunch prices are \$2.50 for one day, \$12.50 for five days, and \$50 for 20 days. We encourage students to purchase lunches by the week or month. Free and reduced-price meals are available upon application in your school office.

CONESTOGA ELEMENTARY PROCEDURES

Students will be allowed to charge four meals or a dollar equivalent to four meals. Alternate meals will be given to students who have reached their charge limits. An alternate meal will consist of two meal components.

Please be informed that Campbell County School District uses the service of “Check Solutions” for returned checks. There will be a \$30 charge by “Check Solutions” for each returned check. If you have any questions regarding this, please call 682-5171.

NOTIFICATION OF ASBESTOS INSPECTIONS

In compliance with the U.S. Environmental Protection Agency Asbestos Hazard Emergency Response Act, an accredited asbestos inspector inspects each school building in Campbell County School District every three years. Persons who have questions about asbestos in District buildings are welcome to contact Steve Murphy at 682-2750.

SCHOOL SAFETY TIP LINE

A statewide school safety anonymous tip line is available. This service allows students to report dangerous situations or intended crimes by calling 1-800-78-CRIME (1-800-782-7463).

SECURITY DEVICES

Video and/or audio recording devices, including camera and microphones, may be installed for security and surveillance purposes within the premises and vehicles of Campbell County School District Number One, State of Wyoming.

HATHAWAY SCHOLARSHIP PROGRAM

The state of Wyoming provides Hathaway Merit and Need-Based Scholarships to all Wyoming students attending the University of Wyoming or Wyoming community colleges.

IX. BUILDING INFORMATION (ATTACHED)

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CONESTOGA MISSION STATEMENT

Conestoga students, parents, staff and community of Campbell County will create meaningful learning opportunities that promote a safe, positive learning environment, the necessary education foundation to become resourceful, responsible, ethical and productive citizens, and the skills needed for lifelong learning and high achievement in a global society.

CONESTOGA ELEMENTARY PROCEDURES

CONESTOGA CORE BELIEF

We believe STUDENTS:

- Can and want to learn
- Want to make good choices
- Need to be valued and respected
- Need to be respectful of self and others
- Need to feel safe emotionally and physically
- Want to be successful
- Want opportunities to succeed
- Want consistency and structure
- Need to feel part of the Conestoga family
- Need to be challenged
- Are accountable for learning and behavior
- Want to have fun
- Learn at different rates
- Want to have fun.



We believe PARENTS:

- Want the very best for their children
- Want to be informed
- Deserve to be heard and involved in their children's education
- Want their children to be treated with respect and caring
- Want to know that good values are being reinforced at Conestoga
- Want to have pride in Conestoga
- Want discipline to be fair and consistent
- Want their children to be safe physically and emotionally
- Want their children to enjoy learning
- Want their children to be valued as unique individuals
- Want to have a voice in their children's education.

We believe STAFF:

- Want open communication lines with all staff
- Desire to meet the needs of all students
- Care about the character development as well as the educational development of each child
- Must be lifelong learners
- Want to feel valued
- Understand what a privilege it is to teach children
- Have pride in Conestoga
- Have high expectations for all
- Have a high level of professionalism
- Need to have a child-centered focus
- Want to work as a team for the students' welfare
- Are responsible for all students

CONESTOGA ELEMENTARY PROCEDURES

CONESTOGA SCHOOL BREAKFAST & LUNCH

Free and Reduced meals are available to eligible applicants. (Please see the District Section of the Handbook titled Miscellaneous-School Meal Programs Policy 5410.)

Breakfast

Students may eat breakfast at school from 8:30 a.m. to 8:55 a.m. The price for breakfast is \$1.25 regular and \$.30 reduced.

Lunch

Student lunches may be purchased at \$2.25. Reduced lunches are \$.40.

Adult meals: Breakfast - \$1.75, Lunch - \$3.25. Meals may be purchased at the office when you arrive to eat with your child.

Printed reminders are given to students when their account runs low and we will call when your child's account is negative. You may also go on-line to your child's PowerSchool account to check his/her meal card balance. (Please see the District Section of the Handbook titled Additional District Information-Special Diets and Meal Prices.)

You may either send your child with money or you may pay on InTouch (please see Reporting to Parents section). If you choose to write a check, checks may be written to: Campbell County School Lunch. Any returned check will be assessed a \$30.00 returned check fee on top of the amount of the written check.

Please note that any meal cards lost, destroyed or made inoperable through misuse or negligence will be reissued for a fee of \$2.00.

LUNCH SCHEDULE

11:00 – 11:40	4 th Grade
11:05 – 11:45	2 nd Grade
11:10 – 11:50	1 st Grade
11:15 – 11:55	6 th Grade
11:30 – 12:10	5 th Grade
11:35 – 12:15	3 rd Grade
11:40 – 12:15	Kindergarten

Breakfast is served from 8:30 – 8:50 each day.

CONESTOGA ELEMENTARY PROCEDURES

LUNCHROOM ETIQUETTE

1. Enter the lunchroom quietly.
2. Stand quietly in line.
3. Use good table and lunchroom manners.
4. Clean your eating area when you are finished.
5. Food is not to be taken from the lunchroom.



SCHOOL ARRIVAL/DISMISSAL TIMES

School is in session from 8:55 a.m. to 3:30 p.m. Students may enter the school through the front door to eat breakfast at 8:30 a.m. Students wishing admittance for other reasons before 8:55 a.m. must have a pass from a staff member to do so. Students arriving early are to wait outside the school, and not in the lobby. The C.A.T. program is available for you if you prefer that option.

Students may go on the playground at the 8:45 a.m. bell, at which time there will be adult supervision. They will enter the school through their assigned mudroom doors. After being dismissed at the end of the day, through their assigned mudroom doors, students must leave the school grounds when dismissed at 3:30 p.m. They may return to the playground after 3:45 p.m., but there will not be any adult supervision.

Conestoga has a closed campus policy. This means students are not to leave the school grounds after their arrival each morning until the end of the school day unless with a parent or guardian. Exceptions will be made by the Principal or designee only.

See the District Rules and Regulations at the back of this handbook for more information under, "Playground Rules and Regulations."

CHILDREN AFTER-SCHOOL TOGETHER (C.A.T.) PROGRAM

The CAT program is available from 6:30 a.m. to 8:45 a.m. on school days. If you choose to have your child attend the CAT program it is a \$3.00 charge per day. We ask that you pay ahead of time or daily so there will never be a negative balance. You may either send your child with money or you may pay on InTouch (please see Reporting to Parents section). Our CAT Director will send out balances throughout the month to keep you informed of your child's CAT balance.

Unfortunately the CAT program at Conestoga does not currently operate during after-school hours. However, other schools within the district have after-school CAT to which a bus transports the Conestoga student to the programs location.

ATTENDANCE

Class attendance is necessary for students to gain optimum benefits from their school experience. Attendance is a responsibility of the student and parent, although the school will cooperate and assist students and parents to strive toward good attendance practices. (Please see the District Section of the Handbook titled Attendance-Student Attendance Policy 5113)

CONESTOGA ELEMENTARY PROCEDURES

ABSENCES

If your child has to be absent from school or late to school, parents are requested to call the school ((307) 686-2373) between 8:00 a.m. and 9:00 a.m. If we do not hear from you before 9:30 a.m., a routine call will be made to determine reason for absence. NOTE: Whenever your child reports to school after 8:55 a.m., please accompany your child to the office and sign your child into school before he/she goes to the classroom.



TARDINESS

Promptness to class is VERY IMPORTANT! It is important that students arrive at school on time at the beginning of the day. In the event of three or more tardies, the parents will be contacted to resolve the problem.

SENDING CHILDREN HOME

Student will not be allowed to return home for forgotten items – homework, projects, instruments, music, etc. They may call from the office phone and have these items brought from home if possible.

RECESS

The schools operate on the assumption that if students are well enough to be in school, they are usually well enough to participate in recess. School personnel will use their judgment with regard to taking students outside for recess during the winter months. During the noon hour recess, students are sent out when the temperature is above zero degrees. If rainy conditions begin while students are outside, playground supervisors are responsible for signaling students to come into the building. Parents are requested to be aware of weather conditions and to dress children accordingly. (Please see the District Section of the Handbook titled Additional District Information-Extreme Weather.)

SCHOOL CLOSING

The parents will be informed as to scheduled vacations and early dismissals for holidays or teacher inservice. If it is necessary to close schools due to inclement weather, all Guardian/Parents will be called by an automated phone system by 5:30-6:00 a.m. and local news media will announce it as well. If it is necessary to dismiss school early due to inclement weather, announcements will be made by local news media. (Please see the District Section of the Handbook titled Additional District Information-Extreme Weather.)

PLAYGROUND BEHAVIOR GUIDELINES



Students are expected to play safely at all times on the playground. Please be aware of these rules for playing on equipment: 1) Tag games should only be played on the ground and never on the play structures, 2) Students should patiently wait their turn going up ladders and down slides, never pushing a student ahead of them, never going more than one at a time on a slide, and 3) Students should never go down slides on their

CONESTOGA ELEMENTARY PROCEDURES

stomachs or head first.

BULLYING GUIDELINES

Conestoga prohibits acts of harassment, intimidation, or bullying against pupils and adults. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Since pupils learn by example, we would like to commend school administrators, faculty, staff and volunteers for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

As an adult helping monitor our pupils, we would like you to note that “harassment, intimidation or bullying” refers to any gesture, written, verbal or physical act that takes place on school property, school bus or at any school-sponsored function.

1. Is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical or sensory disability or any other distinguishing characteristic.
2. Given the circumstances, the act(s) will have the effect of harming the pupil, damaging their property, or placing them in fear of harm to his/her person or damage to his/her property.
3. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or interference with the orderly operation of our school.

At Conestoga, the following consequences will be applied if someone chooses to harass, intimidate or bully:

1. 1st incident – parent will be notified, a reflective assignment will be completed, and 1-3 days loss of lunch/recess, after school detention, or community service at the school.
2. 2nd incident – parent will be notified, student could be suspended from school for the remainder of the day, In School Suspension or 3-5 days loss of lunch/recess, after school detention, or community service at the school.
3. 3rd incident – Out of school suspension for an amount of time to be determined by the administration.

Please note that school resource officers will be called when necessary

**If you have any other questions the Bullying Policy, the District Bullying Policy can be found in Discipline/Behavior-Student Bullying Policy 5276.

DISCIPLINE GUIDELINES

In any effective discipline program students will know:

- ◆ what is expected
- ◆ what they have done wrong
- ◆ how to correct it
- ◆ what will happen next time

The Girls & Boys Town's, Well-Managed Classroom program has several components that help to make it successful.

Preteaching the desired skill is crucial.

Continually Prompting student's keeps them focused and the expectations for behavior become clearer to students

Effective Praise works wonders with even the toughest kids.

Finally, classroom interventions it is usually best for a teacher during instruction to use a short intervention to help correct student behavior.

If a student is sent to the office the following:

1st Intervention Referral: Student leaves the area with designated staff member, completes an incident/intervention report, discusses a plan for more appropriate behavior, contacts parents, provides an apology to whomever it applies and returns to the classroom.

2nd intervention Referral: Student leaves the area with designated staff member, completes an Incident/intervention report, discusses a plan for more appropriate behavior, they create a contract for improved Behavior, contacts parents, provides an apology to whom it applies, and then returns to the classroom.

3rd Intervention Referral: Student leaves the area with designated staff member, completes an incident/intervention report, discusses a plan for more appropriate behavior, writes an essay concerning the behavior and its impact, contacts parents, provides an apology to whom it applies, and returns to class. If behavior is in violation of previous contract, other consequences are activated. The essay goes home to be signed by the parents and returned. Recesses may be lost until the essay is returned.

4th Intervention Referral: Student leaves the area with Interventionist or designated staff member, completes and incident/intervention report, discusses a plan for more appropriate behavior, a new contract is created, the student writes an essay concerning the behavior and it's impact, contacts parents, provides an apology to whom it applies, and returns to class. If behavior is in violation of previous contract other consequences are activated. The essay goes home to be signed by the parents and returned. Recesses may be lost until the essay is returned. Parents are contacted for a meeting with the Principal and teacher. The student may remain in

CONESTOGA ELEMENTARY PROCEDURES

the Intervention Room until the meeting is conducted.

5th Intervention Referral: A written discipline referral by a staff member is submitted to the Principal. Assignment to the Intervention Room, Out-of-School Suspension (OSS), or other consequences commensurate with the behavior, or pattern of behavior, is assigned and a conference is held with the parent(s). Student may serve suspension until the meeting with parent(s) has been held. Consequences that are applicable from the above interventions are administered. All assigned work during OSS must be completed by 9:00 a.m. following the student's return to school. Incomplete work will be given a failing grade ("F").

Attempts will be made to apply age-appropriate as well as incident-appropriate consequences to misbehavior.

In severe cases such as possession of items such as guns and knives; drugs and alcohol; matches, lighters and fire accelerants; dangerous fighting; sexual or inappropriate touching; or vandalism, an immediate discipline referral will be written and consequences, which are outside of the intervention model, may be administered.

Consult with the Principal if you have a question about whether misbehavior warrants a "write-up."

(Please see the District Section of the Handbook titled Additional District Information-Discipline.)

PARENT INFORMATION

REPORT CARDS

Report cards are sent home to parents of students in grades Kndg-6th Grade at the end of each nine week grading period.

HONOR ROLL

Over the next few years we will be phasing out elementary Honor Roll. This year only 5th and 6th grade students who achieve a GPA of 3.5 each quarter will be recognized



CLASSROOM PLACEMENT

Student placement in classes is made through teacher recommendation based on factors such as academic achievement, gender, and behavior issues. Our goal is to balance each classroom with a cross section of students that will ensure the healthiest academic environment for all students. Our guarantee to parents is that each staff member is highly qualified to teach your child and will work earnestly to resolve any reasonable concerns that you might have as the year progresses. If you have any questions on your child's classroom placement please contact the Principal, Mr. Anderson before contacting the teacher.

CONESTOGA ELEMENTARY PROCEDURES

MEDICINE

All prescription medicine must be brought to the school by an adult. The medicine will then be administered through the nurses' office. Please send the medicine to the school with your child in its original container with complete instructions for dosage. (Cough drops are considered to be medicine.) (Please see the District Section of the Handbook titled Medical-Student Health policy 5200-R)

POWERSCHOOL

You will be able to go on-line to check your child's daily grades, midterms and lunch account. Conestoga's web site can be located at:

<http://records.ccsd.k12.wy.us/public/>

Once there, click on "PowerSchool Parent Login" and you are in. You will need to know your assigned user name and password, which will be provided to you by the school. If you need help feel free to call the office.

INTOUCH

You will be able to go on-line to pay your child's lunch, throat swab, and in the future other items like school t-shirts. Conestoga's web site can be located at:

<https://touchbase.ccsd.k12.wy.us/touchbase/login-form.aspx>

You will need to know your assigned user name and password, which will be provided to you by the school. If you need help feel free to call the office.

PTO OFFICERS

Jen Hamlin Courtney Edwards
Nikki Worthen Angie Klamm

VISITORS AND GUESTS

We are a friendly school and we encourage those visitors with permission from the Parents or Parents to be involved in the student school day. However, the Safety and Security of your children while at school is one of our highest priorities of Campbell County School District. With this the school district has installed a camera system and door buzzer in the entrance of every school. The building will be locked and security system in place from 8:55 a.m. – 3:30 p.m. The following protocol is how Conestoga Elementary School will be handling this security system:

- 1) After entering the first set of doors there will be a speaker with a white button on the right side of the second set of doors. Push this button and the security camera will turn on.
- 2) Someone from the office will look at our camera screen and ask you to identify whom you are and who you are coming to see. Please bear with us if we do not recognize you immediately.

CONESTOGA ELEMENTARY PROCEDURES

- 3) Afterwards, we will buzz you in. Please proceed forward and sign in at the office and pick up a Visitor Badge before going to a classroom.

We ask and require that the Guardians/Parents call or send a note before someone else visits or picks up their child. We will not allow anyone to take the student without a phone call or note. We will be contacting or visiting with the Guardian/Parent for any questions or hesitations. We apologize for any inconveniences with this protocol.

Also, students need to request permission from their teacher in advance if they want to bring a visiting school-age child to class for the day.

PARENT COUNCIL

The school's Parent Council is a parent-run organization that works cooperatively with the Principal and staff in support of students and staff. Parent Council meets the second Tuesday of every month. This active group sponsors a variety of activities during the year. For example, Dads and Doughnuts, Moms and Muffins, BINGO for Books, etc. (please watch for weekly announcements for these dates). They encourage and welcome Guardian/Parental participation.

PARENT VOLUNTEERS

If you are a Parent Volunteer there is a logbook at the office counter for you to record your time and we appreciate your cooperation in keeping accurate records.

CUSTODIAL AND NON-CUSTODIAL PARENTS RIGHTS (POLICY 5152)

“Wyoming Statute defines the rights of custodial and non-custodial parents and legal documents such as divorce decrees or other signed parental agreements. Unless otherwise modified by a legal agreement, non-custodial parents have the same right of access as the parent awarded custody to any school records, to attend school activities of the student, contact the student's teachers, and attend the student's teacher conferences.”

STUDENT INFORMATION

NO PETS AT SCHOOL

We are asking that no pets be brought to school for show and tell or to visit for any reason. We have many students with allergies that can be trigger by pets and pet hair.

AFTER SCHOOL ACTIVITIES

Conestoga School has several afterschool activities and clubs that benefit our students and are scheduled by interest and need. We provide our students extended learning academic opportunities that are scheduled as needed by grade level and teacher. Clubs are scheduled as interest arises. In the past we have had science club, tech club, Spanish club and others. We will run an activity bus at 4:30 Monday-Thursday to transport students home.

MAKE-UP WORK

Two days for every day missed will be allowed for make-up work. Late work may be subject to a reduced grade, including an “F.” (Please see the District Section of the Handbook titled

CONESTOGA ELEMENTARY PROCEDURES

Instructional-Grading & reporting Policy 5121-R.)

BICYCLES

For safety reasons, bikes must be walked on the premises during school hours 8:45 a.m. – 3:45 p.m.

Students should chain their bikes in the provided racks on the playground, using only one space.

ROLLER BLADES/SCOOTERS/SKATEBOARDS/WHEELIES

These are not permitted on school grounds during the school day.

CELL PHONES

Student's cell phones must be off and left in the students backpack or stored on the teachers desk during school hours.

PROCEDURES FOR GETTING TO AND FROM SCHOOL

PARKING

When visiting Conestoga we hope that the parking lot has enough room for you to use. Please do not park by the front doors curb. This area is a fire lane as well as a minibus pick up area that has to be kept clear of vehicles. The bus-loading zone, adjacent to the playground needs to be clear of vehicles as well throughout the day. We ask please do not park in these areas during school hours.



STUDENT DROP-OFF, PICKUP

Students may be dropped off and picked up at the front curb. For obvious safety reasons we ask that students not walk through the parking lot while coming to or leaving school. Another matter of concern is walking between buses. Students are asked to cross in designated walk areas only. If a Crossing Guard is on duty, students are to follow their direction for crossing the street. Please do not ask your child to disregard the authority of the student Crossing Guard.

BY WALKING

Students coming to and from the school need to be very careful when crossing Sleepy Hollow Boulevard. First, they must obey the Crossing Guards, as they are there for the student's safety. Second, students must not cross in front of, behind or between parked cars or buses. Third, if a parent is waiting across the street in a parked car, students must still do as the Crossing Guard tells them.

BUS STUDENTS

Bus students will be asked to ride the bus unless you have made prior arrangements. Students who normally do not ride the bus must have written permission before riding a bus.

CONESTOGA ELEMENTARY PROCEDURES

SCHOOL PROCEDURES

CRISIS AND DISASTER DRILL

These are no-nonsense situations where we practice for a possible crisis or disaster. Therefore, students will move to an in-school location or evacuate the building as instructed in a safe and orderly fashion. We expect students, staff and visitors to not talk, push, run or fool around. Our schools are designed to protect your children and we practice protecting your children with monthly drills. (Please see the District Section of the Handbook titled Miscellaneous-Emergency School Dismissal Policy 6114 & 6114-R.)



LOST AND FOUND

You or your child may look for missing items in the Lost and Found. It is located on the shelves in the custodian's office hallway; please pick up after "digging" through the missing items. We empty these shelves at the end of each quarter, making donations to the Emergency Closet.

PARTIES

Parents often wish to send a treat to the class for their child's birthday. Please make these arrangements with the teacher. Avoid sending party invitations to school unless the entire class is invited to avoid hurt feelings.

ACCIDENTS AND INJURIES

The school will make every effort to notify parents in cases of illness or serious injury at school. If parents cannot be contacted in an emergency, the child will be taken to the office of the family physician named on the child's health card. Please contact the school if you change physicians.

DAMAGE TO THE SCHOOL PROPERTY

If school property is damaged by a student, the student's family will be expected to pay for the replacement or repair. (Please see the District Section of the Handbook titled Miscellaneous-Individual & Group Conduct Policy 5144.)

FIELD TRIPS

Students may be involved in educational field trips during the year. Parents will be notified by notes from the teacher of upcoming field trips. The note will explain the purpose, date and time of the event. Parents are requested to complete the permission slip on the bottom of the note and return to the school. Students will not be permitted to go on the trip if the note is not returned and signed.

STUDENT VISITORS

Students from other schools or friends/siblings of Conestoga students may not come to school for any part of the school day. They are welcome for special programs or events.

PHONE

Phones in the school are available when students need to call Guardian/Parents. Students are encouraged to organize themselves in such a way as to minimize the number of times they need to use the phone.

CONESTOGA ELEMENTARY PROCEDURES

If you need a message delivered to your student please call the office. If your student has a cell phone they may keep it in their back packs & coats, but they must be off doing school hours.



THROAT SWABBING

At parent request a throat swab may be done each morning. There is a \$2.00 charge for this procedure. You may either send your child with money or you may pay on InTouch (please see Reporting to Parents section). (Please see the District Section of the Handbook titled Medical-Communicable Diseases Policy 5210-R.)

TOBACCO FREE FACILITIES

All Campbell County School District buildings and grounds are designated Tobacco Free. This policy reflects the school board's concern for the health and safety of district staff and students, and prohibits the use of tobacco products by staff, students and the public on school grounds at any time. (Please see the District Section of the Handbook titled Discipline/Behavior-Alcohol, Drugs and Controlled Substance Policy 5131.)

VALUABLES

School is not the place for students to bring valuables or flash money. The school is not responsible for any such item left in the classroom or any items unattended.

ALLERGIES

We at the school are asking that you contact the student's teacher before bringing pets and/or products that have peanuts in their snack due to the increased number of students who have allergies. Please understand because of the student's allergies they may need to be removed from the classroom to prevent any allergic reactions.

CLASSROOM INTERRUPTIONS

We try to keep classroom interruptions to a minimum. With that being said any messages, flower deliveries, treats and any other interruption will only be delivered at appropriate times.



CONESTOGA ELEMENTARY SCHOOL
2011-2012 Staff Listing
Principal – Steve Anderson
Secretary – Kim Garland
CONESTOGA'S OFFICE HOURS: 8:00 am-4:30 pm
 Phone: (307)686-2373

Kindergarten	Martha Krein	Instructional Facilitator	Jeannette Langdon
Kindergarten	Krista Pearson	Building Literacy Leader	Sara Sproul
Kindergarten	Carla Strong	Social Worker.....	Peggy Bankenbush
First Grade	Jim Dutcher	Nurse	Paula Petry
First Grade	Amy Mobley	Nurse	Kim Strub
First Grade	Karen Overholt	Office Clerk.....	Wendy Hagen
Second Grade	Charity Hayden	Data Clerk	Amy Schock
Second Grade	Bonnie Judes	Interventionalist.....	Marsha Morrision
Second Grade	Melissa Stevenson	Fitness Coordinator	Lisa Dymond
Third Grade.....	Ashley Eischeid	Special Prog Asst	Alexis Allsman
Third Grade.....	Jenni Gilson	Special Prog Asst	
Third Grade.....	Jody Heinrich	Special Prog Asst	Kathy Beam
Fourth Grade	Stacey Dickson	Special Prog Asst	Kelly Brooks
Fourth Grade	Kelly McManamen	Special Prog Asst	Mary Carson
Fourth Grade	Josh Wobig	Special Prog Asst	Dorothy Ceynar
Fifth Grade	Dave Hardesty	Special Prog Asst	Cindy Erickson
Fifth Grade	Danise Newell	Special Prog Asst	Dana Goens
Fifth Grade	Melissa Zipperian	Special Prog Asst	Jennifer Hallinan
Sixth Grade	Gail Cruse	Special Prog Asst	Tracey Maffei
Sixth Grade	Kim Hamilton	Special Prog Asst	Justus Morlock
Sixth Grade	Wendy Schwartz	Special Prog Asst	Jessica Morrow
Art	Carol Shepherd	Special Prog Asst	
Music.....	Paige Denny	Special Prog Asst	Richie Polancek
Instrumental Music	Karen Gleason	Special Prog Asst	Tami Sturgeon
Physical Education.....	Kevin Kline	Special Prog Asst	Heidi Welch
G.A.T.E. Teacher	Kari McLaughlin	Technology Assistant ...	Nancy Jensen
Library/Media Spec	McKenzie Dudley	Lib/Media/Inst'l Asst ...	Debora Boyles
Building Technology Teacher	Mary Miller	KinderDay Assistant	Shawna Cox
Exceptional Child Spec	Amanda Dobson	Reading Asst	Susan Heusinkveld
Exceptional Child Spec	Linda Farrell	Reading Asst	Sandy Roesler
Exceptional Child Spec	Stacy Vaughn	Reading Asst	Tammy Zigray
Speech Pathologist.....	Ruth Wenz	Cook	Nancy Cook
E.D. Teacher	Jimmy Hilliard	Assn't Cook.....	Carey Mackey
E.D. Teacher	Shantell Olson	Head Custodian	Theresa Heimann
E.D. Counselor.....	Dori Beck	Custodian.....	Crystal Feeley
Occupational Therapist	Darla England	Custodian.....	Deana LaChance
CAT Director/Inst. Asst	Kaitlin George		

**CONESTOGA ELEMENTARY SCHOOL
SCHEDULE OF IMPORTANT EVENTS
2011-2012 SCHOOL YEAR**

August 25 ... Back to School Night 5:30-6:30
August 291st Day of School
August 29Kindergarten Class Orientation
August 30 ..Kindergarten's 1st Day of School

September 5 No School – Labor Day
September 6-October 16 Swimming
September 8 Mallo Camp Parent Meeting
September 19 Kindergarten Swimming
September 21-23 ..Mallo Camp—5th Graders
September 28 Early Dismissal 1:30 pm
September 30 Progress Reports Go Home

October 5 Cam-plex Series 6th Grade
October 10..... No School – Professional Day
October 19..... Early Dismissal 1:30 pm
October 20..... School Pictures
October 20..... Cam-plex Series 4th Grade
October 28..... End of 1st Quarter

November 4..... Report Cards Go Home
November 7..... 5th-6th Grade Program
November 9 Early Dismissal 1:30 pm/P/T Conf
November 10-11 No School – P/T Conference
November 17 5th/6th Strings Concert@Cam-plex
November 23..... Early Dismissal 1:30 pm
November 24-25 THANKSGIVING BREAK
November 28..... Cam-plex Series 3rd Grade

December 1 School Picture Retakes
December 1 Kndg-1st Grade Program
December 2 Progress Reports Go Home
December 6 2nd & 3rd Grade Program
December 7 Early Dismissal 1:30 pm
December 16 Early Dismissal 1:30 pm
December 19-January 2 HOLIDAY BREAK

January 12 Band Concert @ Hillcrest
January 13 End of 2nd Quarter

January 16 No School-Professional Day
January 20 Report Cards Go Home

February 6 Cam-plex Series 2nd Grade
February 15 Early Dismissal 1:30 pm
February 17 Progress Reports Go Home
February 20 No School – President's Day
February 21 Orchestra Gala
February 24 Early Dismissal 1:30 pm

March 5-March 30 PAWS Testing
March 9 Early Dismissal 1:30 pm
March 14 Early Dismissal 1:30 pm
March 16 End of 3rd Quarter
March 23 Report Cards Go Home
March 27 Honor Band Gala

April 5-9 Spring Break
April 11 Cam-plex Series Kndg
April 18 Cam-plex Series 1st Grade
April 27 Progress Reports Go Home
April 30-May 4 Teacher Appreciation

May 2 Cam-plex Series 5th Grade
May 3 ...All Elementary 5th/6th Band Concert
May 8 Strings Concert
May 16 Early Dismissal 1:30 pm
May 22 5th Grade Field Day
May 23 6th Grade Field Day
May 28 No School - MEMORIAL DAY
May 30/31 Student's Last Day/Early Dismissal
May 30/31 Report Cards Go Home
May 31/June 1 Teacher's Last Day

SNOW DAYS – Please note that June 1 is a BUILT IN SNOW DAY. If no snow day occurs during the year, the last day for students will be May 31st.