

Rocky Mountain Elementary School Handbook



2009-10

Rocky Mountain Elementary does not discriminate. All students are given equal opportunities for learning.

Mission Statement

Equip all students with the knowledge, skills, and attitudes necessary for SUCCESS.

Addresses

Rocky Mountain Elementary School
P.O. Box 38, 101 S Division
Cowley, WY 82420
PH: 307-548-2211

Superintendent: Shon Hocker	548-2254
Principal: Karma Sanders	548-2211
Secretary: Lesley Boardman	548-2211

WELCOME

2009-2010

Classroom Teachers

Kendy Richards - Preschool
Eric Honeyman –Kindergarten
Ashlee Clark–Kindergarten
Julia Crosby-Kindergarten
Chris Banks – 1st Grade
Chris Townsend – 1st Grade
Lynne Ann Sanders – 2nd Grade
Garnet Jolley – 2nd Grade
Lucinda Kliewer – 3rd Grade
Sharla Zwemer – 3rd Grade
Mary Ann Merz – 4th Grade
Alicia Troutman – 4th Grade
Pat Winland – 5th Grade

Specials Teachers

Mandie Asay– Music
Josh Sponsel-Physical Education/Health
Sandy Messick – Title One
Diana Rodgers – Title One
Kirk Hopkin – Special Education
Chandra Grohman– Computers
Janene Hatch – Reading Coach
Pat Bohmer– Speech

Aides

Trudy Ward – Special Ed. Aide
Dorine Strom – Librarian Aide
Sonya Wambeke – Title One Aide

Nurse

Jodi Winland

Counselor

Lindsey Sponsel

Cooks

Evelyn Carter
Dawn Eades
Peggy Birkholz

Custodians

Kenny May & Brandon May – Maintenance
Donna Monk
Stacey Thomas



PARENTAL RIGHTS

Educational records contain essential or personally identifiable information concerning an individual student that is maintained by the Board or its employees. All education records shall be open to that student's parent or guardian. These records shall be open to the student with the consent of his or her parents or guardians. The school shall provide whatever assistance is necessary to enable the student and his or her parent or guardian to understand the material in the record. The student and his or her parent or guardian shall be allowed to submit any material to the record including, but not limited to, written responses to any material contained in the record that is unfavorable to the students record upon the request of the student and his or her parent.

The consent of the student and one parent or guardian shall be required each time and for each item in the student's record when it is divulged to any person except personnel of the district who have direct educational contact with the student; attorneys for the district when the legal rights or responsibility of the district or any of its employees become the subject of a controversy that involves or is reflected by such records.

TIME TO TEACH

Time to Teach is a district wide discipline program. The students are taught and practice classroom routines, which yields a positive result with more on task time, accelerated learning and happier students. The Time to Teach program promotes a fair and safe environment for students to learn in.

Process

If a student is engaged in a questionable behavior, the teacher asks herself/himself these three questions:

Can I still teach?

Can they still learn?

Can he/she still learn?

If the answer to any of these is "no," the teacher gives a prompt which is a reminder for a student to initiate appropriate behavior. If the student fails to follow the prompt, he/she is asked to refocus. Refocusing entails going to a buddy classroom and answering three questions on a sheet of paper. (Kindergarten answers them verbally.) After completing the refocus sheet, the student returns to his or her classroom and joins the group.

Students who get two refocuses in a day have parents notified and lose a recess. Students who have four in a week have a parent conference with the teacher.

Absolutes are defined behaviors that are beyond inappropriate. Parents will be notified if such a behavior is exhibited. These include: Stealing, weapons, drugs/alcohol, threats, cheating, violence, and defiance.

COMMUNICATION

Absences and Excuses

Attendance

Students are expected to attend school. If your child will be absent please call the office and let us know. If attendance is irregular or absences frequent, parents will be contacted. Habitual truancy will be referred to the County Attorney.

Steps to follow when absent

1. Have parent or guardian write an excuse giving your name, date, days absent, reason for absence and his/her signature. Parents may call and report a student's absence by phoning the school between 8:00 and 8:30 a.m. If parents forget to call, the school will attempt to confirm the absence by phone. **If not notified when a student is absent, the school will consider the absence as UN-excused.**
2. If parents need to be out of town, please advise the school of the name of the guardian while they will be away. A signed, note is the best way to notify the school.

Leaving School

Students will not be excused from school during the day without a written or verbal parental/guardian request. For the safety of our students, notes are not accepted from grandparents, brothers, sisters or friends. Students will not be allowed to walk home during the school day.

We request parents who come to pick up children during the school day to stop at the office first. Please do not go to the classroom to get your child. A SCHOOL REPRESENTATIVE WILL GET YOUR CHILD FROM THE CLASSROOM. All students need to check out through the office prior to leaving school.

Tardiness can be a problem with students. School begins at 8:00 AM. Your child misses valuable class time by being late or absent from school. Repeated absences jeopardize your child's education. Please help your child develop valuable patterns and habits by attending school regularly and on time.

Admissions

Preschool students must be 4 years of age on or before September 15th of the school year in which they are enrolling and must be potty trained. Kindergarten students must be 5 years old on or before September 15th of the school year in which they are enrolling. New first grade students must be 6 years old on or before September 15th. Ages must be verified by a birth certificate and immunization records must be complete.

Upper level students who are transferring from other schools need to register at the school office. Forms are provided to obtain copies of their academic records to insure their admission to the proper classes.

Parent/Teacher Conferences

We will discuss your student's progress with you at conferences in the fall and spring of the year. We invite you to request a conference at other times if you have any concerns.

Report Cards

A report card will be sent home following the end of the nine-week grading period.

FOR YOUR CHILD'S SAFETY

Pick up and Drop Off

Please use the North parking lot to pick up and drop off your child. **DO NOT USE THE BUS LANE.** The local law enforcement may issue tickets for people using the bus lane.

Emergency Information

Our school requires an information sheet to be filled out for all students by their parents or legal guardian each year. The yearly requirement is necessary because of changes in information such as emergency numbers, telephone numbers, and addresses. **It is very important that the school has your current phone number.**

Emergency School Closure

Should an emergency arise and it becomes necessary to close our school, we will try to contact you through the numbers you have listed on the emergency information form. During periods of bad weather it may become necessary for students safety to suspend busing or close the school. Listen to local radio stations (KWOR in Worland, KPOW in Powell, KTAG in Cody, KSMQ in Greybull) for emergency closings.

Fire/Safety Drills

Fire or other safety drills are held each month. Children are instructed as to which exits to use and how to vacate the building.

Lock Downs

In addition to evacuation drills we will also have lock downs on occasion to train our students what to do in the event of an intruder.

After school Directions

At the beginning of the school year we will ask you to fill out a form that will let us know where your child is to go after school. We will only vary from those directions if you send us a note or give us a call. If there is a permanent change of directions please fill out a new form.

Parents out of Town

Please notify the school when you are going to be out of town and who is responsible for your children while you are gone. In case of an emergency, the school will use your emergency information sheet to notify the next person responsible. If you have a babysitter or the information differs from this sheet, please notify the school office.

STUDENT HEALTH

Mandatory Immunization Law

Every student needs to comply with Wyoming law in regards to the Mandatory Immunization for Students Attending Public and Private Schools. When entering school (Preschool/Kindergarten) students are required to have 4 DPT minimum, at least 1 dose between ages 4-6; 4 Polio minimum, at least 1 dose between ages 4-6; 2 MMR, one on or after 12 months of age and one between ages 4-6 or upon entrance to school; 3 Hepatitis B. There are some exceptions when special conditions apply, contact your private physician or health authority.

Medication

Please do not send any type of medication to school with your child. This includes aspirin. If it is necessary for your child to take medicine at school a parent or guardian must fill out a "Request to Administer Medication to a Student" form (this may be obtained from the office) before medication can be administered. When parents request the school to administer medication to a student, they must bring the medication (including Tylenol, aspirin, ibuprofen, etc.) to the school ***in the vendor's bottle*** with the label showing the manufacturer's and/or physician's directions and recommended dosage. The school will not exceed the recommended dosages shown on the label without written authorization from the child's physician. A record of administration shall be maintained in the office. The school never dispenses any type of medicine without the written permission from parents. Students are never permitted/allowed to have medicine on person or in lockers. This is for the student's safety.

Injury

If your child has a school related injury that requires medical attention, it is important to report it promptly so the required forms can be filled out.

Infectious Disease

Students who have infectious diseases need to be kept home until they are declared non-infectious by a Physician. These include head lice, impetigo, strep infection, chicken pox, measles, mumps, pink eye, etc., to name the most common.

Sick Students

In the event that a student becomes sick while at school, parents will be notified and asked to come to the school and take the student home.

Head Lice

Head checks for lice will be made periodically. If there is evidence of lice the child will be required to go home. If the problem continues the child will need clearance from a doctor before being allowed back in school.

MISCELLANEOUS

Attending Activities

Elementary students often attend activities such as sporting events and concerts. Please keep the following guidelines in mind.

Concerts and Plays

- Persons arriving late to a performance should wait to make their entrance until there is a break in between acts or musical numbers.
- Talking or making distracting noises of any kind during a performance is not acceptable.
- Once the performance has started you need to remain seated until a break or the end.
- Please remove your hats. They obstruct the view of those behind you.

Sporting Events

- Please remember good sportsmanship.
- Students who attend these activities need to stay in the stands and watch the contest.
- Running in and out or playing in the lobby is not allowed.
- Students who are unsupervised and not watching the contest may be sent home.

Telephone Calls

Student use of phones will not be allowed unless it is an emergency. It is inconvenient for teachers to leave classrooms to make or receive calls. Contact with the teacher can be set up by leaving a message and having the teacher return calls at their break times; usually during lunch or before or after school.

Busing

For the safety and welfare of student bus riders, our district has developed a transportation plan. Included in the back of this handbook you will find a copy of the policy concerning student's conduct on buses and a bus misconduct notice. We ask that you read and discuss this with your student. This plan clearly defines expectations of the students and consequences for not following the rules. Please remember to notify your bus driver if you will not be riding your bus.

Dress Code

Students are expected to dress appropriately when they are in school or participating in school activities. Clothing which disrupts or detracts from the educational process and/or poses a safety or health or modesty problem is not appropriate. Students will be asked to change inappropriate clothing.

School Breakfast & Lunch

School breakfast price is \$1.30 and lunch is \$1.95 for students K-5. There will be an additional charge for seconds. This charge applies to **ALL** students. **MEALS MUST BE PAID FOR IN ADVANCE.** If your child's balance reaches a \$4 balance, you will be notified and if the balance goes to \$0 or below, your child ***will not*** be allowed to eat until we receive payment. They will not be allowed to have seconds if there is a negative balance. Please follow this rule.

Rocky Mountain Elementary School is a closed campus. Your child will not be allowed to leave the school to go home for lunch. If your child is not eating the school lunch please send a sack lunch with them.

Menus will be printed monthly and sent home with students. Applications for free and reduced priced meals are available and are sent out by the district office. Additional copies are available in your local school office.

Adult lunches cost \$3.35. If you would like to eat with your child please call in the morning so that we can include you in the lunch count.

Field Trips

Not everything is learned in the actual classroom. Occasional walking trips and excursions take us away from the school. Parents will be asked to sign a transportation release and a field trip notice giving permission for their children to participate in these activities. Volunteers are most important aides on such occasions. You may enjoy volunteering! Please do.

School Parties

School parties are held in every classroom to celebrate various events or holidays. The teachers will plan the parties and may enlist the help of parents. We encourage nutritional snacks. Children may celebrate birthdays at school if the teacher has given approval.

Visiting School

We welcome visitors to our school. Please check in at the office upon entering the building and **OBTAIN A VISITORS PASS.** This helps ensure the safety of our children at school. Parents that would like to observe in their child's classroom need to give prior notice to the school.

We request parents who come to pick up children during the school day or who are dropping off items for their child to stop at the office first. Please do not go to the classroom to get your child. A SCHOOL REPRESENTATIVE WILL GET YOUR CHILD FROM THE CLASSROOM OR TAKE THE ITEM TO THE CLASSROOM. All students need to check out through the office prior to leaving school.

Newsletter

Each week a newsletter titled “Cub Reporter” is distributed to each student. This is our means of communicating from school to your home. If you fail to get a newsletter ask your child to bring you one. Take time to read and discuss it with your child. Notices about upcoming events and news will be included.

Animals at School

Animals are not allowed in the school building. If your child wants to show their animal to the class prior arrangements with the classroom teacher need to be made. Be sensitive to students in the building that are allergic to animals.

Backpacks & Coats

Backpacks and coats are to be kept in the student’s locker, for the safety of all the students.

Electronics

Students do not need to bring electronic items (ie: cell phones, CD players, game boys, MP3 players, etc) to school unless the teacher has asked for them as part of a school assignment. Students will be asked to turn them in to the office or their teacher if they bring them to school. If a device is confiscated a parent will be required to come to the school to retrieve it at the discretion of the principal. (Refer to district policy JICJ)

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE

Box 688

Cowley, Wyoming 82420

POLICIES AND REGULATIONS

File: JICJ

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

Students may possess and use cellular telephones, pagers or other electronic communications devices, subject to the limitations of this and other policies of the District. "Electronic communications device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Use of an electronic communications device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Such devices shall not be used during instructional time or in the passing time between classes unless during an emergency. Building principals may promulgate rules to enforce this policy at the building level. Students violating this policy will be subject to disciplinary action as deemed appropriate by the building administrator.

Adopted: 4/12/2007

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: ACA

SEXUAL HARASSMENT

Section 1. In accordance with applicable laws, Big Horn County School District Number One employees and students are prohibited from engaging in sexual harassment, retaliation against a person for exposing sexual harassment, or aiding or abetting sexual harassment of any student or employee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to,

Making submission to or rejection of such conduct the basis of employment decisions affecting the employee;
Creating an intimidating, hostile or offensive working or learning environment by such conduct;
Offenses of sexual flirtation;
Advances or propositions;
A display of sexually suggestive objects or pictures;
Demanding sexual favors accompanied by implied or overt threats; or
Any other offensive or abusive physical contact

Section 2. Any employee or student who believes that he or she has been subjected to sexual harassment by any school employee or student shall report the alleged act immediately to his or her teacher, if a student, or to his or her immediate supervisor, if an employee. Or, as an alternative, he or she may report the alleged act directly to the District Human Rights officer, whose office is located at Cowley, Wyoming. The report should be in writing and provide specific details concerning the sexual harassment claimed.

Section 3. Upon receipt of any report of what is believed to be sexual harassment, the supervisor or other person notified should notify the superintendent, after which an investigation will be immediately undertaken. The results of the investigation, and if not completed, the status of the investigation will be discussed with the reporting party within five (5) days after the sexual harassment is reported.

Section 4. In the event a student believes he or his or her teacher has sexually harassed her, a student may report the incident directly to the principal. In the event any employee believes he or she has been sexually Harassed by his or her immediate supervisor, the employee may as an additional; alternative report the incident directly to the superintendent. In the event any person believes he or the superintendent is sexually harassing her, the incident should be reported directly to the Board of Trustees.

Section 5. No person who believes he or she has been sexually harassed shall be retaliated against for reporting such harassment.

Section 6. Any employee of the school district who is found after appropriate investigation to have engaged in sexual harassment of another employee or any student may be subject to immediate discharge. Any student of the school District who is found after appropriate investigation to have engaged in sexual harassment shall be subject to all possible disciplinary provisions for students, including suspension and expulsion.

Section 7. Any employee not satisfied with the decision and action taken by the administration, may petition the Board to take further action.

Adopted June 9, 1988

Big Horn County School District Number One
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: JFCJ

WEAPONS IN SCHOOL

(Possession or Use of Weapons)

Section 1. Definitions

Items in the following categories are defined as weapons:

Type 1: Deadly Weapon means but is not limited to a firearm, explosive or incendiary material, motorized vehicle, and animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury.

Type 2: Articles other than firearms used or designed to inflict bodily harm and/or to intimidate other persons. Examples are knuckles, switch blade/butterfly knives, chains, clubs, stars etc.

Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts. Combs pencils, pocketknives, files, compasses, scissors, etc.

“Possession” means having a weapon actually in a students personal possession, or in their desk, or locker (or vehicle)

“Use” means threatening to or actually inflicting injury on another person with a weapon.

“Campus” means within the boundaries of real property used by the school district primarily for the education of students in grade kindergarten through twelve.

Section 2. Possession or use of weapons.

“Possession” of a Type 1 or a Type 2 weapon on campus, or at a school district activity, or within any school bus is prohibited.

“ Use” of any type of weapon on campus, or at a school activity, or within any school bus is prohibited at all times.

Section 3. Penalty

Any student who possesses, uses, transfers, carries or sells a deadly weapon on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year except that the superintendent of schools may modify the expulsion requirement on a case by case basis.

A student in possession of a type 2 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.

A student using any type of weapon shall be suspended immediately from school and referred to the superintendent and the Board of Education for further disciplinary action up to and including expulsion from school.

Section 4. Expulsion Procedure

Any student recommended for expulsion shall be afforded an opportunity for a hearing as provided by W. S. 21-4-305(d).

Section 5. Notification to District Attorney

After the applicable notice and hearing requirements of this section are complied with, if it is determined that a student is to be expelled pursuant to Section 3(a) of this policy, the superintendent shall notify the District Attorney of the violation together with the specific act in violation of this subsection and the name of the student who is being punished pursuant to subsection 3(a) of this policy.

The school district shall refer to the criminal justice or juvenile delinquency system any student who brings a firearm defined in §921 of title XVIII of the United States. * (See definition on reverse side)

Approved: December 15, 1993

Revised: September 8, 1994

Revised: May 11, 1995

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley Wyoming 82420
POLICIES AND REGULATIONS
FILE: JFC

STUDENT CONDUCT

All pupils are expected to comply with the printed school regulations, as well as other commonly accepted standards of good behavior, pursue the required course of study, and submit to the authority of the administration and teaching staff of the school.

The superintendent and principal are authorized to suspend any pupil (not to exceed 10 days) for willful and continued infractions of approved rules of conduct.

The following constitute infractions of approved rules of conduct:

1. Continued, willful disobedience, and open and persistent defiance of the administration or teaching staff.
2. The possession or use of tobacco, alcohol, or illegal drugs upon school premises.
3. Habitual profanity or vulgarity.
4. Habitual truancy, tardiness, or skipping class.
5. Improper public display of affection.
6. Unauthorized use of vehicles during school hours including the noon hour.
7. Tampering with the fire alarm system.
8. Willfully cutting, defacing, or otherwise injuring in any way, property belonging to the school district.
9. Offenses punishable under the laws of the state when the nature of the offense is such that continuation of the child in school would clearly be detrimental to the welfare, safety, or morals of other pupils.
10. Torturing, tormenting or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence.
11. Any other behavior which in the judgment of school authorities is clearly detrimental to the welfare, safety, morals, or education of other pupils.

The above prohibited actions shall be printed in a handbook or other publication and made available to students and parents.

Adopted: 10/14/76

Revised: Date of Manual Adoption

BIG HORN SCHOOL DISTRICT #1

2009-2010 CALENDAR

August 26	School Begins
August 26	Preschool screening
August 27	Preschool Family Night 5:30-6:30 PM
September 7	Labor Day (No School)
September 1-15	DIBELS
September 17-18	5 th grade field trip to NWC Field Camp
September 24	School Picture Day
October 16	End of 1 st Quarter
October 19	Teacher In-Service (No School)
October 20 & 22	Parent-Teacher Conferences
November 13	Teacher In-Service (No School)
November 25	Early Release 12:15
November 26-27	Thanksgiving Holidays
December 15	Winter Music Concert 6:30 PM
December 22	End of 1 st Semester
December 22	Early Release 12:15 PM
December 23	Winter Holidays Begin
January 4	Teacher Plan Day (No School)
January 5	School resumes for students
January 6-20	DIBELS
February 25-26	No School
March 5	No School
?	PAWS testing
March 12	End of 3 rd Quarter
March 16 & 18	Parent-Teacher Conferences
March 20	Teacher In-Service (No School)
April 1	Early Release 12:15
April 2-5	Spring Break
May 4	Spring Music Concert
May 10-21	DIBELS
May 25	AR Fun Day
May 26	End 4 th Quarter/Last Day of School/Early Release

STANDARDS

2009-10